

# McMaster University

## Office Workplace Inspection By Supervisor

Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_ Department of: \_\_\_\_\_ Building: \_\_\_\_\_ Rm. #: \_\_\_\_\_

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Training/Refresher Training	Changes in Procedures/Equipment/Processes	Date Action To Be Taken
<b>Emergency</b>							
Exit routes clearly marked and unobstructed							
Aisles are clear and unobstructed							
Exit lights are operational and clearly visible on exit routes							
Fire extinguisher(s) tagged, marked with date checked (i.e. monthly), and easily accessible							
Emergency notices are visible and posted							
If applicable, fire hose cabinet with date checked (tag or sticker)							
First Aid Kit available and names posted of those certified in standard first aid							
Emergency evacuation/fire plan is posted on exit routes							
<u>Notes:</u>							
<b>WHMIS</b>							
MSDS are available, easily accessible and up to date							
Labeling is used							
<u>Notes:</u>							
<b>PPE (Personal Protective Equipment)</b>							
CSA approved footwear worn where designated by management because of the hazard(s) in specific work areas (i.e. receiving area), including eye/hand protection for material handling							
<u>Notes:</u>							
<b>General</b>							
Walkways, corridors, hallways and stairs clear and unobstructed **							
Walking surfaces free of tripping, slipping and falling hazards							
Light levels are suitable, light covers/shades secured							
Ceiling tiles secured in place and free from water damage							
Ceiling diffusers are unobstructed, free of debris/soilage							
<u>Notes:</u>							

### Hazard Class

- A - Major (High Risk - immediate danger to life and health) STOP WORK OR CONTROL HAZARD IMMEDIATELY
- B - Moderate (Medium Risk- potential for non-life threatening injury)
- C - Minor (Low Risk - long term potential for slight injury or illness)

\*\* Refer to your safety office for specific requirements

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Training/Refresher Training	Changes in Procedures/Equipment/Processes	Date Action To Be Taken
Wall and window sill grills for fan coil (heating or cooling) units are clear of obstruction (i.e. books/files/plants/desks)							
Photocopiers have appropriate controls							
Noise levels at or below acceptable levels for the work performed							
Free standing partitions are secure and height is within acceptable range to avoid disruption of air flow							
Shelving is securely braced; material is neatly stacked and will not fall or trip; no overreaching will occur							
Items stored on shelving, heavier materials are placed on the lower sections of shelving unit							
Office environment is tidy and free of clutter, no flammable hazards							
Walls/floors/windows/doors are not damaged							
Health & Safety board is up to date, contains relevant documents as described by University Health and Safety Board Maintenance Program RMM #319							
<b>Waste</b>							
Adequate waste containers with no obstruction in aisle or hallway							
<b>Notes:</b>							
<b>Equipment</b>							
Desks, counters, filing cabinets - no sharp edges or projecting that it is unsafe							
Equipment have suitable guards to protect from moving parts, paper cutters							
Step stools/ladders are in good condition							
Furniture intact and in safe condition							
<b>Notes:</b>							
<b>Electrical</b>							
Electrical equipment, power strips, cords/plugs, no evidence of cuts, fraying or other damage							
Equipment meets the Electrical Safety Authority standards							
Limited extension cords, with no frays/cuts							
Electrical outlets, light switches are safe							
<b>Notes:</b>							
<b>Ergonomics</b>							
Computer monitor positioned properly							
Adjustable keyboard tray/document holder							
Chair is adjusted to fit the worker at the computer							

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<b>Ergonomics cont'd.</b>							
Material stored in cabinets/counters are in place to avoid over reaching							
Manual handling techniques are practiced (i.e. dolly/cart used, reducing the load when lifting)							
Office equipment/tools used frequently are within range to avoid over reaching							
<u>Notes:</u>							

**Comments from office users when interviewed during the office workplace inspection (i.e. practices, equipment, procedures, ergonomics, etc.):**

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