

MATERIALS AND TOOLS

INSPECTION

CHECKLIST

1) **STACKING AND STOCKING**

- Unencumbered access to aisles and alley ways
- Stacking of small or irregular shape objects causing obstructions, inter-locking, and height restrictions
- Stable stacks, with no risk of slippage or collapse
- Good drainage in the storage area
- Stocking area clean and free of foreign materials or objects
- Load limits (racks and platforms) enforced

2) **HANDLING**

- Containers in good condition
- Pallets and runners of the appropriate type in good condition
- Chains, slings and cables appropriate for the load and in good condition
- Lifting equipment properly stored
- Lifting guidelines and standards observed

3) **CHEMICAL AND FLAMMABLE PRODUCTS**

- Drums made of steel or other approved material
- Reservoirs fitted with vents
- Reservoirs fitted with safety valves
- Reservoirs and drums electrically connected and grounded
- Adequate measures for spill containment
- Absorbent materials on location
- Container corrosion prevention
- Adequate support of containers and drums
- Controlled temperatures below point of stored products
- Holding cabinets made fireproof and ventilated, therefore adequate
- Cabinet storage capacity limited to 60 gallons for class I and II products and to 120 gallons for class III products
- Heating not a fire risk
- Portable containers safe and of the approved type
- Chemical incompatibility tables followed

4) **COMPRESSED GAS**

- Cylinders stored in the upright position and effectively tied back to prevent falling
- Cylinders grouped by content and clearly identified
- Caps in place and hand-tightened
- Protected against rust and corrosion
- Stored away from heat source
- Stored away from stairs, elevators and evacuation routes
- Inspected regularly (nicks, corrosion) and tagged

5) **WASTE DISPOSAL**

- Steel refuse containers in sufficient quantity

- Separate containers for oily rags, smoke-producing products, dust, flammable wastes, chemicals, etc.
- Safe waste disposal devices
- Anti-static devices if necessary
- Absorbent materials for chemical spills and spill containment equipment on hand in the work area

6) **HAND AND PORTABLE TOOLS**

- Tools, electrical cords and air hoses in general good condition
- Tools in right position when in use
- Tools properly stored when not in use
- Guards and safety devices in good condition
- Grounding or double-sided insulation in good condition
- Constant-pressure triggers fitted on electric tools
- Restraining devices fitted to air-powered tools
- Sufficient power for the task at hand
- Correct tools available for job

7) **MACHINE-TOOLS AND GUARDS**

- In generally good condition, well serviced, clean, lubricated, free of damage
- Mechanical transmission components shielded
- Cutting or nipping area shielded when in use
- Fixed guards and shields in position
- Safety lock in good condition
- Automatic protectors well adjusted
- Control locked and key removed after use
- Emergency stop button in good condition, positioned for easy operation and easily identifiable (colour, sign)
- Isolating and locking devices for maintenance
- Shields to protect from moving parts or against shavings, fragments, splinters, sparks, etc.
- User and maintenance manuals on hand
- Correct guard for equipment
- Adequate workspace around machines
- Away from personnel traffic routes