

Western Joint Occupational Health and Safety Committee

Workplace Guide/Checklist



This checklist is provided to assist internal reviews of your work area in advance of a [workplace inspection](#). Any findings during a workplace inspection that require corrective action will be recorded by the inspection team and managed with <https://worksafe.uwo.ca>. If an action is assigned to you will receive notification by email.

Date: _____ Department: _____ Location: _____

Yes No NA

Supervisory and Worker Responsibilities

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has a workplace (and campus) orientation been given to all workers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has the supervisor advised workers on Western's policies related to Health and Safety? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have workers completed required safety training and provided proof of completion to the supervisor? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has training on special hazards been given (and documented) by the supervisor? |

General Safety

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are aisles, walkways and exits clear and all walking surfaces slip free? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are workspaces organized and free of excess materials that may be a hazard to a worker? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the access to all emergency equipment and services clear? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are shelves, bookcases etc. sufficient for the intended load and well secured? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are large/heavy containers stored less than 2 meters above the floor? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are records kept of workplace equipment inspection and maintenance? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are mechanical, cutting, chemical and/or ionizing equipment adequately shielded or guarded? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are vacuum and/or pressure systems adequately shielded or guarded? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does all electrical equipment have (CSA, ULC, etc.) approval stickers/plates? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is all equipment connected directly to the supply without the use of extension cords? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do power bars only have one direct connection (i.e. not connected in series, not daisy chained) to the supply? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are appliances (refridgators, microwaves, units with heating elements) powered directly from the supply? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is electrical equipment (without GFCI protection) well clear of wet environments? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are temperature, humidity, and air exchange rate within recommended range? |

Hazardous Materials and WHMIS (Workplace Hazardous Materials Information System)

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all containers with hazardous materials appropriately and clearly labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is hazardous waste segregated/ streamed/ stored/ labelled properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do the workers know where to find current (< 3 yrs.) SDS's for hazardous products/chemicals being used? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are workers able to answer WHMIS related questions? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a current inventory all hazardous products for the work area readily accessible? |

Workplace Hazards

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are hazardous products/chemicals stored and segregated according to Western regulations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are hazard signs posted as per the Western Warning Sign Book and contact information current? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are flammable liquids stored in approved containment (i.e. flammables cabinet, explosion proof refrigerator)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are there < 10 liters of flammable liquids outside an approved storage area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are proper Dewars being used for cryogenic liquids (e.g. liquid nitrogen)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are gas cylinders individually secured, proper regulator being used, and empty cylinders capped? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are fumehoods being used as required and free of storage and clutter? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the flow alarm present for the fumehood and working properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is proper personal protective equipment (PPE) being correctly worn by all workers as required? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are workers aware of policies and procedures for the use of personal protective equipment (PPE)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are laboratories free of all evidence of food consumption in hazard areas? |

Emergency Equipment and Procedures

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do occupants know the Emergency Evacuation Plan and route of exit from the workplace? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the location of emergency equipment posted according to Western guidelines? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are First aid stations and Spill Kit provided and maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is an emergency contact information posted with names and numbers of key personnel? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the Fire Extinguishers appropriate and checked regularly (monthly)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there an Eyewash Station and Safety Shower (<25m) available as needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are records of Eyewash Station (weekly) and Safety Shower (monthly) activation testing documented? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are areas for emergency equipment (Fire Extinguisher, Eyewash/Safety Showers) free from obstructions? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are Western accident/incident forms available and accidents/incident procedures posted? |