

**University of Victoria
Workplace Inspection Form**

Inspection Date:

Building:

Inspector:

Room Number:

Supervisor:

Y	N	NA		Comments	Corrective Action/ Completion Date
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General

			1. Workplace clean and orderly		
			2. Exits cleared of obstructions and accessible		
			3. Stored materials secured & limited in height to prevent collapse		
			4. Suitable warning signs and tags utilized		
			5. Hazard assessment has been completed and appropriate Personal Protective Equipment (PPE) identified for each specific job		

Training

			1. Safety training and inspections held for new employees on a regular basis		
			2. First Aid (and CPR) trained individuals available for medical emergencies		
			3. Personnel familiar with the hazards of chemicals and trade products and have read the applicable MSDS		
			4. All personnel familiar with documented emergency evacuation plan		
			5. Fire extinguisher familiarization provided		
			6. Personnel are trained in proper selection, use and maintenance of PPE		

Safe Lifting

1. Workers trained on/using safe lifting techniques:

			a. Size up /test load		
			b. Avoid heavy load/split into small loads/get help		
			c. Bend knees to take pressure off back when lifting		
			d. Consciously firm up abdominals when lifting		
			e. Never twist while lifting or holding a load		

Fire					
			1. Emergency exit signs identifiable and readily visible		
			2. Fire alarm pull stations and portable fire extinguishers visible and unobstructed		
			3. Stairway doors are not kept open (unless equipped with a self-closing device)		
			4. 18 inch vertical clearance maintained from all sprinkler heads		
Earthquake					
			1. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets, and similar items over four feet tall are all secure		
			2. Shelves have lips or other seismic restraints		
			3. Portable machines or equipment secured against movement (unless actually being moved) by chains, lockable castors, straps, or other means where appropriate		
			4. Top-heavy equipment or apparatus bolted down or secured to withstand accelerations typically expected in an earthquake		
			5. Large and heavy objects stored on lower shelves or storage areas		
			6. Valuable equipment sensitive to shock damage- eg. instruments, computers, & glassware stored in latched cabinets/otherwise secured to prevent falling.		
			7. Storage areas uncluttered - providing clear evacuation routes in event of emergency		
			8. Cabinets and lockers containing hazardous materials equipped with positive latching or sliding doors.		
Equipment					
			1. Electrical Equipment:		
			a. Clean and working properly		
			b. Properly grounded		
			c. Proper clearances kept from combustibles		
			d. Adequately ventilated		
			e. Approved extension cords, extension cords with breakers, and multiple connectors used properly (e.g., not as fixed wiring)		
			f. Frayed or damaged electrical cords replaced		
			2. Machinery:		
			a. Clean and working properly		
			b. Proper clearances kept from combustibles		
			c. Adequately ventilated		
			d. Emergency stop mechanisms identified and in working order		

