

GENERAL CONDITIONS

AND FACILITIES

CHECKLIST

1) FLOORS

- Clean, tidy and neat
- Good drainage
- No risk of slipping, tripping or falling
- No object sticking out
- Openings covered or out-of-bounds
- No build-up of rubbish

2) PLATFORMS AND SCAFFOLDS

- Work platforms adequate in width
- Flooring adequate and slip- resistant
- Net below (if of open construction)
- Safe access to mobile platforms
- Standard railing at 42 in (107 cm) if over 10 ft (3 m)
- Stable footings for each section of scaffolding
- No accumulation of tools or materials
- No modification or movement of scaffolds in use

3) LADDERS

- Anti-slip shoes in good condition
- Rungs and slide rails unpainted, and free of oil and grease
- Only one person up on the ladder at a time
- Ladder well positioned and fastened at the top
- Doors under ladder locked and / or barred
- Ladder braced if leaning against a window sill
- Ladder extending 3 ft (91 cm) beyond edge of roof or platform
- DANGER tag attached to ladders in poor condition
- Both side rails always supported
- Landings every 20 ft (6 m) on fixed ladder

4) STAIRS

- Installed if there is to be regular traffic between levels
- At least 22 in (56 cm) wide
- Angles between 30 and 50 degrees
- Steps identical in depth and height
- No riser if step is less than 9 in (23 cm) deep
- Outside stairs: steps of wire-mesh / lattice
- Non-skid tread and nose
- Railing on open side

- Hand-rail on at least one side if a closed stairway

5) **EMERGENCY EXITS**

- Sufficient for quick evacuation
- No locking device or fasteners that could hinder evacuation
- Walkways and exits clearly identified
- Exits properly lit with emergency lighting where required
- More than one exit per work place
- Approaches free of obstructions
- Approaches free of flammable materials
- Exits at least 28 in (72 cm) wide
- Snow and ice removed
- Doors open onto a horizontal surface

6) **VENTILATION**

- Sufficient means of ventilation
- Openings arranged to minimize pollutants
- Continuous intake of clean outside air
- Purifiers for recycled air
- System functions properly

7) **LIGHTING**

- Adequate lighting of work and traffic areas during periods of occupation
- Lighting fixtures clean and bulbs/tubes protected from breakage
- Sufficient level of lighting for the degree of work precision required

8) **AMBIENT NOISE**

- If noise level is too high, employee protection required

9) **ERGONOMICS**

- Facilities allowing normal sitting or standing postures
- Controls in normal positions (down for off, etc.)
- Standard colours for warning signs and information posters
- Hand tools can be used from normal postures
- Weight and size restrictions on hand lifting and carrying of heavy objects

10) **WORK SITE IDENTIFICATION AND BOUNDARIES**

- Work site boundaries - tape, trestled
- Work site identification – “DANGER / ATTENTION” signs on approach to site
- Appropriate measures on roads, etc., partially or completely occupied by the work site –
- Signing