

McMaster University Office Workplace Inspection

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

Building: _____ Room #: _____ 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, 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>							
WHMIS							
MSDS are available, easily accessible and up to date							
Labeling is used							
<u>Notes:</u>							
PPE (Personal Protective Equipment)							
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>							
General							
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							

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

** Refer to your safety office for specific requirements

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	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 tip; no over reaching 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							
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.)							
Notes:							
Waste							
Adequate waste containers with no obstruction in aisle or hallway							
Notes:							
Equipment							
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							
Notes:							
Electrical							
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							
Notes:							
Ergonomics							
Computer monitor positioned properly							
Adjustable keyboard tray/document holder							
Chair is adjusted to fit the worker at the computer							

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Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	Date Action To Be Taken
Ergonomics cont'd.							
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							
Notes:							

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

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Copy of the completed inspection shall be provided to the supervisor(s) responsible for the office; 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.