

**SAFETY BULLETIN BOARD AND SIGNS**

- Are they clean and readable?
- Is there a current list of names of health & safety committee members?
- Are the minutes of the last health & safety committee meeting posted?
- Is a copy of the Occupational Health and Safety Act posted?

**aisleways and passageways**

- Are aisles marked?
- Clear and unobstructed?
- Sufficient width for all normal movements?

**CHEMICALS AND FUELS**

- Proper WHMIS labels?
- Tanks adequately vented?
- Pressure relief valves provided on tanks?
- Tanks/drums grounding and bonding provisions made when dispensing?
- Proper spill absorbent materials and/or drainage provided?
- Container corrosion prevention provided?
- Tanks/drums adequately supported?
- Adequate storage cabinets provided; fire resistant and vented?
- Approved portable safety containers used as required?
- Materials separated to avoid incompatibility reactions?

**COMPRESSED GASES**

- Stored upright and secured against falling over?
- Segregated by contents and legibly marked?
- Caps in place and hand tight?
- Stored away from heat sources?
- Inspected for dents, corrosion, test records?
- Adequate ventilation in storage areas?

**ELECTRICAL POWER SYSTEMS**

- High voltage and control panels closed and secured?
- Control panels identified and accessible?
- General condition of wiring, insulation and fixtures?
- Flexible cords free of splices?
- Lockout provisions as prescribed?
- Electrical equipment protected from fluids?

**EMERGENCY RESCUE EQUIPMENT**

- Adequate equipment available, properly located and in good condition?

**EXIT/EGRESS**

- Sufficient exits for prompt escape?
- No locks or fastenings restricting escape?
- Routes and exits clearly marked?
- Exits and exit signs adequately illuminated?
- More than one exit from work area?
- Approaches to exits unobstructed?
- Open outward onto level floor?

**EYE BATHS AND SHOWERS**

- Readily available and accessible in areas where caustic/corrosive chemicals are used?
- Water supply provides a minimum 15-minute flush at comfortable temperature?
- Proper signs and instructions?
- Flushed frequently to eliminate contaminants?

**FIRE PROTECTION**

- Portable extinguishers appropriate for type of materials and readily available?
- Extinguishers inspected monthly?
- Fire hoses properly mounted and accessible?

**FIRST AID KITS/STATIONS/EQUIPMENT**

- Located as prescribed by legislation and organizational medical policy?
- Adequate materials and equipment available and properly located?
- Names of qualified attendants posted?
- Instructions on accident reporting posted?

**FLOORS (Walking & Working Surfaces)**

- Clean, orderly, sanitary condition?
- Drainage maintained?
- Free of slip, trip or fall hazards?
- Free of protrusions, nails, etc.?
- Openings covered or barricaded?

**HAND AND PORTABLE TOOLS**

- Proper general condition of tools, electrical cords, air hoses, etc.?
- Proper storage when not in use?
- Guards and safety devices serviceable?
- Electrical grounding or double insulation protection?
- Load rating sufficient for work performed?

**LADDERS**

- Safety feet in serviceable condition?
- Unpainted and free of grease and oil?
- Supported in place against window openings?
- 3-foot extension above roof if used for access to roof (or platform)?
- Metal ladders not used in electrical areas?

**LIFTING GEAR/EQUIPMENT**

- Good general condition, any damage, cleanliness, lubrication, servicing?
- Legibly labelled as to capacity and load testing?
- All controls operational?
- Cable/rope in good repair?
- Hoist chain/rope free of kinks and twists?
- Hooks not deformed or damaged and safety latches intact?
- In-running nip points guarded?

**LIGHTING**

- Walking and working areas adequately illuminated during periods of occupancy?
- Lighting fixtures clean?
- Illumination level sufficient for work performed?

**MACHINE TOOLS AND GUARDING**

- Look for good general condition, evidence of damage, cleaning and lubrication?
- Pinch points, in-running nip points, and points of operation guarded?
- Fixed guards secured in position?
- Interlock guards operative?
- Operating controls guarded against inadvertent activation?
- Operating controls locked and key removed when not in use?
- Emergency stop buttons operational, correctly positioned, labelled, and colour coded?
- Isolation and lock-out provided for servicing, setup, lubrication, etc.?
- Operator and service manuals available?

**MATERIALS HANDLING EQUIPMENT**

- Chains, slings, and ropes adequate for loads and in good repair?
- Lifting equipment properly stored?
- Wheel chocks provided and used?
- Inspection records available?

**MATERIALS LABELLING**

- Standard labels affixed to all containers of substances in storage and use (ie. WHMIS)?
- All labels legible and visible?

**NOISE EXPOSURE**

- Economically feasible engineering controls?
- Protection provided when sound levels exceed standard?
- Hazardous noise areas identified and marked?

**PERSONAL PROTECTIVE EQUIPMENT**

- Proper type?
- Used, available and maintained properly?

**SIGNS AND TAGS**

- Hazard warning, directional and informational signs and tags used where there are immediate dangers, potential hazards, or where there is a need for general instructions?
- Tags affixed to all defective and non-operational equipment?

**STACKING AND STORAGE**

- Aisleways and access paths clear and unobstructed?
- All stacks stable and secure against sliding/collapsing?
- Proper drainage in storage area?
- Storage area clean and cleared of foreign objects/materials?

**VENTILATION AND EXTRACTION**

- Adequate for current conditions?
- Air inlets and openings arranged to minimize escape of contaminants?

**WASTE DISPOSAL**

- Adequate number of appropriate metal refuse containers?
- Separate containers provided for oily rags, smoking materials, dusts, flammable scrap, chemical wastes, etc.?
- Hazardous waste disposed of properly?
- Chemical spill absorbents available in work areas?

**OTHER**