



SAFETY INSPECTION CHECKLIST FOR RESIDENCES

Date: _____ Department: _____

Location: _____ Inspected By: _____

Bulletin Boards and Signs	Yes	No	N/A
Are they clean and readable?			
Is the material changed frequently?			
Floors			
Are the floors clean, dry and free of debris, worn carpeting or any loose material?			
Stairways and Aisles			
Are they clear and unblocked?			
Are stairways well lighted?			
Are the aisles marked and visible?			
Equipment			
Are guards, screens and sound-dampening devices in place and effective?			
Is the furniture safe? i) worn or badly designed chairs ii) sharp edges on desks and cabinets iii) poor ergonomics (keyboard elevation, chair adjustment) iv) crowding			
Are the ladders safe, well maintained and properly affixed?			
Emergency Equipment			
Are all fire extinguishers being regularly inspected?			
Is fire control equipment appropriate for the type of fire it must control?			
Is emergency lighting in place and regularly tested?			
Building			
Do buildings conform to standards with respect to use, occupancy, building services and plumbing facilities?			
Are the following structure built to ensure safety? i) swinging doors ii) floors and wall openings iii) ladders, stairways and ramps			

Are materials stored safely?			
WHMIS			
Have all appropriate personnel received WHMIS training?			
Are all hazardous materials labeled according to the WHMIS regulations?			
Do personnel know where to find current (<3 years) MSDS for the materials being used?			
Are personnel knowledgeable of how to obtain information and interpret MSDS information?			
Sanitation			
Are washrooms and food preparation areas clean?			
Are the following provided adequately? i) toilets ii) showers iii) potable water iv) clothing storage v) change rooms vi) field accommodations vii) lunchrooms			
Are measures in place to prevent the spread of disease?			
Security			
Do entry and exit procedures provide workers personal security at night?			
Are emergency (evacuation, fire, bomb threat) procedures in place?			
Lighting			
Are lamp reflectors clean?			
Are bulbs missing?			
Are any areas dark?			
Material Storage			
Are materials neatly and safely piled?			
Are passageways and work areas clear of obstructions?			
General			
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 appropriately loaded (not overloaded)?			
Are filing stools or wastebaskets available and properly stored?			
Are sharp tools (scissors, etc.) properly stored?			

ADDITIONAL OBSERVATIONS