

MONTHLY SAFETY INSPECTION REPORT

Date of Inspection:		Persons Participating in Inspection:
POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
EXTERIOR / PARKING LOT		
Are all parking spots and walkways well lit at night?		
Are parking spots safe?		
Are employees encouraged to use a buddy or escort?		
Is the parking lot kept free of snow, ice and other debris?		
Other concerns?		
ENTRANCES AND EXITS		
Is there safe access for employees and guests?		
Are emergency exits clear of materials and equipment?		
Are emergency exit signs working?		
Are emergency lighting units provided? Are they working?		
Are entrances and exits kept free from snow and ice?		
Are locks, latches and emergency crash bars working?		
Other concerns?		
HYGIENE		
Are rest rooms kept clean and in good working order?		
Are there facilities for employees to wash their hands regularly?		
Are all food areas kept clean (HACCP)?		
Are all hazardous chemicals kept away from food or food handling surfaces?		
Do employees use hairnets and hand protection when handling food?		
So employees tie back long hair and remove loose jewellery when working with machines?		

POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
FIRE SAFETY AND SECURITY		
Are the locations of fire extinguishers clearly marked?		
Are fire extinguishers properly installed on walls?		
Are fire extinguishers the right type for the kinds of hazards in your workplace?		
Have fire extinguishers been inspected within the last year by a certified inspector?		
Are the fire extinguishers clean, fully charged, pin and tag in place? (Remember to personally initial the tag once monthly inspection is complete and fire extinguisher appears to be unused and in good condition)		
Are all employees trained to use fire extinguishers?		
Are flammable materials stored properly away from heat sources?		
Are emergency call numbers posted close to all phones?		
Are smoke, fire and burglar alarms in good working order?		
Other concerns?		
HOUSEKEEPING		
Are all floors and surfaces kept free of debris?		
Are there anti-slip mats in damp or wet work areas?		
Are there enough garbage disposal containers and are they emptied when full?		
Are there proper disposal containers for personal waste materials?		
Are tools, equipment and materials put away when not in use?		
Is all work areas put in good order at the end of the day or shift?		
Other concerns?		

POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
ENVIRONMENT		
Is air quality good?		
Are there ventilation hood where needed?		
Are employees protected from excessive heat or cold?		
Are employees protected from prolong exposure to direct sunlight?		
Other concerns?		
FIRST AID		
Is the First Aid kit accessible and clearly labelled?		
Is the First Aid kit adequate and complete?		
Is the First Aid kit inspected and maintained at least quarterly?		
Is there an Emergency Plan available in the office?		
Are accident report forms readily available?		
Is the First Aid log complete and up-to-date?		
Is there an eyewash station and is it in good working order?		
Is there one person on at all times with Standard Level First Aid Certification?		
Other concerns?		
STAIRS, LADDERS AND PLATFORMS		
Are ladders safe and in good condition?		
Are stair handrails fastened to the wall securely?		
Are stairwells clear of materials and equipment?		
Are stairs and stairwells well lit?		
Are ladders and stairs provided with non-slip treads?		
Other concerns?		

POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
FLOORS AND WALKWAYS		
Are aisles clear of materials or equipment?		
Are main aisles at least 1 m (36 inches) wide?		
Are doorways clear of materials or equipment?		
Are carpets or tiles in good condition, free of loose or lifting carpeting or tiles?		
Are floors clean and free of oil or grease?		
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles?		
Other concerns?		
STORAGE AREAS		
Are supplies and materials stored properly on shelves? (Heavy materials on lower shelves)		
Does your storage layout minimize lifting problems?		
Are trolleys or dollies available to move heavy items?		
Are floors around shelves clear?		
Are racks and shelves in good condition and suitable for the load?		
Do racks, shelves or pallets stick out into the walkways?		
Are tall or heavy shelves firmly secured?		
Is garbage collected, stored and disposed of properly?		
Other concerns?		
LIGHTING		
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive contrast?		
Is task lighting provided in areas of high glare or low light?		
Are windows covered with blinds, drapes or other means of controlling light?		

POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
Does the emergency lighting system work?		
Are hot lights kept away from flammable materials, vapours and chemicals?		
Other concerns?		
COMPUTER WORKSTATIONS		
Are chairs in good condition?		
Are chairs properly adjusted to suit user?		
Are display screens free of dust?		
Are display screens bright enough, with sufficient contrast?		
Are display screens positioned at a comfortable viewing level?		
Are keyboards properly adjusted to suit the user?		
Other concerns?		
ELECTRICAL ROOM		
Are all electrical cords in good repair?		
Is there clear access to electrical panels and switches?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets and switches in good condition?		
Are ground fault circuit interrupters available if required?		
Other concerns?		
EQUIPMENT AND MACHINERY		
Is equipment and machinery kept clean?		
Is equipment regularly inspected?		
Are equipment operators properly trained?		

EQUIPMENT AND MACHINERY CONT'D		
POSSIBLE HAZARDS	RATE HAZARD	NOTES/COMMENTS:
Are start/stop switches clearly marked and in easy reach?		
Is machinery adequately guarded?		
Is there enough workspace?		
Are noise levels controlled?		
Is the proper lock-out procedure used when necessary?		
Other concerns?		
HAZARDOUS MATERIALS		
Have you completed a hazardous materials (WHMIS) inventory?		
Are there current Material Safety Data Sheets (MSDS) for all hazardous materials (within 3 years)?		
Are all containers properly labelled?		
Are hazardous materials properly stored and kept away from food products?		
Is personal protective equipment (PPE) available and in good repair at all times (gloves, chemical splash goggles)?		
Are hazardous materials properly disposed of?		
Other concerns?		
Workers Contacted and their concerns?		
Supervisors Contacted and Concerns?		

Class "A" Hazard: Serious hazard requiring immediate attention (Stop Work)

Class "B" Hazard: Hazard requiring attention as soon as possible.

Class "C" Hazard: Hazard requiring attention

Copies To (For Action):		Date Forwarded:	
Copies To (For Information):		Date Forwarded:	
Signature of Inspector,	Reviewed by worker Co-Chair (Signature and Date):	Reviewed by Management Co-Chair (Signature and Date):	Reviewed by Management (Signature and Date)

Notes: _____
