

INDUSTRIAL WORK AREA CHECKLIST

The following provides an example of an Inspection Checklist for an Industrial Work Area. Items for inspection may be added to or deleted from this checklist as deemed appropriate.

CONDITIONS: Satisfactory _____ Unsatisfactory _____
Unsatisfactory requires notation on "Action Taken To Rectify".

DATE: _____ **LOCATION:** _____ **INSPECTED BY:** _____

	HOUSEKEEPING:	CONDITION	ACTION TAKEN TO RECTIFY
1.			
a.	Is the work area clean and orderly?	_____	_____
b.	Is the work area free of oil spillage, water or grease?	_____	_____
c.	Is the work area free of protruding nails, splinters and holes?	_____	_____
d.	Are the windows cleaned and maintained?	_____	_____
e.	Are aisles and passageways clearly marked?	_____	_____
f.	Are aisles and passageways kept clear of obstructions?	_____	_____
g.	Is scrap or waste disposed of properly?	_____	_____
h.	Are covers or guardrails in place around open pits or tanks?	_____	_____
i.	Are refuse cans emptied daily?	_____	_____
		_____	_____
2.	EMPLOYEE FACILITIES:		
a.	Are facilities kept clean and sanitary?	_____	_____
b.	Are facilities kept in good repair?	_____	_____
		_____	_____
3.	ENVIRONMENTAL:		
a.	Is the level of light adequate for the comfortable performance of work?	_____	_____
b.	Are light fixtures in good condition?	_____	_____
c.	Is the level of noise adequate for the comfortable performance of work?	_____	_____
d.	Is ventilation equipment working effectively?	_____	_____
e.	Are fume and dust collection equipment working effectively?	_____	_____
		_____	_____
4.	MAINTENANCE:		
a.	Is machinery regularly inspected, tested and maintained?	_____	_____
b.	Are steps, railings, ladders and scaffolds in good repair?	_____	_____
		_____	_____
		_____	_____

	CONDITION	ACTION TAKEN TO RECTIFY
c. Are all dangerous machine parts adequately guarded?		
5. HAND TOOLS:		
a. Are hand tools inspected for defects?		
b. Are defective hand tools removed from service for repair?		
6. ELECTRICAL:		
a. Are all machines properly guarded to prevent electrocution?		
b. Are portable power tools grounded or double insulated?		
c. Are extension cords and plugs regularly inspected for frayed, worn or loose connections?		
d. Are extension cords being used as permanent wiring?		
e. Are electrical boxes properly covered?		
f. Do machines easily facilitate lock-out procedures?		
7. MATERIAL HANDLING EQUIPMENT:		
a. Have all hand trucks, buggies, forklifts and other handling equipment been inspected and maintained?		
b. Are pallets and skids regularly inspected and maintained?		
c. Are chain hoists, ropes and slings inspected daily before use?		
d. Do employees use proper lifting techniques?		
e. Are cranes, hoists, winches, etc., regularly inspected and maintained?		
f. Are regular load tests conducted on cranes, hoists, monorails, etc?		
8. EMERGENCIES:		
a. Is there a fire response plan posted in the work area?		
b. Do all workers know the plan?		
c. Are extinguisher locations conspicuously marked?		
d. Are extinguishers properly mounted and easily		

accessible?

- e. Are all extinguishers fully charged?
- f. Are all extinguishers regularly inspected and maintained?
- g. Are exits clearly marked?
- h. Are exits unlocked to allow for evacuation?
- i. Are exits and exit routes equipped with emergency lighting?
- j. Are first-aid kit supplies replenished as they are used?
- k. Are first-aid injuries logged in a record book?

CONDITION	ACTION TAKEN TO RECTIFY

9. **PERSONAL PROTECTION:**

- a. Are hard hats used, inspected and maintained?
- b. Is eye protection used and maintained?
- c. Is hearing protection used and maintained?
- d. Is respiratory protection used and maintained?
- e. Are warning signs (advising employees that protection is required) prominently displayed in all hazard areas?
- f. Do all employees have knowledge of and access to:
 - (1) Hazardous Material Guide Sheets;
 - (2) Department of National Defence Publications;
 - (3) Canada Labour Code;
 - (4) Base or Unit Safety Orders.
- g. Are eye wash stations regularly inspected and maintained?

11. **SAFETY BULLETIN BOARDS AND SIGNS:**

- a. Are they clean and legible?
- b. Is posted material changed frequently?
- c. Are compulsory documents posted?

12. **TRAINING:**

- a. Have new personnel attended the local indoctrination session?
- b. Have personnel attended WHMIS training sessions?
- c. Have personnel been instructed in the availability and use of personal protective
- d. Do personnel know the emergency procedures for the area where they are working?
- e. Are five-minute safety talks and/or safety films

given on a regular schedule?