

Safety Inspections Workbook



This workbook was developed by:
Certification Services
Worker & Employer Services Division
WorkSafeBC
P.O. Box 5350
Vancouver, B.C. V6B 5L5

This is a health and safety related document.
It is not copyrighted and you are encouraged to copy the document as necessary.

For more information contact the WorkSafeBC Information Line at
604-276-3100 or toll free at **1-888-621-7233**

Guidelines

This workbook looks at concepts and methods to develop and conduct a Safety Inspection at your workplace.

Various sample forms, checklists and other documents are included.

It is important to remember that these samples are only one approach. Employers and Joint Health and Safety Committees can use any method or format that works for their workplace.

DISCLAIMER

This workbook has been developed by Certification Services, Worker & Employer Services division of WorkSafeBC.

The material is designed for use by Joint Health and Safety Committees members. WorkSafeBC is not responsible for the results or interpretations when the material is presented through other sources.

If there is any conflict between information in this material and the current *Workers Compensation Act*, Occupational Health and Safety Regulation and related policies, the *Act*, the Regulation and policies shall take precedence.

Table of Contents

Introduction	5
Planning	6
Meeting the Legal Requirements for Safety Inspections	7
General Requirements	8
Developing an Inspection Program	10
Guidelines for Inspectors	10
Inspectors	12
Management	12
Supervisors	12
Workers	13
Qualified Inspectors	13
Frequency of Inspections	14
Inspection Procedures	14
Recording the Safety Inspection	15
Hazard Ratings	15
Follow-up	17
Monitoring	18
Conclusion	19
Safety Inspection Program (flow chart)	20
Appendices	21
1. Sample Inspection Checklist Guidelines	22
2. Sample Inspection Checklist for Offices	24
3. Sample Driver's Daily Checklist	26
4. Sample Cleaning Area Checklist	28
5. Sample Loading Dock/Warehouse Inspection Checklist	29
6. Sample Checklist for Hazardous Materials	30
7. Sample Office Inspection Hazard Rating List	31
8. Example Inspection Report	33
9. Sample Inspection Report Form	36

Introduction

Effective safety and health inspections are one of the most important incident/accident prevention tools in a company's safety and health program. Using properly trained inspectors in a planned inspection program will reduce incidents and property damage. An effective safety inspection program will improve worker communication, company morale and, over time, save the employer money.

Too often, safety inspections are aimed primarily at finding and recording unsafe conditions. This narrow focus tends to ignore other causes of incidents, such as unsafe actions and personal factors. In addition, workers and supervisors are generally well aware of the inspection teams arrival a day or two before the inspection. This warning system sometimes creates a preparatory atmosphere before the inspectors arrive. That means the inspectors often observe the workplace and those within it only on a superficial basis. The result is that safety inspectors rarely see the actual situations that are causing the incidents, injuries and property damage. In order for your inspection team to be effective, they must inspect the workplace in its day-to-day status. They must see the activities and the conditions in which incidents, injuries and property damage occur.

An inspection program takes planning, preparation and training. For inspectors to do a good job, they must receive training in what to look for and what to look at. There must be a guidance system in place to maintain consistency of inspections. A provision for recording and reporting any deficiencies to management, the safety committee and supervisors. The last part of the system should provide a means of follow up and the monitoring of any deficiencies identified.

Planning

Safety and health inspection programs require planning. It is important that employers have adequate policies and procedures in establishing their safety inspection programs. Responsibility and accountability must be assigned, identifying who inspectors are and when inspections will be done. The primary focus of this program should be accident prevention, through the maintenance of safe working conditions and the removal of any potential hazards that arise in the workplace. Good inspection programs will also identify the items to be inspected and then set standards to be maintained in the workplace by supervision and workers. The program should include a system that will record inspections done and ensure that any problems identified are corrected by a responsible person who has the ability to carry out the necessary changes. A follow-up system, through the safety committee and management, should be employed to ensure that all items are followed up and corrected. Once the inspection program is in place, the safety program should provide a means of monitoring it to see if trends arise that may be contributing to the company's accident or injury problems.

Meeting the Legal Requirements

The Occupational Health and Safety Regulation (OH&S Reg.) applies to all employers, workers and other persons working under the jurisdiction of WorkSafeBC. Sections of this regulation require employers to carry out regular safety inspections of their places of employment to ensure the safety of their workers. The following is from OH&S Reg. section 3.3(b) Contents of OH&S Program:

Inspection of Premises

Provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found.

General Requirements

General requirements of the inspection program are explained by OH&S Reg. sections 3.5 to 3.11 and parts 4.3 and 4.9.

Section 3.5: Who establishes the inspection program?

- Every employer must ensure that regular inspections are made of all workplaces.

What must be inspected in the workplace?

- Buildings, structures, grounds, excavations, tools, equipment, machinery, and work methods and practices.

How often?

- Inspections must be done at intervals that will prevent the development of unsafe working conditions.

Section 4.3: What about tools and equipment?

- Machinery, tools and equipment shall be inspected in accordance with the manufacturer's recommendations or as otherwise specified by relevant sections of this Regulation.

Note:

See OH&S Reg. Index for specific inspection requirements, when they are to be done, by whom and what is to be inspected.

i.e., Welding, Cutting and Allied Processes

“section 12.119 Equipment Inspection”

Before using gas-welding or burning equipment, the operator must ensure that the equipment is free from defects, leaks, oil and grease.

Section 3.7: When are special inspections done?

- A special inspection must be made when required by malfunction or accident.

Section 3.8: Does the Joint H & S Committee or H & S representative participate?

- A regular or special inspection must, where feasible, include the participation of members of the joint committee or the worker health and safety representative.

Section 3.8 (a) – What if there is no health and safety committee or representative?

- If there is no committee or worker health and safety representative the employer must designate an employer representative and the union shall designate a worker representative to conduct the inspections.

Section 3.8(b) – What if there is no union?

- If there is no union the employer must invite the workers to designate one of their number to conduct the inspections.

Section 3.9 – What happens when unsafe conditions are discovered?

- Unsafe or harmful conditions found in the course of an inspection shall be remedied without delay.

Section 3.10 – Who should be informed when unsafe conditions or acts are found during inspections?

- Whenever a person observes what appears to be an unsafe or harmful condition or act, the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.

Developing an Inspection Program

Guidelines for Inspectors

To what standards should inspections be conducted?

- The regulations we have just reviewed tell us that we are to inspect for 'hazardous conditions, unsafe actions or work methods'. These are only the general requirements and will require further detail from employers identifying the safe conditions, actions and work methods for their workplace.
- Employers must develop their own standards and procedures of work to meet the requirements of the applicable regulatory, industry, and manufacturers' standards for their workplace. They are to develop procedures of work methods for hazardous jobs that their workers may encounter such as lockout, confined space work, emergency procedures and so on. Employers must maintain safe working conditions and practices.
- The extent to which a person can carry out an effective inspection depends upon their ability to identify hazards. Inspectors should be provided with a reference to follow during their inspections.

Using Checklists

- Many companies use a checklist to ensure consistent and comprehensive inspections each time they are done. Appropriate checklists are developed for each job site and provide a guide to the various standards expected to be in place. A Checklist should inform inspectors what to look at and what to look for.

What should we be looking at?

- Consider the following in the development of your checklists and guidelines:
 - ☒ plant or job site layout (areas where work activities take place)
 - ☒ building-structure
 - ☒ basic floor plan layouts with equipment and machinery
 - ☒ maintenance periods-shift work
 - ☒ start up and shut down times
 - ☒ hazardous substances used in the workplace
 - ☒ storage areas exits

What are we looking for?

- Operating standards or requirements within these areas:
 - ✓ legal requirements (OH&S Regulation, fire regulations, boiler pressure vessel, elevating devices etc.)
 - ✓ company rules/regulations
 - ✓ manufacturers' specifications and instructions (forklifts, maintenance and operating procedures)
 - ✓ personal protective equipment required (headgear, footwear, gloves, respirators, locks)
 - ✓ engineering controls(ventilation, guards etc.)
 - ✓ emergency procedures (fire, evacuation etc.)
 - ✓ first aid services and supplies.
- Look at known problem areas and review records on the following:
 - ✓ accident investigations
 - ✓ first aid record books
 - ✓ worker complaints and reports on hazards in the workplace
 - ✓ recommendations made by safety and health committees
 - ✓ previous inspections (including fire marshal, WorkSafeBC etc.)
 - ✓ maintenance reports
 - ✓ what controls are used to ensure safe work practices and maintain conditions?

How can floor plans help?

- Workplace floor plans should be referenced during the planning stages of any checklist. They should include information that will indicate locations of previous incidents, hazardous work areas, health hazard areas, and any relative information that would assist in the development of a checklist.

Note See Appendix 1 for Sample Inspection Checklist Guidelines

Note See Appendices 2 and 6 for various Sample Inspection Checklists

Inspectors

- We have discussed who should be carrying out the “Regular” Safety inspections [OH&S Reg. 3.8]. There are other people in the workplace who should be doing inspections as part of their normal duties or at least be involved in maintaining a safe and healthy work place. Your “Regular” inspection team may be required to check on some of these people to make sure that these day-to-day activities are being carried out as needed.

Management

Management should, when ever possible, show their commitment to the program by being involved in the inspection process. When management becomes part of the regular inspection team, it will show commitment to the company safety program.

Department managers should be aware of the conditions that exist in the workplace and the various procedures necessary to carry out the work process. Management should review inspection reports and ensure that proper action is taken to correct any hazards that are reported.

Supervisors

Continuous inspections are generally done by supervisors and foremen each time they pass through their area of responsibility. Supervisors are accountable for the safety of workers under their control. Therefore, they should be constantly on the lookout for any hazard that might arise in the work areas. Supervisors should ensure that workers are carrying out preoperational checks when and where they are required. In some companies, additional responsibility is also assigned to safety captains and /or other workers who are on the alert for unsafe conditions and actions.

Area supervisors should be included during the regular planned safety inspection of their area. This has a number of benefits for both the supervisor and the inspection team. First, the supervisor gets to see first hand, any hazards noted and written down by the team and is not “surprised” at the end of the inspection by a written report. Secondly, the team can often assign any corrective action of any hazards noted. In some minor issues, the hazard might be corrected before the inspection team leaves the area. This becomes a win-win situation for both parties.

Workers

Although we have referred to workers as safety committee members and as part of the planned safety inspection team(s), we have not identified one important part of a workers' responsibility. This is the pre-job inspection. It should be one of the major parts of a company's accident prevention efforts. Workers must inspect their work areas for hazards to ensure that they will not be injured as a result of their job. This may mean nothing more than watching out for hazards or it may mean a detailed pre-job inspection checking out equipment before use. [OH&S Reg. 4.3].

Qualified Inspectors

Although we have indicated who will do inspections in compliance with OH&S Regulation, we have not yet considered what expertise and training they should have to carry out effective safety inspections. Inspections should be done by employees who are familiar with the work process and the areas they are inspecting. They must be given instruction in the inspection system and be made aware of the standards that have been established in the areas they are inspecting.

Inspectors may inspect other areas where they have the qualifications to do so. For example, in some workplaces supervisors of adjoining work areas will inspect each other's area to ensure that a more efficient inspection is carried out. Inspectors should ensure that afternoon and night shifts are not forgotten and are also inspected during their work periods.

There are various types of inspections that must be done in the workplace. Some will be done on a daily basis by operators before using equipment and machinery, others are on going by supervisors each time they pass through the workplace. Some inspections will be done after an accident or the purchase of new equipment. Although this workbook is concerned with planned inspections, the other types must be included in the overall inspection program.

Frequency of Inspections

The following is an overview of various inspections that should be considered when developing a safety inspections system:

Planned inspections are to be done on a regular basis as specified by OH&S Reg. 3.3(b) and 3.5. Although the term “regular” does not specify a time period, these inspections are generally done in accordance with the hazards associated with a particular industry and its potential for serious incidents. An example of a low hazard industry might be an office which does its planned inspections on a 30-day basis. However, a higher hazard industry such as logging might be doing planned inspections every week or 10 days. A large construction site in downtown Vancouver could be conducting two inspections a day to meet the required by-laws. Planned inspections are also the time to check on other persons who have inspection responsibilities to ensure that they are being done according to regulation and established standards.

Spot or Special Inspections should be done by management, supervisors and safety committee members from time to time. The purpose of a spot inspection may be to follow up on corrective action after an incident or accident. Other reasons may be the installation of a new piece of equipment or a change in a work process or procedure, which may prompt an update to the inspection checklists or guidelines.

Inspection Procedures

The success of your program will depend on ensuring that the inspection team is prepared to do their inspection. This planning will involve selecting trained team members who are familiar with the workplace, a review of the checklists they will be following and ensuring members are equipped with the appropriate personal protective equipment. Team members should review information from previous inspection reports and incidents. Check on any WorkSafeBC, fire, or other agencies inspection reports. Proper preparation will ensure consistent and thorough inspections every time.

Recording the Safety Inspection

It will be necessary to record any unsafe actions or conditions observed during your inspection tour. A well-written inspection report will establish the location of the condition or action observed. Give it a hazard rating. Provide some guidelines regarding action taken by the inspection team. Recommend corrective action and assign accountability for ensuring corrective action by a certain date. Well-written inspection reports communicate to management, supervision and the safety committee. They will be used to make records, plot trends and develop statistics on the hazards found in the workplace.

Hazard Ratings

Classify each item that you observe and record during your inspection tour. This hazard rating establishes priorities for corrective action and also highlights the level of severity or seriousness of the hazards.

How does the ABC rating system work?

- The A, B, C rating method is used to rate items observed during a safety inspection. The reason for this system is to highlight the degree of severity of those hazards and to assist both the inspectors and the employer in carrying out corrective actions. The following examples can be used as guidelines.

“A” Hazard

- ☒ Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material.
- ☒ Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected, e.g.
 1. A window washer is seen working on the third floor level without any safety belt, hanging on with one hand and leaning out to work.
 2. Workers are seen in a ditch, about six feet in depth, vertical sides, no shoring, sloping or other means of protection.
 3. Bricklayers are observed up on scaffolding, 15 ft. high, without handrails or safety belts.

“B” Hazard

- ☑ Any condition or practice with the potential for causing a serious injury, illness or property damage.
- ☑ Urgent situation. Requires attention as soon as possible, e.g.
 1. Forklift trucks are rounding a blind corner into a loading area without stopping.
 2. Someone has spilled lube oil on the main floor leading to the areas where workers must gain access.
 3. Workers observed smoking in a flammable storage area.

“C” Hazard

- ☑ Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage.
- ☑ These types of hazards should be eliminated without delay, but the situation is not an emergency, e.g.
 1. Worker using a hammer with a loose head, in use on a daily basis for odd jobs.
 2. Worker using a heavy file without file handle.
 3. Oxygen and acetylene cylinders stored together, caps on, good ventilation, fireproof surroundings.

Hazard Rating Lists

It may be helpful if the people involved in doing inspections (e.g. employer representatives, worker representatives, health and safety committee members) develop a hazard rating list to use during workplace inspections. If this list is used for all inspections, then hazards will be rated consistently on inspection reports no matter who is inspecting or when inspections are done.



See Appendix 7 for Sample Office Inspection Hazard Rating List

Note all items observed

Record any items that are not up to your predetermined checklist standards. Do not eliminate any condition or action because you had it corrected during the inspection. Remember that you are developing a record of what you found during that inspection. Any items from previous inspections should be noted as “repeat” items.

Copies of inspection reports must be sent to:

- ☒ Management
- ☒ Supervisors
- ☒ Joint health and safety committees
- ☒ Safety coordinator
- ☒ Worker health and safety representatives
- ☒ Maintenance
- ☒ Others?

Follow-up

Corrective action should be taken as soon as possible on any deficiencies noted in the inspections. Feedback on this action must be conveyed to the inspection teams. There should also be a system in place to follow up on any corrective action that will require time for completion, i.e., purchase of new equipment, building new facilities, etc.

Monitoring

Information obtained from your inspection reports should be reviewed and become part of your OH&S program records and statistics.

Joint health and safety committees and Worker health and safety representatives should review each inspection report to identify any trends that may be developing in the workplace. A proper analysis over time may reveal:

- a need for training in certain areas
- why incidents are occurring in certain areas
- the need to establish priorities for corrective action
- a need to develop or improve safe work practices
- problem areas that may require more hazard analysis.

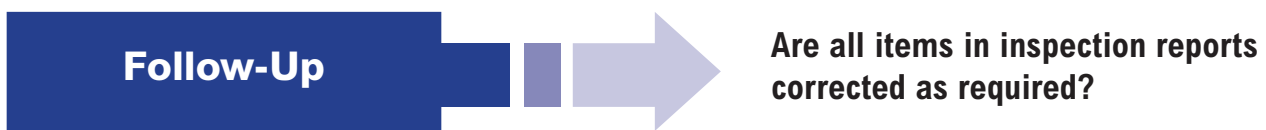
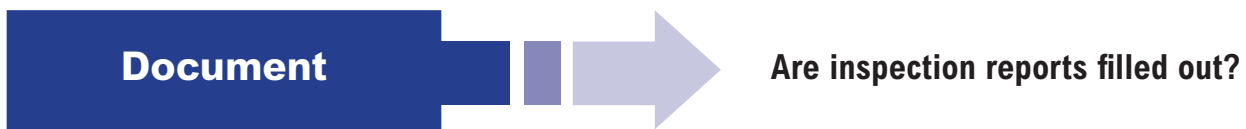
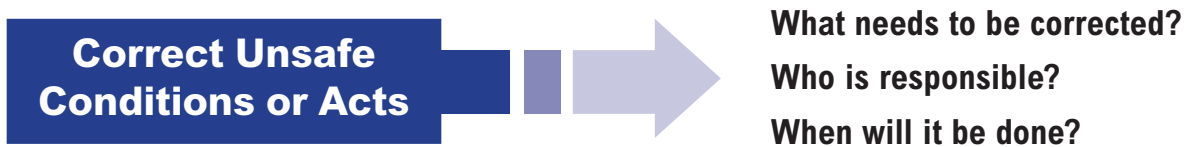
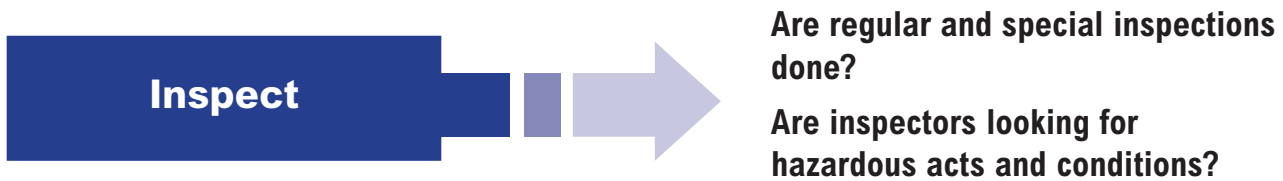
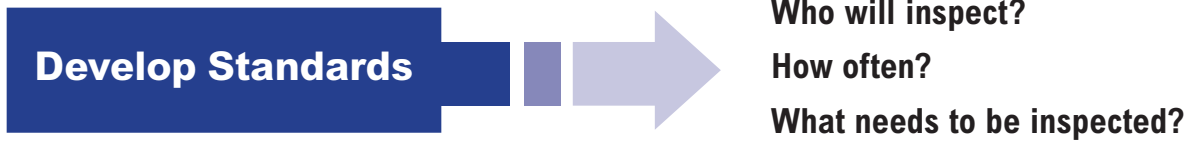
Conclusion

Safety inspections should provide for a systematic examination of the workplace on a regular basis. In order to be effective, they must be planned and organized. Inspectors must be knowledgeable in the inspection system and must know what standards to look for.

 **Note** See Appendix 8 for Sample Inspection Report

 **Note** See Appendix 9 for Sample Inspection Report Form

Safety Inspection Program



APPENDICES

1. Sample Inspection Checklist Guidelines	22
2. Sample Inspection Checklist for Offices	24
3. Sample Driver's Daily Checklist	26
4. Sample Cleaning Area Checklist	28
5. Sample Loading Dock/Warehouse Inspection Checklist.	29
6. Sample Checklist for Hazardous Materials	30
7. Sample Office Inspection Hazard Rating List	31
8. Sample Inspection Report	33
9. Sample Inspection Report Form	36

Appendix 1: Sample Inspection Checklist Guidelines

The following inspection checklists are only examples. It is always best to design checklists or inspection sheets that are specific to your firm or operation.

Inspections should be divided into two categories:

1. What to “look at” and
2. What to “look for”.

What to look at:

- Atmospheric surroundings: hazardous conditions of dust, gases, fumes, sprays etc.
- Chemical substances: all liquids and solids that are toxic in nature.
- Containers: all objects for storage of materials, e.g., barrels, boxes, bottles, cans etc.
- Electrical conductors and apparatus: wires, cables etc.; switches, controls, transformers, lamps, batteries, fuses, etc.
- Engines and prime movers: sources of mechanical power.
- Firefighting equipment: all firefighting equipment and early detection systems, plus related structures such as sprinklers, fire plugs etc.
- Guards and safety devices: all removable and fixed guards, and safety devices or attachments, excluding personal protective apparel.
- Hand tools-all kinds: equipment that is held or carried when in use.
- Hoisting equipment: air hoists, hydraulic lifts, jacks, electric hoists, wire ropes, chains.
- Flammables and explosives.
- Machinery and its parts: power equipment that processes or modifies materials, i.e. agitators, grinders, forging presses, pulverizing machines, drilling machines etc.
- Mechanical and power transmission systems: shafts, bearings, gears, pulleys, drums, cables, belts, sprockets, ropes, chains etc., when used to transmit power.
- Overhead structures and equipment: any structural part of equipment that may fall from above.
- Personal protective apparel: goggles, gloves, aprons, leggings, etc.
- Pressure vessels, boilers and pipes: objects subject to internal pressure from compression of liquids or gases.
- Pumps, compressors, blowers and fans: objects that move or compress liquids, air, or gases.
- Shaftways, pits, sumps and floor openings: any type of opening into which a person may stumble or fall.
- Walking or standing surfaces: floors, aisles, stairs, platforms, ramps, roads, scaffolds, ladders etc.
- Warning and signal devices: direct communication systems such as radio, telephones, buzzers, bells, lights etc.
- Vehicles and carrying equipment: trucks, cars, motorized carts, and non motorized equipment for transporting materials.
- Miscellaneous: other potentially hazardous objects or conditions that do not fall into the above categories.

What to look for:

Guards

- Missing guards on gears, belts, pulleys and shafts
- Missing guards on power saws
- Missing point of operation guards on all machines
- Grinding wheels guarded and tool rests adjusted.
- Pinch points guarded against inadvertent contact.

Support and Structure

- Faulty bracing, shoring
- Sharp-edged, jagged splinters
- Worn, cracked, broken conditions
- Slippery walking and gripping surfaces
- Uneven surfaces
- Missing hand rails and platform guardrails
- Broken steps
- Crating potential for worker or equipment to trip, fall, roll, collapse, slide etc
- Protruding objects

Electrical

- Ungrounded machines and equipment
- Low voltage leaks
- Obstructed switch panels
- Use of “lockouts” for mechanics and electricians
- Close proximity to stop buttons on all machines
- Defective cords, plugs, receptacles
- Overloaded circuits
- Use of light duty extension cords instead of approved wiring
- Power cords across aisles, under rugs etc.
- Use of low voltage systems or ground fault interrupters in wet locations

Ventilation, Illumination, Noise, Radiation

- Excessive heat
- Use of unshielded X-rays
- Arc-flash without shielding
- Excessive dust
- Exposure to toxic dust, fumes, gases
- Gas leaks
- Excessive noise
- Poor ventilation for chemical use and storage
- Failure to protect workers from the above hazards

Miscellaneous Items

- Poor housekeeping
- Proper storage of flammable liquids
- Exits clear for emergencies
- Adequate first aid supplies
- Fire extinguisher in working condition
- Damaged rigging
- Vehicle neglect
- Eye protection, head protection, breathing protection available
- Warning devices for work in streets
- New employees informed of work hazards

Work Practices

- Failure to use PPE
- Horseplay
- Failure to follow safety/health rules and procedures
- Misuse of tools and equipment
- Failure to follow safe working procedures
- Poor housekeeping
- Other?

Appendix 2: Sample Inspection Checklist For Offices

General

- ☐ Hazardous communication program
- ☐ First Aid kit(s)
- ☐ Qualified, trained First Aid person/facility
- ☐ Water/sanitation rest room facilities
- ☐ Lunch Room sanitation
- ☐ Exit signs
- ☐ Fire doors not blocked
- ☐ Fire Extinguishers marked
- ☐ Fire Extinguishers inspected
- ☐ Emergency procedures/floor plan

Slipping, Tripping and Falling

- ☐ Floors and stairways
- ☐ Water, oil, soap etc
- ☐ Highly polished surfaces
- ☐ Torn or loose coverings
- ☐ Rough or splintered surfaces
- ☐ Protruding nails, screws etc.
- ☐ Handrails
- ☐ Illumination
- ☐ Treads

Obstructions

- ☐ Ladders, stools
- ☐ Extension cords
- ☐ Projecting objects
- ☐ Guardrails

Strains, Sprains and Overexertion

- ☐ Improper/unnecessary lifting
- ☐ Repetitive motion/trauma
- ☐ Reaching/twisting
- ☐ Pushing/pulling loads
- ☐ Height of work surface

Struck By and Struck Against

- ☐ File cabinets
- ☐ Shelves
- ☐ Stored and stacked materials

- ☐ Door clearances
- ☐ Blind corners
- ☐ Desk and file cabinet drawers

Equipment

- ☐ Office machines
- ☐ Guarding of moving parts
- ☐ Wiring, switches and cords
- ☐ Noise protection
- ☐ Grounding
- ☐ Furniture, rough or splintered
- ☐ Carts
- ☐ Edges of metal equipment
- ☐ Electric fans, tools, etc.
- ☐ Extension cord use

Work Areas and Work Stations

- ☐ Adequate space
- ☐ Arrangement for work done
- ☐ Illumination, task lighting
- ☐ Glare and reflection
- ☐ Ventilation
- ☐ Temperature
- ☐ Material storage
- ☐ Stacking
- ☐ Access
- ☐ Clearance to sprinkler system
- ☐ Chairs and casters, proper adjustment, stability
- ☐ Working surfaces, height adjustment
- ☐ Housekeeping

Vehicles

- ☐ Brakes
- ☐ Lights, head, tail, turning
- ☐ Tires
- ☐ Windows
- ☐ Horn
- ☐ Seat belts
- ☐ Preventive maintenance

Sample Inspection Checklist for Offices (continued)

Other

- ☐ Clearance around breaker panels
- ☐ Emergency alarm signals
- ☐ Parking Lot (Company owned)
- ☐ What safety and health training is provided?
- ☐ How are supervisors held accountable?
- ☐ How are employees held accountable?
- ☐ How is accountability ensured?

Additional Observations:

Appendix 3: Sample Driver's Daily Checklist

Gas, LPG Or Diesel Truck Sample Driver's Daily Checklist (check before start of each shift)

Truck No.: _____ Date: _____

Operator: _____ Supervisor's OK: _____

Hour Meter Reading: _____

Start of Day: _____ End of Day: _____ Hours for Day: _____

☒ Check boxes Accordingly ☒ ☐ OK ☐ ☒ Needs Attention or Repair

Visual Checks:

- ☐ ☐ engine crankcase oil level
- ☐ ☐ radiator water level
- ☐ ☐ fuel level
- ☐ ☐ hydraulic sump tank oil level
- ☐ ☐ tires
- ☐ ☐ head and tail lights
- ☐ ☐ warning lights
- ☐ ☐ hour meter
- ☐ ☐ other gauges and instruments

Operational Checks:

- ☐ ☐ horn
- ☐ ☐ steering
- ☐ ☐ service brakes
- ☐ ☐ parking brake
- ☐ ☐ hydraulic controls
- ☐ ☐ obvious damage and leaks

Remarks: (Explain All Items Needing Attention or Repair)

Electric Truck Sample Driver's Daily Checklist

(check before start of each shift)

Truck No.: _____ Date: _____

Operator: _____ Supervisor's OK: _____

Hour Meter Reading: _____

Start of Day: _____ End of Day: _____ Hours for Day: _____

☒ Check boxes Accordingly	☒ ☐ OK	☐ ☒ Needs Attention or Repair
---	---	--

Visual Checks:

- ☐ ☐ obvious damage and leaks
- ☐ ☐ tire condition
- ☐ ☐ battery plug connection
note: Be sure the battery plug connection is tight.
- ☐ ☐ head and tail lights
- ☐ ☐ warning lights
- ☐ ☐ hour meter
- ☐ ☐ other gauges and instruments
- ☐ ☐ battery discharge indicator
note: Key on, needle should indicate in green area.

Operational Checks:

- ☐ ☐ horn
- ☐ ☐ steering
- ☐ ☐ service brakes
- ☐ ☐ battery load test
note: Watch battery indicator while holding tilt level on full back tilt. If needle falls to red area, battery doesn't have sufficient charge to operate truck properly.
- ☐ ☐ parking brake
- ☐ ☐ seat brake
- ☐ ☐ hydraulic controls

Remarks: (Explain All Items Needing Attention or Repair)

Appendix 4: Sample Cleaning Area Inspection Checklist

Cleaning Room Area

Workstation Equipment	Condition/Item to be Inspected	Frequency	Record	Inspection Responsibilities
<i>propane storage tank</i>	large pedestal grinder • clear access to valves and hoses • shut-off valves function • hoses – undamaged – bulging – fraying • no smoking signs posted			
<i>north wall storage</i>	• housekeeping • material stacked securely • doorways clear • floor at doorways in good repair • PPE signs posted			
<i>oxygen cylinder storage northwest corner outside</i>	• bottles – secure, protected from corrosion/falling • shut-off valves operate freely and are free from oil/grease			
<i>small pedestal grinder</i>	• controls – function positively and are identified • stone(s) – are of correct type – dressed and guard in place • toolrest gap is 1/8" or less. • spare stones – stored vertically and dry • workbench – stable – size OK • lights – working • housekeeping – floor clear etc. • electric cords – sheathed – no frayed insulation • as for small pedestal grinder			

Appendix 5: Sample Loading Dock/Warehouse Safety Inspection Checklist

PLANT

1. Floors
 - A. Greasy
 - B. Warped
 - C. Holes
 - D. Floor load signs
2. Aisles-Walkways
 - A. Clearly marked
 - B. Free of obstruction
3. Ramps
 - A. Clear
 - B. Greasy
 - C. Curbs
4. Mirrors at blind aisle- intersections
 - A. Clean
 - B. Undamaged
 - C. Properly placed
5. Warning Signs
 - A. Location
 - B. Legibility
 - C. Unobstructed
6. Overhead Conditions
 - A. Utility lines or pipes too low
 - B. Lights too low
 - C. Sprinkler systems
7. Docks
 - A. Greasy
 - B. Level
 - C. Holes
 - D. Obstructions
 - E. Dockboards
 - Capacity Marked
 - Strong enough
 - Friction surface
 - Turned up sides
 - Secure anchoring
 - Handhold, fork loops
 - Adequate length
 - F. Wheel chocks
 - G. Wheel stops for rail cars
 - H. Fixed jacks (semi-trailers)
 - I. Positive operative protection against rail car movement with dock board in position.
8. Lighting
 - A. Adequate
 - B. Bulbs or tubes out
 - C. Glare
 - D. Uniform distribution
9. Ventilation
 - A. Adequate
 - B. Operating
 - C. Sampling
10. Elevators
 - A. Periodically inspected
 - B. Load limits posted
 - C. Sides and floor in good repair

11. Exits
 - A. Clearly marked and lighted
 - B. Free of obstructions
12. Fire Equipment
 - A. Conspicuously located and unobstructed
 - B. Properly positioned (40lbs 5 ft. above floor over 40lbs 3 1/2ft)
 - C. Travel distance of 75 ft. Observed
 - D. Inspected monthly and properly tagged
 - E. Overhead sprinkler heads Clear of obstructions (36 inch clearance will be maintained)
 - F. Fire hoses regularly inspected and tested.

LIFT TRUCK OPERATIONS

1. Operator Practices
 - A. Speeds
 - B. Stops test
 - C. Travels with forks too high
 - D. Picks up riders
 - E. Rams into pallets, loads
 - F. Takes chances (travels too close to dock edge, speeds down ramps, fast turns.)
 - G. Authorized operator
 - H. Travels down ramps forward with loads
 - I. Truck abuse
 - J. Overloading
 - K. Off centre loading
 - L. Loads not against backrest
 - M. No slow down at aisle intersections
 - N. Fails to use horn at intersections or when approaching people
 - O. Yields to emergency vehicles
 - P. Unauthorized passing
2. Operator daily inspections
 - A. Thoroughness
 - B. Uses daily inspection form
 - C. Turns in form and informs maintenance people of needs.
3. Worker Practices
 - A. Hitch rides
 - B. Raised on forks without safety platform
 - C. Walk under raised loads
 - D. Stand too near truck when it's high stocking

LIFT TRUCKS

1. Capacity
 - A. Proper rating for job
 - B. Capacity, vehicle weight, and total weight to loaded marked on truck.

- C. Extra counter-weighting to increase capacity. Check with manufacturer. (A dangerous, expensive practice.)
2. Safety Devices
 - A. Overhead guard
 - B. Load backrest
 - C. Horn
 - D. Warning lights
 - E. Safety decals
3. Identification
 - A. Name plates
 - B. Rating
 - C. Modification plates or decals.
4. Hazards
 - A. Fluid leaks
 - B. Excessive fumes or smoke
 - C. Truck running without operator in attendance.

MAINTENANCE

1. Safety Practices
 - A. Disconnect battery (electrics)
 - B. Block up trucks
 - C. Follow safety instructions
 - D. Use right tools
 - E. Safety glasses
 - F. No smoking precautions.
2. Planned Maintenance
 - A. Performed on schedule
 - B. Required repairs made when P.M. indicates need
3. Tools and Equipment
 - A. Correct chain falls or cranes
 - B. Jacks of required capacity
 - C. Wooden blocks
 - D. Special tools
 - E. Special equipment
 - F. Grounded electric tools
4. Ventilation
 - A. Exhaust venting system
 - B. Blowers to keep fumes (LPG. Gas) from gathering
5. Lighting
 - A. Adequate
 - B. Bulbs or tubes
6. Refueling and Charging
 - A. Areas marked
 - B. Warning signs
 - C. Protective equipment in battery charging area
7. Painting and Welding
 - A. Protective equipment in paint booth
 - B. Protective equipment in welding area and light shields
 - C. Painting and welding operations should be widely separated
 - D. Ventilation

Appendix 6:

Sample Checklist For Hazardous Materials

Identification

- Containers labeled to meet legal requirements under WHMIS?
- Labeling on secondary containers according to legal requirements?
- Material Safety Data Sheets (MSDSs) available to workers, current and complete?

Control Measures

Ventilation

- Is ventilation operational? (for the dusts, mists, fumes, etc.)
- Further evaluation required?

Documented Handling Procedures and Safety Equipment

- Workers trained how to safely use hazardous products?
- Handling procedures are being followed?
- Proper Hygiene facilities provided where needed? (ie: locker rooms, showers, eye wash stations, etc)
- Eating/drinking on the job prohibited where ingestion of hazardous products may be a problem?
- “No Smoking” signs posted near flammables/combustibles?

Leaks or Spills

- Are leaks or spills evident in the workplace?
- Emergency procedures documented?
- Workers trained in these procedures? (is clean up equipment available?)
- Waste disposal procedures documented and followed?

Waste Disposal/Storage

- Storage conditions appropriate?
- Safety containers used for flammable liquids?

PPE

- Proper personal protective equipment being used and maintained? (proper gloves, eye wear, foot wear, respirators where required)

Appendix 7:

Sample Office Inspection Hazard Rating List

The following office hazard ratings are only one approach. It is always best to decide on hazard ratings appropriate for your firm or operation. Different workplaces and industries will have different priorities. For example, A rated hazards in an office setting (e.g. filing cabinet drawer stops missing) will likely be different than A rated hazards in a sawmill setting (e.g. failure to lockout).

Access and egress-restricted area used by general staff	A
Air quality-dust and “bug” problems	C
Air Quality Problems	C
Aisles – blocked by materials, equipment	B
Aisles – blocked exit	A
Aisles – blocked on both sides.	A
Aisles – main fire exits with less than 36”	B
Book shelves – not bolted or gang bolted or no raised front “feet”	B
Carpet – tiles loose	C
Ceiling – tiles loose	C
Ceiling clearance less than 18”	A
Chairs – 4 point base instead of 5	C
Coat racks – hooks installed at eye level	C
Coat racks – not fastened	C
Electrical cords – in main pathway.	A
Electrical – extension cord 3 prong into 2	A
Electrical box – unmarked	B
Electrical boxes – generic marking	C
Electrical closets – materials stored in closets	A
Electrical cords – cord clutter in work area	C
Electrical cords – underneath desk	C
Electrical equipment – loose wiring (that turns equipment on and off)	A
Electrical equipment – near source of water	A
Electrical equipment – no on/off switch.	A
Electrical equipment – water leaking, no GFC	A
Electrical outlet – no plates	B
Electrical power pole loose	B
Electrical Room – boxes stored in front.	C
Ergonomics – employee files claim and still working with “inappropriate equipment”	A
Ergonomics – employees working in awkward workstation set up or with inappropriate equip	B
Ergonomics – keyboards used at desk level	C
Extension cords (ie. 3 or more strung end to end)	A
Fans – unguarded blades (metal).	A
Filing cabinet – drawer stops missing (drawer comes out completely)	A
Filing cabinets (5 or higher) – not bolted, gang bolted or no raised front “feet”	B
Filing cabinets (5 or higher) – top drawer is locked (so drawer cannot operate)	B
Filing cabinets – more than one drawer opening at a time.	B
Filing cabinets – not bottom loaded	B
Fire alarm bell – not working	A
Fire doors – wedged open	A
Fire evacuation – warden list or route not posted	B
Fire exit – blocked by materials	B
Fire exit – impeded route by foliage	B
Fire exit door handles not working	B
Fire exit lights – burnt out	A

Sample Office Inspection Hazard Rating List (continued)

Fire exit lights – need to be installed	A
Fire exit signs – pointing wrong direction	C
Fire exit signs – wrong side facing	C
Fire extinguisher – missing	A
Fire extinguishers – needs recharging	A
Flooring – uneven surface at entrance	A
Lifting procedures (where main part of staff work)	A
Lights – burnt out	C
Lights – in stairwell, burnt out	C
Lockout – no name on lock	B
Mail cart ergonomics (awkward bending over, etc.)	A
Mail carts – overloaded	C
Panic buttons – may not work	A
Paper cutter – not locked	C
Personal Protective Equipment missing (industrial equipment)	A
Personal Protective Equipment missing (office equipment)	C
Phones without emergency number stickers	C
Pigeon hole cabinets not stable, not fastened to base	B
Safe Work Procedures – industrial: equipment – grinder rest more than 1/8”	A
Safe Work Procedures – industrial: equipment not bolted or secured	A
Safe Work Procedures – industrial: information not readable	B
Safe Work Procedures – sharps procedure not posted by containers	C
Safe Work Procedures – shredder: not posted	B
Safe Work Procedures – spill procedures missing (hazardous materials)	A
Safe Work Procedures – toner replacement	C
Safe Work Procedures – working alone	C
Safety and Health Policy – out of date	C
Sharps – no containers available	A
Space heaters without automatic shut off (when tipped over)	A
Stairwell lights – burnt out	C
Storage – above 6’6”	A
Storage – boxes stored over 3 high	C
Storage – bracing required for stabilizing	A
Storage – equipment stored on chair	A
Storage – equipment stored on filing cabinet	B
Storage – materials (metal plates, metal drawers) on top of filing shelves/cabinets	A
Storage – materials on uneven surface (ie. Typewriter)	A
Storage – materials stored in electrical closets	B
Storage – materials under desk	C
Storage – on top of closed overhead bins	A
Storage – pictures leaning against shelves	C
Storage – shelving: bent shelves	C
Storage – shelving: loose bolts	B
Storage – upper and lower units not bolted together	B
Storage Room – no foot stool	B
WHMIS – MSDS out of date	C
WHMIS – unlabelled, controlled products	C
Windows – taped broken window	C
Workstation walls loose	B

Appendix 8: Sample Inspection Report Form

INSPECTION REPORT

Date: January 18, 2012

Inspectors: George Green & Orville Stewart

TO BE COMPLETED BY INSPECTION TEAM		ASSIGNED BY MANAGER		FOLLOW UP
Item No.	Hazard And Location (Action If Appropriate)	Hazard Rating (A, B, or C)	Correction By (Person)	Action Taken Completed/ Date Pending
	<u>FURNITURE SHOP</u>			
1	No. 4 table saw guard has been removed and could not be located. Tagged out-of-service until corrected.	A	Phil Lowe (operator) Correct and establish reason.	Completed January 15
2	Fire extinguisher at planer is missing.	B	Tim Jones New extinguisher from stores.	Completed January 16
3	Two workers wearing running shoes. They were sent home for proper equipment.	B	George Green to enforce.	Completed
4	Grinding stone needed to be redressed.	A	J. Singh (foreman)	Completed January 15
5	Belt sander was left running and no operator present. We shut it off.	B	J. Singh for crew talk	Completed January 21

INSPECTION REPORT
 Date: January 18, 2012 Inspectors: George Green & Orville Stewart

TO BE COMPLETED BY INSPECTION TEAM		ASSIGNED BY MANAGER		FOLLOW UP
Item No.	Hazard And Location (Action If Appropriate)	Hazard Rating (A, B, or C)	Correction By (Person)	Action Taken Completed/ Date Pending
	<u>MAINTENANCE</u>			
6	Ground prong missing from portable drill. Removed from service.	A	Fred Peters	Completed January 15
7	Storage room cluttered.	C	Fred Peters	Completed January 23
8	Broken glass on gauge of oxygen acetylene unit. Tagged out-of-service.	A	Fred Peters	Completed January 19
	<u>PAINT BOOTH</u>			
9	Open container of solvent left unattended.	B	Dave Asante to correct & establish reason.	Completed January 15
10	WHMIS label illegible on paint container.	B	Dave Asante	Completed January 21
11	Worker not wearing respirator while spray painting. Corrected on site.	A	Dave Asante for follow-up crew talk.	Crew Talk given January 19.

INSPECTION REPORT

Date: January 18, 2012Inspectors: George Green & Orville Stewart

TO BE COMPLETED BY INSPECTION TEAM		ASSIGNED BY MANAGER		FOLLOW UP
Item No.	Hazard And Location (Action If Appropriate)	Hazard Rating (A, B, or C)	Correction By (Person)	Action Taken Completed/ Date Pending
	<u>SHIPPING</u>			
12	Semi wheels not chocked.	A	Driver & Paul Lapierre	Completed January 18
13	Paint lines on dock are faded.	B	Fred Peters (Maintenance supt.)	Pending Weather
14	Racking at south wall of warehouse is damaged. Has been hit by forklift.	B	Fred Peters	Pending re: new racking. Racking not used.
	<u>OFFICE</u>			
15	Exit light out at mail room.	B	Sharon Price	Completed January 19
16	Carpet torn in accounting.	C	Tim McMillan	Completed January 23
17	Secretary using chair to reach top shelf. Corrected immediately and located step-ladder.	B	Sharon Price	Completed. Crew Talk Jan. 19

INSPECTION REPORT

Inspectors:

TO BE COMPLETED BY INSPECTION TEAM			ASSIGNED BY MANAGER		FOLLOW UP
Item No.	Hazard And Location (Action If Appropriate)	Hazard Rating (A, B, or C)	Correction By (Person)	Date To Be Completed	Action Taken Completed/ Date Pending