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( 519) 870 - 6930

|   |   |  |  |
|---|---|--|--|
| INSPECTORS:   | DATE:   |  |  |
| <p style="text-align: center;"><b>Office/ Retail Workplace Inspection Checklist</b></p> <p>Persons responsible for follow-up:</p> <hr/> <p>Supervisor: _____</p> <p>Manager : _____</p> <p>J.H.S.C: _____</p> | <p>Condition</p> <p>Class A Hazard:           A condition or practice likely to cause permanent disability, loss of life or body part..</p> <p>Class B Hazard:           A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage.</p> <p>Class C Hazard:           A condition or practice likely to cause minor, non-disabling injury or illness, or non-disruptive property damage. .</p> |  |  |
| <b>BULLETIN BOARDS AND SIGNS</b>  |   |  |  |
| Copy of the Occupational Health and Safety Act posted?  |   |  |  |
| Copy of the Safety policy posted?   |   |  |  |
| Are the names of the JHSC members posted?   |   |  |  |
| Is there a "In Case of Injury at work" WSIB poster (Form82) posted?   |   |  |  |
| Is there an emergence plan posted?  |   |  |  |
| <b>FLOORS</b>   |   |  |  |
| Any loose material, debris, or trip hazards?  |   |  |  |
| Any worn or uneven flooring, tiles, carpeting?  |   |  |  |
| Are the floors slippery, oily or wet?   |   |  |  |
| Non slip floor mats are placed at entrances?  |   |  |  |

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|  | Location | Condition | Comments |
|--|----------|-----------|----------|
| <b>STAIRWAYS AND AISLES</b>  |          |           |          |
| Are they clear with good egress?   |          |           |          |
| Are stairways well lighted?  |          |           |          |
| Are handrails, handholds in place?                                       |          |           |          |
| Are the aisles marked and visible?                                       |          |           |          |
| <b>EQUIPMENT</b>   |          |           |          |
| Are guards and protective safety devices in place and working?           |          |           |          |
| Is the furniture safe?   |          |           |          |
| - worn or badly designed chairs  |          |           |          |
| - sharp edges on desks and cabinets                                      |          |           |          |
| - poor ergonomics at work station (keyboard elevation, chair adjustment) |          |           |          |
| - crowding   |          |           |          |
| Are electrical cords in good condition, no exposed wires?                |          |           |          |
| <b>EMERGENCY EQUIPMENT</b>   |          |           |          |
| Is the fire alarm equipment regularly tested and certified?              |          |           |          |
| Are fire extinguishers in place and inspected at least monthly.          |          |           |          |
| Is emergency lighting in place and regularly tested?                     |          |           |          |
| Has there been an evacuation drill in the past year?                     |          |           |          |
| Is there a first aid kit?  |          |           |          |

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| <b>BUILDING</b>   | <b>Location</b> | <b>Condition</b> | <b>Comments</b> |
|---|-----------------|------------------|-----------------|
| Emergency Exits clearly marked?   |                 |                  |                 |
| Exit doors unobstructed?  |                 |                  |                 |
| Fire doors closed?  |                 |                  |                 |
| Grounds clear of snow, ice as required?   |                 |                  |                 |
| Secure to prevent unauthorized individuals from entering the building?                      |                 |                  |                 |
| Parking Lots have good lighting?  |                 |                  |                 |
|   |                 |                  |                 |
| <b>AIR HANDLING SYSTEM</b>  |                 |                  |                 |
| Is the system regularly maintained?   |                 |                  |                 |
| Is the system free of sources of contamination (asbestos, microorganisms, dust, and fumes)? |                 |                  |                 |
| Is humidity temperature set at a comfortable range?   |                 |                  |                 |
| <b>DANGEROUS SUBSTANCES</b>   |                 |                  |                 |
| Are there any controlled substances (e.g. WHMIS controlled products)?                       |                 |                  |                 |
| - If yes, are the products properly labeled?  |                 |                  |                 |
| - If yes, is there a corresponding material safety data sheet (MSDS) for each product?      |                 |                  |                 |
| - If yes, are workers trained in how to use these products safely?                          |                 |                  |                 |

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|  | Location | Condition | Comments |
|--|----------|-----------|----------|
| <b>Violence in the workplace</b>   |          |           |          |
| Is there a violence in the workplace policy?                             |          |           |          |
| Is a robbery prevention program required?                                |          |           |          |
| Have workers been trained on the policy?                                 |          |           |          |
|  |          |           |          |
| <b>Health</b>  |          |           |          |
| Is a pandemic policy require?  |          |           |          |
| Are measures in place to prevent the spread of disease?                  |          |           |          |
| Is there a safe food handling policy if required?                        |          |           |          |
| Is there a personal hygiene/ fragrance free policy required?             |          |           |          |
| <b>SECURITY</b>  |          |           |          |
| Do entry and exit procedures provide workers personal security at night? |          |           |          |
| Are emergency (evacuation, fire, and bomb threat, ) procedures in place? |          |           |          |
| <b>LIGHTING</b>  |          |           |          |
| Are bulbs missing?   |          |           |          |
| Are bulbs covered?   |          |           |          |
| Are any areas dark?  |          |           |          |
|  |          |           |          |

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| MATERIAL STORAGE   | Location | Condition | Comments |
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| Are materials neatly and safely piled?   |          |           |          |
| Are there stepladders or stools to get to materials on higher shelves?         |          |           |          |
| Are storage shelves overloaded or beyond their rated capacity?                 |          |           |          |
| Are large and heavy objects stored on lower shelves?                           |          |           |          |
| Are passageways and work areas clear of obstructions?                          |          |           |          |
| <b>GENERAL</b>   |          |           |          |
| Are extension cords used extensively?  |          |           |          |
| Are electrical or telephone cords exposed in areas where employees walk?       |          |           |          |
| Is electrical wiring properly concealed?                                       |          |           |          |
| Does any equipment have sharp metal projections?                               |          |           |          |
| Are wall and ceiling fixtures fastened securely?                               |          |           |          |
| Are paper and waste properly disposed of?                                      |          |           |          |
| Are desk and file drawers kept closed when not in use?                         |          |           |          |
| Are office accessories in secure places?                                       |          |           |          |
| Are materials stacked on desks or cabinets?                                    |          |           |          |
| Are file cabinet drawers overloaded?   |          |           |          |
| Are file cabinets loaded with the heaviest items in the bottom drawers?        |          |           |          |
| Are filing stools or wastebaskets placed where they might be tripping hazards? |          |           |          |

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