



**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.*

<b>General</b>			
<b>Emergency Preparedness</b>			
First Aid		that creates potential for workplace violence to occur in areas hidden from view)	
<input type="checkbox"/> First aid kit readily available <input type="checkbox"/> First aid kit fully stocked <input type="checkbox"/> List of trained first aiders posted <input type="checkbox"/> Required first aid items posted		<input type="checkbox"/> Impeded safety mechanisms (e.g., objects interfering with emergency telephones or lighting in dark areas)	
<b>Emergency Equipment</b>		<b>Sanitation and Amenities</b>	
<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"/> Eating facilities clean and tidy where appropriate <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	
<b>Emergency Procedures</b>		<b>Floors, Aisles, Stairways, Exits</b>	
<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"/> 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	
<b>Safety Bulletin Boards</b>		<b>Housekeeping/Materials Storage</b>	
<input type="checkbox"/> Copy of the Occupational Health and Safety Act posted <input type="checkbox"/> Current list of health and safety committee members posted <input type="checkbox"/> Minutes of last committee meeting posted <input type="checkbox"/> University Health & Safety Policy posted and current within 1 year <input type="checkbox"/> University Workplace Violence and Harassment Policies posted		<input type="checkbox"/> Materials safely stored (in bins/drawers where possible) <input type="checkbox"/> Materials neatly and safely piled <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	
<b>Security/Personal Safety</b>		<b>Lighting</b>	
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 police) 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 <input type="checkbox"/> Inappropriate use of facilities by members of the public <input type="checkbox"/> Dark or isolated areas including areas with poor phone reception <input type="checkbox"/> Impeded sight lines (e.g. overgrown shrubbery or other objects blocking areas from being seen		<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 & staircase are well lit	
		<b>General Ventilation/Indoor Air Quality</b>	
		<input type="checkbox"/> Ventilation adequate for room conditions and usage <input type="checkbox"/> Thermal comfort maintained (temperature, humidity, air velocity) <input type="checkbox"/> Ventilation systems regularly inspected, tested and maintained <input type="checkbox"/> Air inlets and outlets free of contamination such as dust, dirt, or mould	
		<b>Workstation Ergonomics</b>	
		<input type="checkbox"/> Appropriate adjustable furniture and equipment available <input type="checkbox"/> Workstation heights adjustable to suit worker size <input type="checkbox"/> Chairs well designed/adjusted <input type="checkbox"/> Footrest provided where needed <input type="checkbox"/> Sufficient workspace <input type="checkbox"/> Frequent breaks from computer or from fixed position work <input type="checkbox"/> Carts or other appropriate mechanical lifting equipment available and used for handling heavy materials	
		<b>Office Equipment</b>	
		<input type="checkbox"/> Wall and ceiling fixtures securely fastened <input type="checkbox"/> Desk and file drawers kept closed when not in use <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 <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	
		<b>Noise</b>	
		<input type="checkbox"/> Noise levels within acceptable levels for the activities conducted	
		<b>Electrical Safety</b>	
		<input type="checkbox"/> Electrical cords, plugs and sockets in good condition <input type="checkbox"/> Extension cords not used as permanent wiring <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"/> GFIs used in wet areas <input type="checkbox"/> Lockout/Tagout procedures in place	
		<b>Chemical Safety</b>	
		<b>Chemical Storage</b>	
		<input type="checkbox"/> Chemical agents properly identified and labeled <input type="checkbox"/> Proper chemical segregation <input type="checkbox"/> Proper storage shelving <input type="checkbox"/> Tidy and uncluttered <input type="checkbox"/> Safety data sheets available for chemical agents	
		<b>WHMIS</b>	
		<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"/> Current SDSs readily available at all times <input type="checkbox"/> Chemical inventory available	
		<b>Chemical Spills</b>	
		<input type="checkbox"/> Spill kit available <input type="checkbox"/> All personnel trained in spill cleanup procedures	
		<b>Chemical Waste</b>	
		<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	
		<b>Laboratories</b>	
		<b>Emergency Preparedness</b>	
		<b>Eyewash Station</b>	
		<input type="checkbox"/> Present <input type="checkbox"/> Readily accessible <input type="checkbox"/> Functional <input type="checkbox"/> Bump tested weekly	
		<b>Emergency Deluge Shower</b>	
		<input type="checkbox"/> Readily accessible <input type="checkbox"/> Safety tag showing annual testing completed	
		<b>Flammable Materials</b>	
		<input type="checkbox"/> Maximum of 3 flammable storage cabinets/lab <input type="checkbox"/> Maximum of 250L flammable and 250L combustible materials stored in cabinet <input type="checkbox"/> Maximum of 50L flammable and 250L combustible materials stored outside cabinet <input type="checkbox"/> Flammable stored away from heat or other ignition sources	
		<b>Compressed Gas Cylinders</b>	
		<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	



<b>Radiation Hazards</b>
<input type="checkbox"/> Radioisotopes permit posted <input type="checkbox"/> Active work and storage areas properly marked <input type="checkbox"/> All users have received radiation safety training <input type="checkbox"/> Radioactive waste properly contained and labeled
<b>Class 3B and 4 Lasers</b>
<input type="checkbox"/> Lasers registered with Radiation Protection Services (RPS) <input type="checkbox"/> Laser lab properly labeled <input type="checkbox"/> Laser workers trained
<b>X-Ray Machines</b>
<input type="checkbox"/> X-ray machines registered with RPS <input type="checkbox"/> X-ray rooms and machines properly labeled <input type="checkbox"/> X-ray users trained
<b>Ultraviolet Radiation</b>
<input type="checkbox"/> RPS has been involved in UV radiation use
<b>Biological Hazards</b>
<input type="checkbox"/> Valid biosafety certificate <input type="checkbox"/> Workers appropriately trained, including universal precautions <input type="checkbox"/> Appropriate door signage for Level 2 and Level 3 <input type="checkbox"/> Hazardous biological wastes packaged, disinfected or sterilized <input type="checkbox"/> Approved sharps disposal containers <input type="checkbox"/> Workers immunized, as required
<b>Protective Equipment</b>
<input type="checkbox"/> Proper eye protection worn <input type="checkbox"/> Lab coats or other protective clothing worn <input type="checkbox"/> Proper gloves worn specific to the chemical or physical hazard <input type="checkbox"/> Closed toe shoes worn <input type="checkbox"/> Respiratory protection worn where required <input type="checkbox"/> Protective equipment regularly inspected and maintained <input type="checkbox"/> Employees trained in proper use of protective equipment
<b>Fume Hoods</b>
<input type="checkbox"/> Proper type for current use <input type="checkbox"/> Unblocked and uncluttered <input type="checkbox"/> Flow monitor and 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
<b>Biological Safety Cabinets</b>
<input type="checkbox"/> Certified within past 12 months <input type="checkbox"/> Unblocked and uncluttered
<b>Refrigerators</b>
<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
<b>Other Laboratory Equipment</b>
<input type="checkbox"/> Clean <input type="checkbox"/> Good working order <input type="checkbox"/> Regularly inspected and maintained <input type="checkbox"/> Proper electrical connection <input type="checkbox"/> Users properly trained <input type="checkbox"/> No evidence of eating or drinking in lab
<b>General Industrial</b>
<b>Emergency Equipment</b>
<input type="checkbox"/> Properly functioning eyewash station present and readily accessible where hazardous materials used <input type="checkbox"/> Deluge shower readily accessible where large volumes of chemicals handled <input type="checkbox"/> Deluge shower tested within past year
<b>Materials Handling</b>
<input type="checkbox"/> Carts of mechanical lifting equipment available and used for handling heavy materials

<input type="checkbox"/> Workers trained in proper manual materials handling and lifting
<b>Personal Protective Equipment</b>
<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
<b>Compressed Gas Cylinders</b>
<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
<b>Ladders</b>
<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 areas
<b>Hand and Portable Tools</b>
<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
<b>Machinery and Guarding</b>
<input type="checkbox"/> In good working order and condition <input type="checkbox"/> Regularly inspected and maintained <input type="checkbox"/> Proper guarding on pinch points, in-running nip points and points of operation <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
<b>Electrical Power Systems</b>
<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
<b>Noise</b>
<input type="checkbox"/> Hazardous noise areas identified and marked <input type="checkbox"/> Hearing protection available and worn in designated areas <input type="checkbox"/> Workers trained in noise hazards and use of hearing protection
<b>Confined Spaced</b>
<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)
<b>Kitchen &amp; Loading Dock</b>
<b>Protective Equipment</b>
<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
<b>Kitchen Equipment</b>
<input type="checkbox"/> In good working order and condition <input type="checkbox"/> Regularly inspected and maintain <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
<b>Range Hoods</b>
<input type="checkbox"/> Regularly inspected <input type="checkbox"/> Clean and in good condition
<b>Loading Docks</b>
<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 <input type="checkbox"/> Fire extinguishers are fully charged & accessible <input type="checkbox"/> Emergency exits are clearly marked <input type="checkbox"/> Flammable and combustible materials are properly stored <input type="checkbox"/> Equipment to clean spills/oils/grease available <input type="checkbox"/> Doors and dock seals are regularly maintained <input type="checkbox"/> Workers are wearing proper PPE. Safety shoes at a minimum <input type="checkbox"/> First aid kit available, certified first aider information available <input type="checkbox"/> Eyewash station available in the vicinity, and the location is posted, if applicable <input type="checkbox"/> Dedicated means of access/passageway on/off loading dock (side stairs/side ladder/other) <input type="checkbox"/> Signage clearly labeling "Loading Area" <input type="checkbox"/> Access ladder properly secured and in good condition <input type="checkbox"/> Piping and equipment protected from vehicle traffic <input type="checkbox"/> Gas cylinder properly secured and protected from vehicles <input type="checkbox"/> Pallets properly stored <input type="checkbox"/> Solid waste containers in good condition and not overflowing <input type="checkbox"/> Ramps and rails in good condition



<input type="checkbox"/> Appropriate marking indicating changes in elevation
<b>Materials Handling</b>
<input type="checkbox"/> Proper lifting/carrying procedures
<input type="checkbox"/> Racks are in good condition
<input type="checkbox"/> No unsafe stacking
<input type="checkbox"/> Usage of proper equipment as required
<input type="checkbox"/> Commonly used items stored at waist height

<b>Food Handling</b>
<input type="checkbox"/> Use proper tools to handle food
<input type="checkbox"/> Storage of food is appropriate
<b>Training</b>
<input type="checkbox"/> WHMIS trained (as required)
<input type="checkbox"/> Trained in risk in contact with steam, hot water, hot oil and hot surfaces
<input type="checkbox"/> Trained in proper knife handling

<input type="checkbox"/> Trained and documented in the usage of equipment
<input type="checkbox"/> User manual available
<input type="checkbox"/> Trained in ladders and lifting devices as required