

## Columbia College Occupational Health and Safety Committee General Workplace Inspection Checklist

**Instructions:**

1. Complete the inspection as it relates to your area (eg. office, classroom).
2. Document deficiencies and assign a risk level as (H) High, (M) Medium, or (L) Low.
3. Return the document to the Facilities Manager.

|             |                                       |                 |                 |
|-------------|---------------------------------------|-----------------|-----------------|
| <b>Risk</b> | <b>Criteria</b>                       | <b>Location</b> | <b>Date:</b>    |
| High        | Likely to result in serious injury    | Bldg            | <b>Dept:</b>    |
| Medium      | May result in injury                  | Room/Location:  | <b>Contact:</b> |
| Low         | Could possibly result in minor injury |                 |                 |

|   | Yes | No | N/A | Risk<br>(H,M,L) |
|---|-----|----|-----|-----------------|
| Are all work areas clean and orderly?   |     |    |     |                 |
| Are doorways, aisles, hallways and stairwells free of materials and obstructions that could pose a tripping or evacuation hazard? |     |    |     |                 |
| Are floor surfaces smooth, even and free of cracks or defects that could cause a trip or fall?                                    |     |    |     |                 |
| Is lighting adequate?   |     |    |     |                 |
| Is ventilation adequate?  |     |    |     |                 |
| Are ceiling tiles in place; no evidence of significant leaks or mold?   |     |    |     |                 |
| <b>Offices</b>  |     |    |     |                 |
| Are offices free of clutter and excessive accumulation of materials   |     |    |     |                 |
| Are filing cabinet drawers properly loaded from the bottom, and do not pose a tipping hazard?                                     |     |    |     |                 |
| Are computer workstations configured in a manner to minimize ergonomic injury?  |     |    |     |                 |
| Are the chairs used for computer workstations adjustable?   |     |    |     |                 |

|   | Yes | No | N/A | Risk<br>(H,M,L) |
|---|-----|----|-----|-----------------|
| <b>Classrooms/Computer Labs</b>   |     |    |     |                 |
| Are desks and chairs in good repair?  |     |    |     |                 |
| Are cords and cables from AV equipment stored properly to reduce chance of tripping?                  |     |    |     |                 |
| Are classrooms free of clutter and excessive accumulation of materials                                |     |    |     |                 |
| <b>Clinical Areas</b>   |     |    |     |                 |
| Are sharps containers available and not overfilled?   |     |    |     |                 |
| Is personal protective equipment available and ready for use (i.e. eye protection and gloves)?        |     |    |     |                 |
| Have chemical containers been closed when not in immediate use?                                       |     |    |     |                 |
| Are all chemicals stored at levels below eye level?   |     |    |     |                 |
| Are there sufficient numbers of staff scheduled to work to ensure safety?                             |     |    |     |                 |
| Are waterless hand cleaners available where required?   |     |    |     |                 |
| Are beds, wheelchairs, patient lifting and transfer devices and other equipment functioning properly? |     |    |     |                 |
| <b>Material Handling and Storage</b>  |     |    |     |                 |
| Are storage shelves capable of supporting the intended load?  |     |    |     |                 |
| Are storage shelves secure and not able to tip?   |     |    |     |                 |
| Are heavy items stored at optimal lifting heights (between shoulder and knees)?                       |     |    |     |                 |
| Are carts available to move heavy items and materials?  |     |    |     |                 |
| <b>Security</b>   |     |    |     |                 |
| Are areas locked as required and do security devices (alarms and locks) work properly?                |     |    |     |                 |

|   | Yes | No | N/A | Risk<br>(H,M,L) |
|---|-----|----|-----|-----------------|
| <b>Emergency Response</b>   |     |    |     |                 |
| Are emergency evacuation routes posted at entrance ways and in classrooms?  |     |    |     |                 |
| Are emergency phone numbers posted by the building alarm pad?   |     |    |     |                 |
| Are the names of first aiders posted by the building alarm pad?   |     |    |     |                 |
| Are adequate first aid supplies available?  |     |    |     |                 |
| <b>Fire</b>   |     |    |     |                 |
| Are fire exits marked and signs illuminated?  |     |    |     |                 |
| Are fire extinguishers, hoses and alarm pull stations clearly marked and free of obstructions?                              |     |    |     |                 |
| Have fire extinguishers been inspected and bear inspection tags?  |     |    |     |                 |
| <b>Electrical</b>   |     |    |     |                 |
| Are electrical cords in good condition and free of damage and defects (including not frayed and grounding prongs in place)? |     |    |     |                 |
| Are there enough electrical outlets/power bars to ensure they are not overloaded?   |     |    |     |                 |
| Are power bars connected directly to an electrical outlet?  |     |    |     |                 |
| Is the area around electrical panels free of obstructions?  |     |    |     |                 |
| Are electrical appliances CSA approved?   |     |    |     |                 |
| <b>Documentation and Training</b>   |     |    |     |                 |
| Are emergency response procedures available in the department?  |     |    |     |                 |
| Are employees aware of how and when to complete a Hazard Form   |     |    |     |                 |
| Are employees aware of how and when to complete an Emergency Response Incident Report                                       |     |    |     |                 |
| If employees work alone, are employees aware of working alone procedures and guidelines?                                    |     |    |     |                 |
| If there is a potential for violence, have employees received violence prevention awareness information?                    |     |    |     |                 |

| Other Comments |  |
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