|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **JHSC Workplace Inspection Report** | | To (name/title): | | |  | | | Page | 1 | of |  |
|  | | | |
|  | | | | | | | | | | | |
| Inspection Site (Name, Address): |  | | Inspection Date: |  | | Time: |  | | | | |
| Inspection Team (all participants): |  | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Inspection Team Report** (Inspection Team use ONLY) | | |  | **Management Response** (For Management – Responsible Line Managers - Response ONLY) | | | |
| Item # | **Hazard Concern** (Include specific location, interim actions taken if any, suggestions, comments etc.) | Priority |  | Item # | Corrective Action Taken | **Action By (person)** | **Date of Action** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_

Inspection Team Representative Management responsible for corrective action

|  |  |
| --- | --- |
| Priority Rating **1** > Hazard is likely to cause permanent disability, loss of body parts, loss of life and/or extensive loss of or damage to property. **When encountered the inspection team shall immediately advise the workers and report findings to the workplace supervisor on duty.**  **2** > Hazard is likely to cause serious injury or illness resulting in temporary disability, and/or property damage that are disruptive to the work.  **3** > Hazard is likely to cause a non-disabling/no loss time injury, or non-disruptive property damage. | **Distribution of Report:**  Management responsible for corrective actions  Joint Health & Safety Committee  Office of EHS, 215 Huron Street, 7th Floor / ‘My JHSC’ web  JHSC Manager |

**Joint Health and Safety Committee**

*This checklist is intended to provide general guidance on inspecting workplace environments for potential health and safety hazards. It is not intended to be exhaustive. Committees should regularly review and update their checklist when necessary.*

|  |
| --- |
| **General** |
| **Emergency Preparedness** |
| First Aid |
| * First aid kit readily available * First aid kit fully stocked * List of trained first aiders posted * Required first aid items posted |
| Emergency Equipment |
| * Fire control equipment regularly tested and accessible * Fire control equipment appropriate for type of fire it must control * Fire control equipment serviced in the past year and fully charged * Emergency lighting in place and regularly tested * Emergency exits marked |
| Emergency Procedures |
| * List of emergency phone numbers posted * Personnel trained in emergency procedures (e.g. evacuation, fire, bomb threat) * Personnel familiar with accident reporting procedures |
| **Safety Bulletin Boards** |
| * Copy of the Occupational Health and Safety Act posted * Current list of health and safety committee members posted * Minutes of last committee meeting posted * University Health & Safety Policy posted and current within 1 year * University Workplace Violence and Harassment Policies posted |
| **Security/Personal Safety** |
| Where the following conditions exist, measures and procedures have been developed to address personal safety:   * Providing services to non-UofT community * Handling valuables (cash or other) * Working alone, in small numbers, or during off-peak hours * Work is scheduled to avoid, as much as possible, working alone, in small numbers or during off-peak hours * Adequate lighting in and around work areas * Good sight lines of entrances and exits * If there is a reception area, visitors are greeted promptly and/or required to sign-in * Location of valuables is locked/hidden (petty cash is kept to a minimum) * Workers have a secured location, out of public sight for personal belongings (e.g. purse) * A means of summoning immediate assistance is available * Emergency phone numbers (e.g. campus police) are posted * Distribution of keys is controlled and recorded * Non-workers are accompanied in restricted areas * Security breaches (e.g. broken locks, windows) * Presence of persons who should not be in the space after hours * Inappropriate use of facilities by members of the public * Dark or isolated areas including areas with poor phone reception * Impeded sight lines (e.g. overgrown shrubbery or other objects blocking areas from being seen that creates potential for workplace violence to occur in areas hidden from view) * Impeded safety mechanisms (e.g. objects interfering with emergency telephones or lighting in dark areas) |
| **Sanitation and Amenities** |
| * Eating facilities clean and tidy where appropriate * Washroom facilities adequate and clean * Proper handwashing facilities * Drinking water available * Hot and cold water available * Waste containers clean and adequate |
| **Floors, Aisles, Stairways, Exits** |
| * Clear and unobstructed * Floors are regularly cleaned * Adequate aisles and walkways * Free of loose materials, debris, spills or worn carpeting * Appropriate non-slip floor mats as required |
| **Housekeeping/Materials Storage** |
| * Materials safely stored (in bins/drawers where possible) * Materials neatly and safely piled * Work areas/benchtops and floors clean and organized * Commonly used and heavier items stored between mid-thigh and shoulder height * Surrounding areas clear of obstructions * Racks, shelves or pallets kept in good condition * Paper and wastes properly disposed of * Surface dust levels low |
| **Lighting** |
| * Adequate for tasks conducted * Light fixtures in good condition * Work surfaces free from glare or shadows * Floors, aisles & staircase are well lit |
| **General Ventilation/Indoor Air Quality** |
| * Ventilation adequate for room conditions and usage * Thermal comfort maintained (temperature, humidity, air velocity) * Ventilation systems regularly inspected, tested and maintained * Air inlets and outlets free of contamination such as dust, dirt or mould |
| **Workstation Ergonomics** |
| * Appropriate adjustable furniture and equipment available * Workstation heights adjustable to suit worker size * Chairs well designed/adjusted * Foot rest provided where needed * Sufficient workspace * Frequent breaks from computer or from fixed position work * Carts or other appropriate mechanical lifting equipment available and used for handling heavy materials |
| **Office Equipment** |
| * Wall and ceiling fixtures securely fastened * Desk and file drawers kept closed when not in use * Office accessories secured or stored when not in use * File cabinets, drawers or shelves not overloaded * Filing cabinets/shelves properly secured to floor and/or walls * Furniture and equipment free of sharp edges * Electrical or telephone cords not a trip hazard * Photocopiers and printers located in well ventilated area to prevent contaminant buildup |
| **Noise** |
| * Noise levels within acceptable levels for the activities conducted |
| **Electrical Safety** |
| * Electrical cords, plugs and sockets in good condition * Extension cords not used a permanent wiring * Adequate electrical outlets * Electrical outlets not overloaded * Grounded connections * Electrical panels are covered and accessible * Wire conditions are acceptable * GFIs used in wet areas * Lockout/Tagout procedures in place |
| **Chemical Safety** |
| Chemical Storage |
| * Chemical agents properly identified and labeled * Proper chemical segregation * Proper storage shelving * Tidy and uncluttered * Safety data sheets available for chemical agents |
| WHMIS |
| * Containers WHMIS labeled * Where required, employee trained in WHMIS, including safe use, handling and disposal of chemical agents * Current SDSs readily available at all times * Chemical inventory available |
| Chemical Spills |
| * Spill kit available * All personnel trained in spill cleanup procedures |
| Chemical Waste |
| * Containers properly labeled * Proper storage * Regular disposal * Personnel trained in proper waste disposal procedures |
| **Laboratories** |
| **Emergency Preparedness** |
| Eyewash Station |
| * Present * Readily accessible * Functional * Bump tested weekly |
| Emergency Deluge Shower |
| * Readily accessible * Safety tag showing annual testing completed |
| **Flammable Materials** |
| * Maximum of 3 flammable storage cabinets/lab * Maximum of 250L flammable and 250L combustible materials stored in cabinet * Maximum of 50L flammable and 250L combustible materials stored outside cabinet * Flammable stored away from heat or other ignition sources |
| **Compressed Gas Cylinders** |
| * Properly secured to fixed object * Properly labeled * Valve cap on when not in use * Away from heat or ignition sources |
| **Radiation Hazards** |
| * Radioisotopes permit posted * Active work and storage areas properly marked * All users have received radiation safety training * Radioactive waste properly contained and labeled |
| Class 3B and 4 Lasers |
| * Lasers registered with Radiation Protection Services (RPS) * Laser lab properly labeled * Laser workers trained |
| X-Ray Machines |
| * X-ray machines registered with RPS * X-ray rooms and machines properly labeled * X-ray users trained |
| Ultraviolet Radiation |
| * RPS has been involved in UV radiation use |
| **Biological Hazards** |
| * Valid biosafety certificate * Workers appropriately trained, including universal precautions * Appropriate door signage for Level 2 and Level 3 * Hazardous biological wastes packaged, disinfected or sterilized * Approved sharps disposal containers * Workers immunized, as required |
| **Protective Equipment** |
| * Proper eye protection worn * Lab coats or other protective clothing worn * Proper gloves worn specific to the chemical or physical hazard * Closed toe shoes worn * Respiratory protection worn where required * Protective equipment regularly inspected and maintained * Employees trained in proper use of protective equipment |
| **Fume Hoods** |
| * Proper type for current use * Unblocked and uncluttered * Flow monitor and alarm (Ventalert) functional * Fume hood performance tested by EHS within past 12 months (sticker attached) * Sash lowered to appropriate level |
| **Biological Safety Cabinets** |
| * Certified within past 12 months * Unblocked and uncluttered |
| **Refrigerators** |
| * Not used to store food or drinks * Clean and uncluttered * Explosion safe/proof, according to use |
| **Other Laboratory Equipment** |
| * Clean * Good working order * Regularly inspected and maintained * Proper electrical connection * Users properly trained * No evidence of eating or drinking in lab |
| **General Industrial** |
| **Emergency Equipment** |
| * Properly functioning eyewash station present and readily accessible where hazardous materials used * Deluge shower readily accessible where large volumes of chemicals handled * Deluge shower tested within past year |
| **Materials Handling** |
| * Carts of mechanical lifting equipment available and used for handling heavy materials * Workers trained in proper manual materials handling and lifting |
| **Personal Protective Equipment** |
| * Proper personal protective equipment matched to the specific hazard – available ad worn * Protective equipment regularly inspected and maintained * Employees trained in proper use |
| **Compressed Gas Cylinders** |
| * Properly secured to fixed object * Properly labeled * Valve cap on when not in use * Away from heat or ignition sources |
| **Ladders** |
| * In good condition * Free of grease, oil or debris * Ladders exceeding 6m properly secured when not in use * Non-conductive ladders used in electrical areas |
| **Hand and Portable Tools** |
| * In good working order and condition * Regularly inspected and maintained * Electrical grounding or double insulation protection * Users properly trained * Properly stored when not in use |
| **Machinery and Guarding** |
| * In good working order and condition * Regularly inspected and maintained * Proper guarding on pinch points, in-running nip points and points of operation * Fixed guards in place and in good condition * Operating controls guarded against inadvertent activation * Operation controls locked and key removed when not in use * Isolation and lockout provided for servicing and maintenance * Users properly trained * Operator manual present * Equipment chains, slings, ropes and hooks in good condition * Labeled as to rated working load * Annual inspection records available * Operated only by trained and competent personnel |
| **Electrical Power Systems** |
| * High voltage and control panels closed and secured * Control panels identified and accessible * Wiring, insulation and fixtures in good condition * Lockout/Tagout system in place * Equipment protected from fluids |
| **Noise** |
| * Hazardous noise areas identified and marked * Hearing protection available and worn in designated areas * Workers trained in noise hazards and use of hearing protection |
| **Confined Spaced** |
| * Access is secured * Entry by permit only * All workers have been trained * Rescue plan is in place * All equipment (including air monitors and rescue equipment is present) |
| **Kitchen & Loading Dock** |
| **Protective Equipment** |
| * Proper protective equipment type * Proper gloves worn specific to the hazard * Protective equipment regularly inspected and maintained * Employees trained in proper use of protective equipment * Closed toe, non-slip shoes worn |
| **Kitchen Equipment** |
| * In good working order and condition * Regularly inspected and maintain * Electrical grounding or double insulation protected * Equipment properly guarded on pinch points, in-running nip points and points of operation * Fixed guarding in place and in good condition * Users properly trained * Lockout/Tagout procedure in place |
| **Range Hoods** |
| * Regularly inspected * Clean and in good condition |
| **Loading Docks** |
| * Clean and in good condition * Signage clearly labeling “Loading Area” * Adequate lighting * Access ladder properly secured and in good condition * Pipping and equipment protected from vehicle traffic * Gas cylinder properly secured and protected from vehicles * Free of accumulated cargo * Pallets properly stored * Solid waste containers in good condition and not overflowing * Ramps and rails in good condition * Appropriate marking indicating changes in elevation |
| **Materials Handling** |
| * Proper lifting/carrying procedures * Racks are in good condition * No unsafe stacking * Usage of proper equipment as required * Commonly used items stored at waist height |
| **Food Handling** |
| * Use proper tools to handle food * Storage of food is appropriate |
| **Training** |
| * WHMIS trained (as required) * Trained in risk in contact with steam, hot water, hot oil and hot surfaces * Trained in proper knife handling * Trained and documented in the usage of equipment * User manual available * Trained in ladders and lifting devices as required |