

McMaster University

Hospitality 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 to Procedures/Equipment/Processes	Date Action To Be Taken
Emergency							
Exit routes clearly marked and unobstructed							
Aisles are clear and unobstructed							
Exit lights are operational and clearly visible							
Fire extinguisher(s) tagged and checked monthly							
If applicable eye wash and shower stations operating and checked monthly (tag or sticker)							
Emergency 'Dial 88' notices are posted and visible							
If applicable, fire hose cabinet with recent date checked (tag or sticker)							
First Aid Kit available and names posted of those certified in standard first aid							
Safety window in the exterior door is not obstructed							
Notes:							
WHMIS							
Up to date inventory of chemicals used							
MSDS are available, easily accessible and up to date							
Labeling is used							
Notes:							
PPE (Personal Protective Equipment)							
Approved footwear worn							
If applicable eye/hand/respiratory/harness/face/hearing protection available							
Notes:							

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)

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Training/Refresher Training	Changes to Procedures/Equipment/Processes	Date Action To Be Taken
Chemical Storage and Handling							
Chemicals are stored to compatibility according to compatibility and not above eye level							
If applicable Flammable/combustible products do not exceed storage limits							
Gas cylinders properly secured and either capped or with a regulator							
Flammable gases are not stored indoors (i.e. propane)							
Flammables stored away from heat or other ignition sources							
Products are stored in a tidy and neat order to ensure no tips or falls occur, heavy containers are placed on lower shelving							
Notes:							
General							
Bench tops and work stations 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 show no sign of water damage							
Walls/floors/windows/doors are not damaged							
Waste containers adequate, are placed to avoid obstruction							
No signs of mold/asbestos/structural damage							
Health & Safety board is up to date, contains relevant documents as described by University Health and Safety Board Maintenance program RMM #319							
Notes:							
Equipment/tools/pulleys/conveyor belts							
Oil and waste spillage trays, cut off bins, and waste bins used and cleared frequently							
Machinery and equipment in good operating condition							
If applicable, operating manuals available for specific machinery, easily accessible							
Inspection/maintenance/PM records for specific machinery/equipment maintained and in an accessible location							
Emergency shutdown switches located with easy access and clearly marked							
Lockout/Tagout used							
Ladders are in good condition and stored safely							
Portable/hand powered tools maintained							
Equipment, tools, pulleys, belts, having exposed moving parts are guarded							
Notes:							

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Receiving/Ramps							
Road/ramp surface in good conditions							
Roadway surfaces even (no potholes or unevenness)							
Traffic flow control measures adequate (visible yield/one way signs)							
Proper barricades use for temporary vehicle traffic restrictions							
Receiving dock is clear of debris, skids properly stored (flat)							
Fence/gates - good condition, chained/padlock, lighting							
Proper signage in place							
Catch bays/grills/adequate height and non-intrusive							
No trees/shrubbery intruding into roadways (or branches)							
Snow/ice removed, sanded/salted							
Waste removed and bins not overflowing							
Garbage dumpster secured							
Notes:							

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

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