

Workplace Inspections Checklist

SHOP

LOCATION _____

INSPECTOR(S) _____

DATE _____

A General		Yes	No
A1	Housekeeping in working space is maintained.		
A2	PPE (ear protection, eye protection, etc.) are available and being used.		
A3	First-aid supplies and assistance are available.		
A4	Access to emergency exits are clear at all times.		
A5	Three points of contact are maintained whenever possible, especially on ladders and stairs.		
B Electrical		Yes	No
B1	Panels have a minimum of 1 metre clearance in front.		
B2	Appropriate grounding is in place for power systems and circuits.		
B3	Plugs and cords are not frayed, stretched, or showing signs of damage.		
B4	Extension cords are used only for temporary purposes.		
B5	Variable lighting height and brightness are available depending on the task.		
C Fire Control		Yes	No
C1	Sprinkler heads have the required vertical clearance of 12 inches.		
C2	Fire suppression equipment is available when required.		
D Tools		Yes	No
D1	Tool guards are in place and being used for tools that require them.		
D2	Correct tools are being used for the job.		
D3	Lockout/tagout process is known for electrical tools.		
D4	Tools are inspected prior to each use and forms are filled out as needed.		
E Spill Control		Yes	No
E1	Supplies and procedures are available for spill control.		
E2	Spills are cleaned up immediately, and barriers and/or hazard signs are adequate and visible.		
E3	Eyewash stations are clean and the fluid is fresh.		
F Environmentally Hazardous Substance Management		Yes	No
F1	Ventilation equipment is working as expected and does not have excessive dust accumulation.		
F2	Paint and chemical supplies are used properly with PPE and ventilation equipment.		
F3	Chemical and flammable/combustible wastes are properly disposed of.		
F4	Staff is trained using up-to-date Safety Info Sheets, which are also readily accessible.		
F5	Products decanted into containers have appropriate labels.		
G Workers, Contractors, and Volunteers		Yes	No
G1	Involved parties are trained on tasks and supervised during performances.		
G2	Appropriate PPE is used, inspected, and maintained by involved parties.		
G3	Non-slip safety footwear is worn properly by all workers, contractors, and volunteers.		
G4	Heavy loads are assessed prior to lifting to determine if help is needed.		
	Identified hazards from previous inspection have been resolved.		

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NOTES

Any item on the checklist that was checked under "No" should be explained here. Make any note regarding hazards, questions or concerns you have.

