



Joint Health and Safety Committee (JHSC)

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

General					
Emergency Preparedness					
<u>First Aid</u>					
<input type="checkbox"/> First aid kit readily available / accessible <input type="checkbox"/> First aid kit inspections up to date <input type="checkbox"/> Required postings available by first aid kit.		<input type="checkbox"/> Impeded sight lines (e.g., overgrown shrubbery or other objects blocking indoor / outdoor areas from being seen that creates potential for workplace violence to occur in areas hidden from view) <input type="checkbox"/> Impeded safety mechanisms (e.g., objects interfering with emergency telephones or lighting in dark areas) <input type="checkbox"/> Where applicable, security features are operational.		<input type="checkbox"/> Office accessories secured or stored when not in use <input type="checkbox"/> File cabinets, drawers or shelves not overloaded <input type="checkbox"/> Filing cabinets/shelves properly secured to floor and/or walls where appropriate <input type="checkbox"/> Furniture and equipment free of sharp edges <input type="checkbox"/> Electrical or telephone cords not a trip hazard <input type="checkbox"/> Photocopiers and printers located in well ventilated area to prevent contaminant buildup	
Emergency Equipment				Noise	
<input type="checkbox"/> Fire control equipment regularly tested and accessible <input type="checkbox"/> Fire control equipment appropriate for type of fire it must control <input type="checkbox"/> Fire control equipment serviced in the past year and fully charged <input type="checkbox"/> Emergency lighting in place and regularly tested <input type="checkbox"/> Emergency exits marked				<input type="checkbox"/> Noise levels within acceptable levels for the activities conducted	
Emergency Procedures				Electrical Safety	
<input type="checkbox"/> List of emergency phone numbers posted <input type="checkbox"/> Personnel trained in emergency procedures (e.g., evacuation, fire, bomb threat) <input type="checkbox"/> Personnel familiar with accident reporting procedures				<input type="checkbox"/> Electrical cords, plugs and sockets in good condition <input type="checkbox"/> Extension cords not used as permanent wiring nor are they connected to one another, 'daisy-chaining' <input type="checkbox"/> Adequate electrical outlets <input type="checkbox"/> Electrical outlets not overloaded <input type="checkbox"/> Grounded connections <input type="checkbox"/> Electrical panels are covered and accessible <input type="checkbox"/> Wire conditions are acceptable <input type="checkbox"/> GFCIs used within 1.5m of wet areas <input type="checkbox"/> Lockout/Tagout procedures in place	
Safety Bulletin Boards		Sanitation and Amenities			
<input type="checkbox"/> Copy of the Occupational Health and Safety Act <input type="checkbox"/> University Health & Safety Policy and current within 1 year <input type="checkbox"/> University of Toronto Workplace Harassment and Violence Policies <input type="checkbox"/> Current list of JHSC members <input type="checkbox"/> Minutes of last committee meeting <input type="checkbox"/> WSIB In Case of Injury Poster <input type="checkbox"/> Ministry of Labour (MOL) Health & Safety at Work Prevention Starts Here <input type="checkbox"/> MOL Reports, if any <input type="checkbox"/> Type 3 Asbestos Abatement Information		<input type="checkbox"/> Eating facilities clean and tidy where provided <input type="checkbox"/> Washroom facilities adequate and clean <input type="checkbox"/> Proper handwashing facilities <input type="checkbox"/> Drinking water available <input type="checkbox"/> Hot and cold water available <input type="checkbox"/> Waste containers clean and adequate			
Security/Personal Safety		Floors, Aisles, Stairways, Exits			
Where the following conditions exist, measures and procedures have been developed to address personal safety: <input type="checkbox"/> Providing services to non-UofT community <input type="checkbox"/> Handling valuables (cash or other) <input type="checkbox"/> Working alone, in small numbers, or during off-peak hours <input type="checkbox"/> Work is scheduled to avoid, as much as possible, working alone, in small numbers or during off-peak hours <input type="checkbox"/> Adequate lighting in and around work areas <input type="checkbox"/> Good sight lines of entrances and exits <input type="checkbox"/> If there is a reception area, visitors are greeted promptly and/or required to sign-in <input type="checkbox"/> Location of valuables is locked/hidden (petty cash is kept to a minimum) <input type="checkbox"/> Workers have a secured location, out of public sight for personal belongings (e.g., purse) <input type="checkbox"/> A means of summoning immediate assistance is available <input type="checkbox"/> Emergency phone numbers (e.g., Campus Safety) are posted <input type="checkbox"/> Distribution of keys is controlled and recorded <input type="checkbox"/> Non-workers are accompanied in restricted areas <input type="checkbox"/> Security breaches (e.g., broken locks, windows) <input type="checkbox"/> Presence of persons who should not be in the space after hours are restricted <input type="checkbox"/> Inappropriate use of facilities by members of the public <input type="checkbox"/> Dark or isolated areas including areas with poor cellular reception		<input type="checkbox"/> Clear and unobstructed <input type="checkbox"/> Floors are regularly cleaned <input type="checkbox"/> Adequate aisles and walkways <input type="checkbox"/> Free of loose materials, debris, spills or worn carpeting <input type="checkbox"/> Appropriate non-slip floor mats as required			
		Housekeeping/Materials Storage			
		<input type="checkbox"/> Materials safely stored (in bins/drawers where possible) <input type="checkbox"/> Materials neatly and safely stored <input type="checkbox"/> Work areas/benchtops and floors clean and organized <input type="checkbox"/> Commonly used and heavier items stored between mid-thigh and shoulder height <input type="checkbox"/> Surrounding areas clear of obstructions <input type="checkbox"/> Racks, shelves or pallets kept in good condition <input type="checkbox"/> Paper and wastes properly disposed of <input type="checkbox"/> Surface dust levels low <input type="checkbox"/> Extensive flaking/debris of suspected lead paint			
		Lighting			
		<input type="checkbox"/> Adequate for tasks conducted <input type="checkbox"/> Light fixtures in good condition <input type="checkbox"/> Work surfaces free from glare or shadows <input type="checkbox"/> Floors, aisles & staircases are well lit			
		General Ventilation/Indoor Air Quality			
		<input type="checkbox"/> Ventilation adequate for room conditions and usage <input type="checkbox"/> Thermal comfort maintained (temperature, humidity, air flow) <input type="checkbox"/> Ventilation systems regularly inspected, tested and maintained <input type="checkbox"/> Air inlets and outlets free of contamination such as dust, dirt build-up, or mould			
		Workstation Ergonomics			
		<input type="checkbox"/> Appropriate adjustable furniture and equipment available <input type="checkbox"/> Workstation heights adjustable to suit worker size as applicable <input type="checkbox"/> Chairs appropriate to task and adjustable <input type="checkbox"/> Footrest provided where needed <input type="checkbox"/> Sufficient workspace for the intended work. <input type="checkbox"/> Frequent micro-breaks from computer or from fixed position work <input type="checkbox"/> Carts or other appropriate mechanical lifting equipment / aids available and used for handling heavy / awkward loads/ materials			
		Office Equipment			
		<input type="checkbox"/> Wall and ceiling fixtures securely fastened <input type="checkbox"/> Desk and file drawers kept closed when not in use			
				Chemical Safety	
				Chemical Storage	
				<input type="checkbox"/> Chemical agents properly stored, identified, and labeled <input type="checkbox"/> Proper chemical segregation per the UofT Chemical Storage Flowchart <input type="checkbox"/> Proper storage shelving <input type="checkbox"/> Tidy and uncluttered <input type="checkbox"/> Current safety data sheets (SDS) readily available at all times for chemical agents. Gold Standard safety sheets are available through ChemWatch .	
				WHMIS	
				<input type="checkbox"/> Containers WHMIS labeled <input type="checkbox"/> Where required, employee trained in WHMIS, including safe use, handling, and disposal of chemical agents <input type="checkbox"/> Chemical inventory available	
				Chemical Spills	
				<input type="checkbox"/> Spill kit available <input type="checkbox"/> All personnel trained in spill cleanup procedures	
				Chemical Waste	
				<input type="checkbox"/> Containers properly labeled <input type="checkbox"/> Proper storage <input type="checkbox"/> Regular disposal <input type="checkbox"/> Personnel trained in proper waste disposal procedures	
				Laboratories	
				Emergency Preparedness	
				Eyewash Station	
				<input type="checkbox"/> Readily available and accessible (access not impeded by obstruction) <input type="checkbox"/> Functional <input type="checkbox"/> Bump tested weekly	
				Emergency Deluge Shower	
				<input type="checkbox"/> Readily accessible <input type="checkbox"/> Safety tag showing annual testing completed	
				Flammable Materials	
				<input type="checkbox"/> Maximum of 3 flammable storage cabinets/lab <input type="checkbox"/> Maximum of 250L flammable and 250L combustible liquid materials stored in an approved cabinet	



<input type="checkbox"/> Maximum of 50L flammable and 200L combustible liquid materials stored outside an approved cabinet
<input type="checkbox"/> Flammable stored away from heat or other ignition sources
Compressed Gas Cylinders
<input type="checkbox"/> Properly secured to fixed object in use and when stored
<input type="checkbox"/> Properly labeled
<input type="checkbox"/> Valve cap on when not in use
<input type="checkbox"/> Away from heat or ignition sources
<input type="checkbox"/> Additional ventilation may be required for the use of toxic compressed or liquefied gases
Radiation Hazards
<input type="checkbox"/> Radioisotopes permit posted
<input type="checkbox"/> Active work and storage areas properly marked
<input type="checkbox"/> Radioactive waste properly contained and labeled
<input type="checkbox"/> All users have received applicable radiation safety training
Class 3B and 4 Lasers
<input type="checkbox"/> List of class 3B and 4 Lasers (under the permit)
<input type="checkbox"/> Warning signs on the doors (and warning light for class 4 laser labs)
<input type="checkbox"/> Curtains/barriers behind the entry door (for class 4 laser labs)
<input type="checkbox"/> List of authorized personnel posted
<input type="checkbox"/> All users have received applicable laser safety training
X-rays
<input type="checkbox"/> X-ray machines registered with RPS and MOL
<input type="checkbox"/> X-ray permit and approved floor plan posted
<input type="checkbox"/> List of authorized personnel posted
<input type="checkbox"/> All users have received applicable x-ray safety training
Ultraviolet Radiation
<input type="checkbox"/> RPS has been involved in UV radiation use
Biological Hazards
<input type="checkbox"/> Valid biosafety certificate
<input type="checkbox"/> Workers appropriately trained
<input type="checkbox"/> Appropriate permit door signage for applicable biosafety containment Level
<input type="checkbox"/> Users trained on the appropriate disposal of hazardous waste and Waste Procedures and Information for Bio Labs for applicable labs
Personal Protective Equipment (PPE)
<input type="checkbox"/> Employees trained in proper use of protective equipment
<input type="checkbox"/> Applicable PPE used (eye protection, lab coat, protective clothing, etc.)
<input type="checkbox"/> Proper gloves worn specific to the hazard
<input type="checkbox"/> Closed toe shoes worn in a lab
<input type="checkbox"/> Respiratory protection worn where required
<input type="checkbox"/> Protective equipment regularly inspected and maintained
Chemical Fume Hoods
<input type="checkbox"/> Proper type for current use
<input type="checkbox"/> Unblocked and uncluttered
<input type="checkbox"/> Flow monitor and/or alarm (Ventalert) functional
<input type="checkbox"/> Fume hood performance tested by EHS within past 12 months (sticker attached)
<input type="checkbox"/> Sash lowered to appropriate level
Biological Safety Cabinets
<input type="checkbox"/> Certified within past 12 months (CL2)
<input type="checkbox"/> Unblocked and uncluttered
Chemical / Biological Refrigerators/Freezers
<input type="checkbox"/> Not used to store food or drinks
<input type="checkbox"/> Clean and uncluttered
<input type="checkbox"/> Explosion safe/proof, according to use
Additional Laboratory Guidelines

<input type="checkbox"/> Lab equipment clean, in good working order, and regularly inspected and maintained.
<input type="checkbox"/> Make sure electrical equipment is properly connected, grounded and in good working order.
<input type="checkbox"/> Users properly trained
<input type="checkbox"/> No evidence of eating or drinking in lab
<input type="checkbox"/> Emergency contact numbers listed
General Industrial
Emergency Equipment
<input type="checkbox"/> Properly functioning eyewash station present and readily accessible where hazardous materials and/or risk of flying objects to eyes is present / are used
<input type="checkbox"/> Deluge shower readily accessible where corrosive or skin absorbed chemicals handled
<input type="checkbox"/> Deluge shower tested within past year
Materials Handling
<input type="checkbox"/> Carts and/ or mechanical lifting equipment available and used for handling heavy materials
<input type="checkbox"/> Workers trained in proper manual materials handling and lifting
Personal Protective Equipment (PPE)
<input type="checkbox"/> Proper personal protective equipment matched to the specific hazard – available and worn
<input type="checkbox"/> Protective equipment regularly inspected and maintained
<input type="checkbox"/> Employees trained in proper use
Compressed Gas Cylinders
<input type="checkbox"/> Properly secured to fixed object
<input type="checkbox"/> Properly labeled
<input type="checkbox"/> Valve cap on when not in use
<input type="checkbox"/> Away from heat or ignition sources
Ladders
<input type="checkbox"/> In good condition
<input type="checkbox"/> Free of grease, oil or debris
<input type="checkbox"/> Ladders exceeding 6m properly secured when not in use
<input type="checkbox"/> Non-conductive ladders used in electrical work/ areas
Hand and Portable Tools
<input type="checkbox"/> In good working order and condition
<input type="checkbox"/> Regularly inspected and maintained
<input type="checkbox"/> Electrical grounding or double insulation protection
<input type="checkbox"/> Users properly trained
<input type="checkbox"/> Properly stored when not in use
Machinery and Guarding
<input type="checkbox"/> In good working order and condition
<input type="checkbox"/> Regularly inspected and maintained
<input type="checkbox"/> Proper guarding or protective devices on pinch points, in-running nip points and points of operation
<input type="checkbox"/> Emergency or e-stop buttons (red mushroom) installed where appropriate
<input type="checkbox"/> Fixed guards in place and in good condition
<input type="checkbox"/> Operating controls guarded against inadvertent activation
<input type="checkbox"/> Operation controls locked and key removed when not in use
<input type="checkbox"/> Isolation and lockout provided for servicing and maintenance
<input type="checkbox"/> Users properly trained
<input type="checkbox"/> Operator manual present
<input type="checkbox"/> Equipment chains, slings, ropes and hooks in good condition
<input type="checkbox"/> Labeled as to rated working load
<input type="checkbox"/> Annual inspection records available
<input type="checkbox"/> Operated only by trained and competent personnel
Electrical Power Systems

<input type="checkbox"/> High voltage and control panels closed and secured
<input type="checkbox"/> Control panels identified and accessible
<input type="checkbox"/> Wiring, insulation, and fixtures in good condition
<input type="checkbox"/> Lockout/Tagout system in place
<input type="checkbox"/> Equipment protected from fluids
Noise
<input type="checkbox"/> Hazardous noise areas identified and marked/posted
<input type="checkbox"/> Hearing protection devices available and worn in designated areas
<input type="checkbox"/> Workers trained in noise hazards and use of hearing protection
Confined Spaced
<input type="checkbox"/> Access is secured
<input type="checkbox"/> Entry by permit only
<input type="checkbox"/> All workers have been trained
<input type="checkbox"/> Rescue plan is in place
<input type="checkbox"/> All equipment (including air monitors and rescue equipment is present)
Kitchen & Loading Dock
Protective Equipment
<input type="checkbox"/> Proper protective equipment type
<input type="checkbox"/> Proper gloves worn specific to the hazard
<input type="checkbox"/> Protective equipment regularly inspected and maintained
<input type="checkbox"/> Employees trained in proper use of protective equipment
<input type="checkbox"/> Closed toe, non-slip shoes worn
Kitchen Equipment
<input type="checkbox"/> In good working order and condition
<input type="checkbox"/> Regularly inspected and maintained
<input type="checkbox"/> Electrical grounding or double insulation protected
<input type="checkbox"/> Equipment properly guarded on pinch points, in-running nip points and points of operation
<input type="checkbox"/> Fixed guarding in place and in good condition
<input type="checkbox"/> Users properly trained
<input type="checkbox"/> Lockout/Tagout procedure in place
Range Hoods
<input type="checkbox"/> Regularly inspected
<input type="checkbox"/> Clean and in good condition
Loading Docks
<input type="checkbox"/> Clean and in good condition
<input type="checkbox"/> Not being used as storage area/Free of accumulated cargo
<input type="checkbox"/> Documented service/maintenance history on lifts/levelers
<input type="checkbox"/> Dock leveler/plate are in proper working order
<input type="checkbox"/> Dock leveler/plate has been load tested
<input type="checkbox"/> Telephone and emergency numbers posted
<input type="checkbox"/> Passageways are free of obstructions and tripping hazards
<input type="checkbox"/> Walkways adequately marked (e.g., painted lines) and adequately lit
<input type="checkbox"/> Restricted access to unauthorized persons to loading zone
<input type="checkbox"/> A lock box or key control system is used
<input type="checkbox"/> Mirrors are provided at blind corners
<input type="checkbox"/> General and task-specific ergonomic training is provided
<input type="checkbox"/> Dock approaches are free from potholes/deteriorated pavement
<input type="checkbox"/> Dock bumpers and/or barriers are in good condition
<input type="checkbox"/> Wheel chocks are available
<input type="checkbox"/> Warning signs or lights regarding moving vehicles are in use
<input type="checkbox"/> Truck engines are turned off during loading/unloading operations



- Fire extinguishers are fully charged & accessible
- Emergency exits are clearly marked
- Flammable and combustible liquid materials are properly stored
- Equipment to clean spills/oils/grease available
- Doors and dock seals are regularly maintained
- Workers are wearing proper PPE. Safety shoes at a minimum
- First aid kit available, certified first aider information available
- Eyewash station available in the vicinity, and the location is posted, if applicable
- Dedicated means of access/passageway on/off loading dock (side stairs/side ladder/other)
- Signage clearly labeling "Loading Area"

- Access ladder properly secured and in good condition
 - Piping and equipment protected from vehicle traffic
 - Gas cylinder properly secured and protected from vehicles
 - 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