

Inspection Checklists – General Information Fact Sheet



WHAT SHOULD BE INCLUDED ON THE CHECKLIST?

The examples outlined below do not list all possible items. The best checklist for your workplace is one that has been developed for your specific needs. Whatever the format of the checklist, provide space for the inspectors' signatures and the date.

Area/Issue	Examples
1. Environment	dust, gases, fumes, sprays, lighting, noise, ventilation
2. Buildings	windows, doors, floors, stairs, roofs, walls, elevators
3. Containers	scrap bins, disposal receptacles, barrels, carboys, gas cylinders, solvent cans
4. Electrical	switches, cables, outlets, connectors, grounding, connections, breakers
5. Fire protection equipment	extinguishers, hoses, hydrants, sprinkler alarm systems, access to equipment
6. Hand tools	wrenches, screwdrivers, saws, power tools, explosive actuated tools

7. Hazardous products	flammable, explosive, oxidizing, gases under pressure, corrosive, toxic/health hazards, biohazardous infectious, environmental
8. Materials handling	conveyors, cranes, hoists, hoppers, carts, dollies, bins, etc.
9. Personal protective equipment	hard hats, safety glasses, respirators, safety footwear, gloves, etc.
10. Pressurized equipment	boilers, vats, tanks, piping, hoses, couplings, valves, hydraulics, etc.
11. Production equipment	mills, shapers, cutters, borers, presses, lathes, robotics, etc.
12. Personnel support equipment	ladders, scaffolds, platforms, catwalks, staging
13. Powered equipment	engines, electrical motors, compressor equipment
14. Storage facilities	racks, bins, shelves, cabinets, closets, yards, floors
15. Walkways and roadways	aisles, ramps, docks, vehicle ways
16. Protective guards	gear covers, pulleys, belt screens, work station, guards, railings, drives, chains
17. Safety devices	valves, emergency switches, cutoffs, warning systems, limit switches, mirrors, sirens, signs
18. Controls	start-up switches, steering mechanisms, speed controls, manipulating controls
19. Lifting components	handles, eye-bolts, lifting lugs, hooks, chains, ropes, slings

20. Hygiene and first aid facilities	drinking fountains, washrooms, safety showers, eyewash fountains, first aid supplies, contact list for first aid responders, etc.
21. Psychosocial hazards	discussion with or observation of employees who may mention work scheduling issues, workload (pace of work/too much/too little), hours of work, fatigue, issues that interrupt concentration, poor communication, conflicting demands, working in conflict with others, working in social isolation, or working alone

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