



Workplace Safety Inspection Sheet

Name(s) of Safety Inspector(s) _____

Location of Inspection _____

Date of Inspection _____

GENERAL	YES	NO	N/A	NOTES
Floors: clean, dry; free of debris, clutter, trip hazards				
Signs are posted when floors are wet (e.g. washed, spills)				
Aisles are marked, clear, unobstructed				
Stairs & landings kept clear, unobstructed				
Stairwells adequately lit; steps, treads, in good condition				
Furniture/office equipment secure from tipping; appropriate for work being done				
EXITS, ENTRANCES, PARKING LOT	YES	NO	N/A	NOTES
Doors are not blocked				
Routes, signs, doors clearly marked; exit signs easy to see; outside entrances & parking lot clearly lit				
Walkways & parking lots are free of water, grease, snow, ice				
Outdoor stairs made of grating so water & snow cannot build up				
Indoor entrance mats are present, nonskid, & kept clean				
POSTED ON HEALTH & SAFETY BULLETIN BOARD	YES	NO	N/A	NOTES

Occupational Health & Safety Act & Regulations				
Policies: Health & Safety, Violence & Harassment				
Poster: Prevention Starts Here				
Poster: WSIB: In Case of Injury				
Poster: Employment Standards Act				
Poster: Employment Standards Act				
Name of health & safety representative				
Workplace Safety Inspection Report				
FIRE PROTECTION & WARNING SYSTEMS	YES	NO	N/A	NOTES
Emergency lighting, adequate lighting tested and record of annual inspection				
Portable fire extinguishers: appropriate type, readily available & inspection up-to-date				
Fire exit doors: in good repair, unlocked, free of obstruction (both sides)				
Fire/emergency alarm systems operational; fire exit signs lit				
Fire & Evacuation Plan posted				
Employees know the plan (ask an employee)				
HYGIENE & FIRST AID	YES	NO	N/A	NOTES
Washrooms are clean (chemicals are stored)				
Washing facility available (soap, warm water, method to dry hands)				
First Aid kits: supplies, manual				
First Aid certificates posted & valid				
Emergency eyewash station available & in working order				
Employees know how to get First Aid when needed (Ask an employee)				
HAZARDOUS SUBSTANCES	YES	NO	N/A	NOTES
Hazardous substances are properly labelled, stored & dispensed of				

A Safety Data Sheet (SDS) for each product is available & accessible				
Flammable products stored properly				
ELECTRICAL	YES	NO	N/A	NOTES
Extension cords are secured & in good condition (no exposed wires or bent prongs)				
Portable hand tools are grounded or double insulated; cord in good condition				
Machines are properly grounded				
Clear access to electrical panels & no combustible materials stored/posted within 24" around				