

# Engitech Workplace OH&S Inspection Checklist

Site:	Inspected By:
Supervisor:	Date:

Periodic inspection (at least once per year for offices) and correction of identified hazards are OH&S manager's requirements of Engitech's Injury and Illness Prevention Program.

Completed copies shall be kept on file for at least one year. Report any facility-related deficiencies below to the OH&S Manager or Director. If you have any questions regarding the content of this checklist, please contact the OH&S Manager or Director.

Note: corrective actions taken for any "No" responses. Retain all documentation regarding inspections for a minimum of three years.

Y	N	N/A	General Safety	Comment
			1. Workplace is clean and orderly.	
			2. Floors are clear and aisles, hallways, and exits are unobstructed.	
			3. Floor surfaces are kept dry and free of slip hazards.	
			4. Stairways, sidewalks, and ramps are free of defects (e.g. damaged treads, frayed carpet).	
			5. Illumination is adequate in all common areas and workstations.	
			6. Emergency evacuation plans are posted at every stairway and elevator landing, and immediately inside all public entrances to the building.	
			7. All containers, including non-hazardous chemicals and wastes, are labeled with the full chemical or trade name.	
			8. Stored materials are secure & limited in height to prevent collapse.	
			9. 36" clearance maintained for electrical panels.	
			10. Electrical cords and plugs are in good condition with proper grounding.	

			11. Extension cords and power strips are not daisy chained and no permanent extension cords in use.	
			12. Portable electric heaters have at least 3 ft of clearance from combustible materials (e.g. paper).	
			13. Equipment and machines are clean and working properly.	
			14. Adequate ventilation is provided to machines for preventing build-up of heat or gas emissions.	
			15. Emergency stop switches on machines are identified and in proper working order.	
			16. Mechanical safeguards are in place and in proper working order (e.g. paper cutter guards).	
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>General Safety</b>	<b>Comment</b>
			1. Is appropriate emergency equipment available (fire extinguishers, pull alarms, safety showers, spill kit, etc.) with unobstructed access at all times?	
			2. Are aisles, corridors and stairwells unobstructed and free of trip hazards, equipment, hazardous material, or combustible storage?	
			3. Are personal protective equipment (PPE) and engineering controls available and used as appropriately?	
			4. Are work areas free of electrical hazards? (No exposed wiring, damaged electrical cords, or use of extension cords/power strips)	
			5. Are floors dry and free of slip hazards; bench tops (including those in hoods) reasonably organized and clean?	
			6. Is required training and documentation for lab personnel current? (BBP, Chemical, Gas Cylinder, Radiation Safety, Animal Care and Use, Shipping Hazardous Goods, etc.)	
			7. Do lab personnel know how to report unsafe conditions, emergencies, or accidents?	
			8. Are cabinets, furniture, and equipment taller than 4-feet seismically braced or anchored?	
			9. In reference to the above point (8), verify that previous deficiencies noted during inspections have been corrected.	

Y	N	N/A	Fire	Comment
			1. Emergency exit signs are lit properly.	
			2. Fire alarms and fire extinguishers are visible and accessible.	
			3. Fire doors (e.g. in stairways) are kept closed unless equipped with automatic closing device.	
			4. 18" vertical clearance is maintained below all sprinkler heads.	
			5. Fire extinguishers are serviced annually.	
			6. Corridors and stairways are kept free of obstruction and not used for storage.	
Y	N	N/A	Earthquake / Natural Disaster	Comment
			1. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets and similar items over four feet tall are anchored to the wall.	
			2. Shelves have lips or other seismic restraints.	
			3. Portable machines or equipment secured against movement using chains, lockable casters, or other appropriate means.	
			4. Top-heavy equipment is bolted down or secured to wall studs to withstand accelerations typically expected in an earthquake.	
			5. Large & heavy objects are stored on lower shelves or storage areas.	
			6. Valuable equipment sensitive to shock damage, such as instruments, computer disks and glassware are stored in latched cabinets or otherwise secured to prevent falling.	
			7. Storage areas are uncluttered - providing clear evacuation routes in the event of an emergency.	
			8. Cabinets and lockers containing hazardous materials are equipped with positive latching or sliding doors.	
Y	N	N/A	Hazardous Materials & Waste (Site specific for Sites with Hazardous Waste)	Comment
			1. Is information posted in Life Safety Box current? (Lab responsibilities: Emergency contacts, chemical storage maps)	
			2. Are chemical containers labeled with full chemical name?	
			3. Is the chemical inventory up to date (including gas cylinders)?	
			4. Are chemical waste containers labeled with complete generator information on waste tags with containers removed from lab prior to eight months of date of generation?	
			5. Are all containers closed when not in use and in good condition?	
			6. Are leak-proof secondary containers provided	

			and used to prevent accidental discharge to drain or segregate incompatible chemicals?	
			7. Are incompatible chemicals segregated according to SU storage scheme?	
			8. Is lab area free from leaks and /or spills, including secondary containment trays?	
			9. Are chemicals and wastes stored appropriately [Flammable liquids >37 litres (including waste and acetic acid) in approved flammable liquid storage cabinets, fume hood storage minimized, corrosives in corrosive cabinets]	
			10. Is biohazardous waste stored and disposed of appropriately? (Red bags with proper signage in hard-sided, closed secondary containers; sharps containers not overfilled)	
			10. Are gas cylinders in storage properly restrained and valve caps in place?	
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Verify &amp; Update Training Records</b>	<b>Comment</b>
			21. Have all the individuals working on this site specific job reviewed their training records this year.	
			22. Do the training records posted in Engitech's employee training database accurately reflect ALL the training that personnel have completed to date?	
			23. Have all personnel working at this specific site reviewed the EHS Training Questionnaire.	
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Other - Site Specific Comments</b> (For OH&S improvement purposes, please list anything that you observe during the completion of this checklist that is not mentioned herein)	