

**McMaster University**  
**Maintenance Workplace Inspection By Supervisor**  
 (Trades/Custodial/Plant/Grounds/Motor Pool)

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
<b>Emergency</b>							
Exit routes clearly marked and unobstructed							
Aisles are clear and unobstructed							
Exit lights are operational and clearly visible							
Warning notices posted on the exterior door indicating "authorized persons only", "high voltage", etc.							
Fire extinguisher(s) tagged with date checked (monthly)							
If applicable eye wash and shower stations operating and date checked (tag or sticker)							
Emergency notices are posted and visible							
Blood/Vomit Spill Kits available and recent date checked (tag or sticker)							
If applicable, SCBA available and date checked (tag or sticker), names certified to use are 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							
Safety window in the exterior door is not obstructed							
<u>Notes:</u>							
<b>WHMIS</b>							
Up to date inventory of chemicals used							
MSDS are available, easily accessible and up to date							
WHMIS poster posted to interior door of workstation (custodial closet door/area shop door)							
Labeling is used							
<u>Notes:</u>							
<b>PPE (Personal Protective Equipment)</b>							
CSA approved footwear worn by trade continually and by staff in dedicated areas mandated to be worn							
If applicable eye/hand/respiratory/harness/face/hearing protection available							
<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)

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Training/Refresher Training	Changes to Procedures/Equipment/Processes	Date Action To Be Taken
<b>Chemical Storage and Handling</b>							
Chemicals are stored according to compatibility and above eye level							
Flammable storage cabinet is labeled							
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							
<b>Notes:</b>							
<b>General</b>							
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, in place, and free from water stains							
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							
<b>Notes:</b>							
<b>Grounds, High Voltage, Pent Houses, Plant, Shop Areas and Motor Pool</b>							
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 shut down switches located with easy access and clearly marked							
Lockout/Tagout, Hotwork, Confined Space/Asbestos Type 1 or 2 procedures used and controls in place							
Ladders are in good condition and stored safely							
Portable/hand powered tools maintained							
Equipment, tools, pulleys, belts, having exposed moving parts are guarded							
<b>Notes:</b>							

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<b>Grounds</b>							
<b>Roadways/Vehicle Routes/Ramps</b>							
Roadway surfaces in good condition (no potholes or disrepair that could cause pedestrian to fall)							
Roadway surfaces even (no potholes or unevenness)							
Speed bumps visually enhance (painted or not too high which could create a driver to loose control)							
Traffic flow control measures adequate (visible yield/one way signs)							
Proper barricades in use for temporary vehicle traffic restrictions							
Fence/gates - good condition, chained/padlock, lighting							
Visually enhanced gates/chains/wire cable restrictions							
Bicycle paths well marked							
Pedestrian crossings clearly identified							
Asphalt markings in good condition (not faded)							
Proper signage in place							
Curbs - standard height and well maintained (no tripping hazard)							
Catch basins/grills/adequate height and non-intrusive							
No trees/shrubbery intruding into roadways (or branches)							
Snow/ice removed, sanded/salted							
<b>Notes:</b>							
<b>Concrete Parking Curbs In Good Condition</b>							
Kiosk/toll booth/ticket dispensers condition							
Access barrier/arms operations							
Disabled parking - clearly identified/enforced							
Night Illumination - good coverage, minimum shadows							
Waste removed and bins not overflowing							
Garbage dumpster secured							
<b>Notes:</b>							
<b>Walkways/Bridges</b>							
Walking surfaces even							
Snow/ice removed, sanded/salted							
Night Illumination - good coverage, minimum shadows							
Lamp fixtures in good condition							
Downspouts discharging to safe location							
Emergency telephones readily identifiable and accessible							
Branches/shrubs blocking walkways							
Monuments/Statues - well maintained							
<b>Notes:</b>							

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

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