

WORKPLACE INSPECTION CHECKLIST

The following checklist can be used to conduct a quick workplace inspection to identify any potential hazards.

Production / Department:	Location Address:
Name of Assessor:	Supervisor:
Signature:	Date Checklist Completed:

Check each item indicating that you've considered the item and have taken appropriate steps to comply, if applicable. If action required, give brief description.

Considered <input checked="" type="checkbox"/> or N/A	Inspection Item	Action Required
	Exits and exterior fire lanes are not blocked	
	Emergency exits clear (inside and out)	
	Emergency exit signs and lighting are adequate and functioning	
	Proper housekeeping is maintained in work areas and they are free from trip and fall hazards (e.g., extension cords, materials stored in aisles, etc.)	
	4 ft. interior perimeter fire lane is clear and unobstructed (i.e. cords/cables ramped or bridged)	
	Fire extinguishers present	
	3 ft. clearance around all electrical panels	
	Electrical boxes or exposed live electrical parts are closed/covered	
	Proper use of required Personal Protective Equipment where required (e.g., hearing protection, gloves, safety glasses/goggles).	
	Tools have been inspected and are in good condition (i.e., no frayed or patched cords, ungrounded plugs)	
	Electrical boxes or exposed live parts are kept closed and/or covered	
	Safe guards on machinery and equipment are in place where required and in good working order (i.e. splitters and kickback pawls on table saws)	
	Eye wash stations, where present, are in good condition (i.e., bottles are full with clean saline solution, flushed / inspected monthly)	
	Chemical containers are properly labeled	
	Required regulatory postings, emergency contact numbers and exit routes are posted	
	A hard copy of the Production Safety Program (AKA as IIPP) is on-site	
	Guardrails and handrails are present where required	
	Approved storage cabinets are available and being used for storing chemicals and flammables.	
	Proper ventilation is maintained to prevent accumulation of vapors and dust	
	Hazardous waste is being properly handled, stored and disposed of	
	Dust collection has been installed as necessary	
	"NO SMOKING" signs are visible	
	Elevated sets have fire protection as required by local authority	
	Gold room ceilings are free of storage	
	Hot work permits obtained as necessary	
	Personal fall protection available where required (in aerial lifts, perms etc.)	
	All personnel operating aerial lifts and forklifts are properly trained and certified	
	Required safety meetings being conducted every 10 working days and documented (i.e. Toolbox Talks, Health and Safety Committee etc.)	
	Any scaffolding has been designed by a "qualified person" and inspected by a "competent person"	
	Personnel using personal fall protection have been trained in its proper wear and use	
	Ladders are in good condition and are being used properly (i.e. A-frame ladders not being used as straight ladders, proper footing distance etc.)	
	Weight limits of work area have been determined if heavy loading is expected (i.e. cranes, heavy sets etc.)	

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