

Put Yourself in Our Boots

Workplace Hazards Inspection Checklist



Company/Organization: _____

Address: _____

City: _____ Province/State: _____ Country: _____

Inspection Area: _____

Name (Optional): _____ Signature: _____

Date of Inspection: _____ Date of Next Inspection: _____

The *Put Yourself in Our Boots* safety checklist highlights hazards that could pose a risk to emergency responders, or other services that may have to attend your workplace/work site during an emergency. While our efforts are intended to protect emergency responders, the steps you take to make your workplace safer will also make it safer for anyone who may be at your work site, including employees, contractors, clients, visitors, etc.

This checklist, compiled by the John Petropoulos Memorial Fund (www.jpmpf.ca), is a suggested tool for you to use at your workplace. We suggest you complete the form at least every 3 to 6 months.

GENERAL PHYSICAL CONDITIONS

- | | |
|--|-----------|
| Are floor surfaces clean, dry and free from clutter and debris? | YES__NO__ |
| Are carpets well secured and free from worn or frayed spots? | YES__NO__ |
| Are aisles and doorways free of objects to permit unobstructed visibility and/or exit? | YES__NO__ |
| Are exits free from obstructions on both sides of the door? | YES__NO__ |
| Are tools and sharp objects properly stored and put away each day? | YES__NO__ |
| Are chemicals, flammable materials & hazardous materials safely stored? | YES__NO__ |
| Are phone lines, electrical cords and extension cords secured? | YES__NO__ |
| Are machine guarding measures in effect? | YES__NO__ |
| Are compressed gas cylinders properly stored, weather protected and secured? | YES__NO__ |
| Are ladders and climbing devices in good condition? | YES__NO__ |
| Are ladders and climbing devices properly stored when not in use? | YES__NO__ |
| Are hand tools in good condition and properly stored when not in use? | YES__NO__ |

Are scrap materials and garbage properly accumulated, removed in a timely manner and disposed of properly? YES__NO__

Are stacked materials stored with the heaviest materials on the bottom? YES__NO__

Are safety railings, guard rails and toe rails in place and functioning properly? YES__NO__

Are tools, machines and vehicles that should be turned off shut down when not in use? YES__NO__

SIGNAGE

Are exits clearly marked? YES__NO__

Are glass doors clearly identified? YES__NO__

When you are inside the building, are there signs to identify where you are? YES__NO__

Are there signs showing you where to get emergency assistance, if needed? YES__NO__

Are the hours of operation clearly posted? YES__NO__

Are chemicals, flammable materials & hazardous materials clearly labeled? YES__NO__

Are fire extinguishers, alarms and detectors visible and easy to locate? YES__NO__

Are First Aid boxes/stations visible and easy to locate? YES__NO__

Are hazard signs current and posted well ahead of the potential danger? YES__NO__

Are access points to construction sites and/or work sites clearly marked? YES__NO__

Are signs and guard rails/ropes in place to alert people to holes, sinkholes, culverts, sewers, drains and other trip hazards both indoors and outdoors? YES__NO__

Are additional signs required? YES__NO__

LIGHTING

Is there sufficient lighting in the area at all times of day? YES__NO__

Are lights functioning properly? YES__NO__

Are all building entrances and exits well lit? YES__NO__

Are access points to construction sites and/or work sites well lit? YES__NO__

Are the main light control switches accessible and easy to locate? YES__NO__

EMERGENCY SYSTEMS

Is your staff familiar with emergency procedures and reporting of incidents? YES__NO__

Are there designated First Aid qualified people working on site? YES__NO__

- If it's a 24/7 operation, is there someone there capable of First Aid at all times? YES__NO__
- Are there programs, incentives and/or allowances for staff to be trained in First Aid and recertified as required? YES__NO__
- Is there a list of First Aid qualified staff posted somewhere? YES__NO__
- Are drills ever performed to prepare workers for potential emergency situations? YES__NO__
- Does every employee know where First Aid kits are and are they comfortable using them? YES__NO__
- Are fire extinguishers, fire alarms, smoke detectors, carbon monoxide detectors, security alarm systems and First Aid boxes/stations inspected monthly? YES__NO__
- Are inspection tags attached to or near fire extinguishers, alarms and detectors? YES__NO__
- Are First Aid boxes/stations up to date? YES__NO__
- Is the sprinkler system inspected and maintained on a regular basis? YES__NO__
- Are exit route maps visible and easy to locate in the event of an emergency evacuation? YES__NO__
- Are ventilation and temperature control systems regularly inspected and maintained? YES__NO__
- Is emergency contact info up to date, visible and easy to locate for dealing with security alarms, sprinkler systems, gas lines, water issues, electricity, site access and corporate issues? YES__NO__
- Is personal protective equipment required for visitors to your workplace? YES__NO__
- Is personal protective equipment accessible and easy to locate? YES__NO__

WHMIS/HCS and MSDS

- Are you compliant with Canada's Workplace Hazardous Materials Information System (WHMIS) requirements or the requirements of the Hazard Communication Standard (HCS) in the U.S.? YES__NO__
- Does your staff participate in WHMIS/HCS education programs on a regular basis? YES__NO__
- Are health hazards associated with hazardous workplace materials posted and visible? YES__NO__
- Are Material Safety Data Sheets (MSDS) filled out and up to date for all hazardous materials? YES__NO__
- Are MSDS visible and accessible to those who may be there during an emergency? YES__NO__

FINAL QUESTIONS

What could go wrong here? _____

What can I do to ensure nothing does go wrong here? _____

For more information, visit the John Petropoulos Memorial Fund at www.jpmpf.ca.

