***Instructions****: This checklist is used to guide the Workplace Inspection process. Each area should be evaluated based on the checklist. Any deficiencies observed are to be recorded in the Workplace Inspections Record document.*

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| **General Housekeeping** |
| Are areas clean and free from clutter? | *Example deficiencies** *Unsecured cords*
* *Excess furniture*
* *Excess courier shipments*
* *Liquids or loose debris on floors*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are waste materials properly disposed of? | *Example deficiencies** *Overflowing trash bins*
* *Hazardous materials observed in trash*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are walkways generally clear of obstructions? | *Example deficiencies** *Excess boxes/courier shipments*
* *Carts or furniture obstruction*
* *Trash bins / Recycling obstruction*
 | [ ]  Yes[ ]  No[ ]  N/A |
| **Fire Safety and Emergency Management** |
| Are fire exits clearly marked and accessible? | *Example deficiencies** *Fire door exits are visible and marked*
* *Locks or barriers on Fire doors*
* *Mobile furniture items blocking doorways*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are fire extinguishers available, easily accessible, and regularly inspected? | *Example deficiencies** *Tags on extinguishers are missing/out of date*
* *Extinguishers are blocked from access*
* *Extinguishers are not in good standing*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are smoke detectors and emergency lighting functional and tested? | *Examples deficiencies** *No records are available for device testing/servicing*
* *Lighting device not functional*
 | [ ]  Yes[ ]  No[ ]  N/A |
| **Electrical Safety** |
| Are electrical cords in good condition, without frays or damage? | *Example deficiencies** *Extension cords in poor condition*
* *Insufficient length for electrical cords*
* *Cords crossing heat source (i.e. electric register, etc.)*
 | [ ]  Yes[ ]  No[ ]  N/A |
|  Are outlets not overloaded? | *Example deficiencies** *Multiple extension cords, power bars other splitting devices installed on single outlet*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are Electrical Panels free from obstructions? | *Example deficiencies** *Less than 30cm of clearance around electrical panels*
 | [ ]  Yes[ ]  No[ ]  N/A |
| **Ergonomics** |
| Are workstations designed to minimize strain (e.g., adjustable chairs, proper desk height)? | *Example deficiencies** *Workers complain of discomfort*
* *Chairs and office equipment lack basic adjustable features (height)*
* *Workstation adjustment not working*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are employees using ergonomic tools or aids where necessary? | *Example deficiencies** *Workers are unaware of basic adjustments to workstations*
* *Workers are using ergonomic tools incorrectly*
 | [ ]  Yes[ ]  No[ ]  N/A |
| **Personal Protective Equipment** |
| Is appropriate PPE available for all tasks? | *Example deficiencies** *PPE is locked and inaccessible by workers*
* *Certain PPE is out of stock*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are employees trained in the proper use of PPE? | *Example deficiencies** *Workers do not have testing or certification on respirators*
* *Workers are unable to answer basic questions on PPE usage*
* *Workers do not know where to access PPE*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Is PPE maintained and stored correctly? | *Example deficiencies** *Respirators are stored in open air*
* *Disposable gloves are being reused*
 | [ ]  Yes[ ]  No[ ]  N/A |
| **Hazardous Materials** |
| Are hazardous materials labeled clearly? | *Example deficiencies** *Chemicals labels are illegible or inaccurate*
* *Food containers are being used to store chemicals*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are Safety Data Sheets (SDS) accessible for all chemicals? | *Example deficiencies** *Workers are unable to show SDS for associated chemical*
* *SDS is missing for chemicals*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are proper storage procedures followed for hazardous substances? | *Example deficiencies** *Incompatible chemicals of different classes stored together (i.e. Class 3 and Class 4)*
* *Chemicals requiring well-ventilated spaces being stored indoors poorly*
 | [ ]  Yes[ ]  No[ ]  N/A |

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| **First Aid and Emergency Preparedness** |
| Is a first aid kit readily available and stocked? | *Example deficiencies** *First Aid Kits located behind locked or inaccessible locations*
* *Insufficient First Aid Kits for operations*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are emergency procedures clearly communicated and practiced? | *Example deficiencies** *Workers unfamiliar with emergency procedures or unable to find reference information*
* *Fire Plan not posted in required locations*
* *No record of drills available for review (i.e. First Aid, Fire, Earthquake)*
 | [ ]  Yes[ ]  No[ ]  N/A |
|  **Workplace Environment** |
| Is lighting adequate throughout the workplace? | *Example deficiencies** *Lighting or light fixtures are non-functional on safety sensitive pathways*
* *Task lighting is insufficient for highly detailed work*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Is ventilation sufficient to maintain air quality? | *Example deficiencies** *Noticeable odors from nearby processes (i.e. kitchen, carpentry, medical sterilization, etc.)*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are temperature and humidity levels comfortable for employees? | *Example deficiencies** *Temperature readings outside of recommended thresholds*
* *Worker complaints from significant number of workers*
 | [ ]  Yes[ ]  No[ ]  N/A |
| **Employee Training and Awareness** |
| Are employees aware of safety policies and procedures? | *Example deficiencies** *Workers unable to provide information about organizational safety policies*
* *Workers unable to outline steps following an injury*
* *Workers unable to outline how to report safety hazards*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Is regular safety training provided and documented? | *Example deficiencies** *Workers unable to provide proof of completion for required training*
* *Worker orientation not completed or documented*
 | [ ]  Yes[ ]  No[ ]  N/A |
| **Health & Safety Communication** |
| Are required safety communication posted on the Health & Safety Board? | *Example deficiencies** *Less than 3 months of safety meeting minutes posted*
* *First Aid instructions not posted on board*
* *Location of safety regulations not posted*
 | [ ]  Yes[ ]  No[ ]  N/A |
| Are safety meetings held regularly to discuss concerns? | *Example deficiencies** *Health & Safety meetings were not held for the last 12 months*
 | [ ]  Yes[ ]  No[ ]  N/A |

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| **Other Observations** |
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| **Notes** |
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