

McMaster University

General Workplace Inspection

GENERAL - Classroom/lecture/corridor/receiving/washroom/bldg exterior

Date: _____ H & S Committee Name: _____ Inspected by: _____

Building: _____ Area: _____ Department of: _____ Director/Chair/Dean: _____

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	Date Action To Be Taken
Emergency							
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 with date checked (monthly)							
If applicable eye wash stations operating and date checked (tag or sticker)							
Emergency notices are posted and visible							
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							
Door window is not obstructed with notices							
Emergency exits/steps are clear of debris and open easily							
Push buttons door openers are operational							
<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)

* Supervisor is required to sign forms that identify not satisfactory items and return with corrective action and time frame

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	Date Action To Be Taken
Chemical Storage and Handling							
Chemicals are stored according to compatibility and not above eye level							
<u>Notes:</u>							
General							
Bench tops and work areas clean and tidy							
Walking surfaces free of tripping, slipping and falling hazards							
Ceiling diffusers are unobstructed, free of debris/soilage							
Fluorescent tubes/bulbs are lit, and shades secured							
Ceiling tiles secured and in place and free from water damage							
Toilets/urinals, hand dryers are in working order, paper/soap supplies are adequate							
Furniture in safe condition							
Walls/doors/windows/sills/floors/chalkboards in safe condition							
Waste containers adequate, are placed to avoid obstruction							
Counters/sinks are clean							
Health & Safety board is up to date, contains relevant documents as described by University Health and Safety Board Maintenance Program RMM#319							
Accessibility features are unobstructed and in working order (i.e. ramps are clear, push buttons for automatic door openers are operational, etc.)							
<u>Notes:</u>							

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Ergonomics							
To avoid repetitive movement, activities are changed frequently							
Material stored in cabinets/counters are within best practice reaching range							
Suitable seating at the work benches with ergonomic best practices							
Manual handling techniques are practiced (i.e. dolly/cart used, reducing the load when lifting)							
Notes:							

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

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Copy of the completed workplace inspection shall be provided to the supervisor(s) responsible for the area; Dean/Chair/Director of the Department; JHSC
30 days from the date inspected, a copy of the workplace inspection with corrective action(s) is to be returned to the JHSC.