



Workplace Safety Inspection Sheet

Name(s) of Safety Inspector(s) _____

Location of Inspection _____

Date of Inspection _____

GENERAL	YES	NO	N/A	NOTES
Floors are clean, dry; free of debris, clutter, trip hazards				
Signs are posted when floors are wet (e.g. washed, spills)				
Stairs & landings clearly accessible, unobstructed				
Stairwells adequately lit; steps, treads, in good condition				
Furniture/office equipment secure from tipping; appropriate for work being done				
EXITS, ENTRANCES, PARKING LOT	YES	NO	N/A	NOTES
Doors are accessible, unobstructed				
Routes, signs, doors clearly marked; exit signs easy to see; outside entrances & parking lot clearly lit				
Parking lots & walkways are free of grease, snow, ice				
Indoor entrance mats are present, nonskid, clean				
POSTED ON HEALTH & SAFETY BULLETIN BOARD	YES	NO	N/A	NOTES
BOLI poster for current year is posted				
Poster: Injured on the Job? Workers Compensation information /SAIF Notice of				

Compliance with insurance policy no. A269304201				
FIRE PROTECTION & WARNING SYSTEMS	YES	NO	N/A	NOTES
Portable fire extinguishers: appropriate type, readily available & inspection up-to-date (to be inspected monthly; replaced or recharged every seven years)				
Fire exit doors: in good repair, free of obstruction				
Fire/emergency exit signs lit				
Fire & Evacuation Plan posted				
HYGIENE & FIRST AID	YES	NO	N/A	NOTES
Washrooms are clean; chemicals are stored				
Handwash facility available (soap, warm water, method to dry hands)				
First Aid kits: supplies, manual				
Do employees know where the First Aid kit is & how to get First Aid attention when needed?				
Emergency eyewash station available (where required)				
HAZARDOUS SUBSTANCES	YES	NO	N/A	NOTES
Hazardous substances are properly labelled & stored				
Ask to see Safety Data Sheet (SDS) book; is it up to date?				
Flammable products stored properly				
ELECTRICAL	YES	NO	N/A	NOTES
Extension cords are secured & in good condition (no exposed wires or bent prongs)				
Clear access to electrical panels & no combustible materials stored/posted within 24" (boundary marked in red tape)				