

WORKPLACE INSPECTION CHECKLIST

Periodic inspection and correction of identified hazards is a requirement of the Worksite Company's Injury and Illness Prevention Program (IIPP). If you have any questions or suggestions regarding the content of this survey, please contact your Supervisor.

Completed by: _____

Date: _____

Workplace location: _____

Signature of Workplace Manager _____

Date: _____

Y = SATISFACTORY
N = NEEDS IMPROVEMENT
N/A = NOT APPLICABLE

GENERAL

- ____ Workplace clean and orderly.
- ____ Exits cleared of obstructions and accessible.
- ____ Stored materials secure & limited in height to prevent collapse.
- ____ Suitable warning signs and tags.

TRAINING

- ____ New employees given basic safety training.
- ____ Job-specific safety training held for employees on a regular basis.
- ____ Personnel familiar with applicable Material Safety Data Sheets.
- ____ All personnel familiar with emergency evacuation plan.
- ____ Training documentation current and accessible.

SAFE LIFTING

- ____ Workers trained on and using safe lifting techniques.
 - ____ Size up/test load.
 - ____ Avoid heavy loads – split into smaller loads or ask for help.
 - ____ When lifting, bend knees to take pressure off the back.
 - ____ Consciously firm up abdominals when lifting.
 - ____ Never twist.

ERGONOMICS

- ____ Workers trained on ergonomics, taking frequent breaks, varying activities to interrupt repetitive motions.

FIRE

- _____ Emergency exit signs marked properly.
- _____ Fire extinguishers are visible and accessible.
- _____ Stairway doors are kept closed unless equipped with automatic closing device.
- _____ Fire extinguishers are serviced annually.
- _____ Corridors and stairways are kept free of obstruction and not used for storage.

EARTHQUAKE

- _____ Large & heavy objects stored on lower shelves or storage areas.
- _____ Equipment sensitive to shock damage, such as computer disks and glassware are secured to prevent falling.
- _____ Storage areas uncluttered – providing clear evacuation routes in the event of an emergency.

EQUIPMENT AND MACHINERY

- _____ Clean and working properly.
- _____ Electrical cord in good condition with proper grounding.
- _____ Only extension cords with circuit breakers, and multiple connectors are used – but not as fixed wiring.
- _____ Adequately ventilated.

HAZARDOUS MATERIALS

- _____ Original product names (or full chemical names) and hazards clearly identified on labels.
- _____ Containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion.
- _____ No hazardous materials stored next to or above sinks.
- _____ All chemical containers capped and sealed, except when actively adding or removing materials from them.
- _____ MSDS and chemical inventory list are readily accessible.