

DEPARTMENT OF PHYSICS & ENGINEERING PHYSICS INSPECTION CHECKLIST

Inspector(s): _____ **Location:** _____

Instructions: Mark work area, then mark a “✓” for Good, an “N/A” for not applicable, or write “NOTE” when discovering opportunities to improve, and make more detailed notes on the Corrective Action List below including assigning responsibility and communication to all affected field team members; for any documentation of equipment inspections and/or other details.

If there is any question about how to control a hazard this shall be discussed with your supervisor prior to conducting work.

Inspection Record:

Area and Date	Area:	Area:	Area:	Area:	Area:	Area:	Area:
Inspection Points	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Workplace Conditions							
Emergency Preparedness							
Personnel Training							
Personal Protective Equipment							
Ergonomics & Material Handling							
Hazardous Materials							
Electrical Safety							
Ladders, Stools and Access Points							
Equipment, Tools & Instruments							
Other:							
Initialed by Inspector(s)							

Corrective Action List:

Area	Opportunity for Improvement (the problem)	Proposed Course of Action (the solution)	Responsible Party (Name)	Completed	Referred to LSC	Initialed
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Safety Resources Inspection Guidelines and Reference Information:

✓	Environment & Site Conditions
	There is adequate lighting and ventilation in work areas
	Floors are in good condition
	Floors and the ground are clean and free of debris
	Work areas and work surfaces are in good condition
	No visible potential airborne hazards observed (smoke, dust, vapours, gases)
	Equipment and tools are in good operating condition
	Storage racks and areas are organized
	Access points and tower stairways are uncluttered
	Travelways are kept clear and exits not blocked
	All locks are functional
	No mice, other rodent or insect issues observed
	Hand washing and toilet facilities are available
	Drinking water is available
✓	Emergency Preparedness
	Site-specific emergency response plans are readily available and understood by all field team members (rescue plans and emergency response procedures)
	First-aid supplies and register (a log book) are readily available
	Fire extinguisher is available and ready
	Personnel have signed on to USafe: www.usask.ca/usafe
	An emergency marshalling area has been determined on site
	Emergency response contact information is available and current
	Rescue kits all on site and inspected
	Serious allergies are known for all team members and appropriate precautions have been taken
✓	Personnel Training
	Personnel have received site-specific orientation and training
	Personnel have taken required training from (Safety Orientation, etc.)
	Personnel are trained on the selection, use and care of required personal protective equipment (shoes, gloves, etc.)
	Personnel trained in First Aid

	SOPs, equipment manuals personnel are available on site
	All authorized drivers and operators of powered mobile equipment have the requisite training
	Training records are maintained and readily available
✓	Personal Protective Equipment (PPE)
	Personnel are aware of rules and requirements regarding PPE and regularly use PPE when required
	Personnel are wearing appropriate clothing and PPE for the type of work being conducted (e.g. eye protection, gloves, lab coats, closed toe shoes, etc.)
	PPE is in good condition, properly maintained and stored
	PPE requirements and specific rules and procedures are in place
	Individuals conducting inspections are familiar with PPE requirements for all areas and activities occurring
	No flammable clothing (NO NYLON)
	Noise levels are indicated on noisy equipment and posted
	Personnel working in areas with elevated noise levels are aware of the hazards and understand rules regarding hearing protection
	Hearing protection is provided to personnel when working in areas and/or with equipment/tools with elevated noise levels (over 80dBA)
	Hearing protection is used by all personnel exposed to noise at or over 85 dBA
✓	Ergonomics & Materials Handling
	Equipment and tools are in good working condition and properly maintained
	Equipment and hand tools are appropriate for the worker and job task
	Work surfaces and equipment are at an appropriate height and position for the type of work being performed
	Personnel understand and practice good lifting techniques
	Materials stored above shoulder height are secured so that they do not fall
	Materials that are being handled are of a manageable size and weight
	Lifting devices are available
	Materials are secured appropriately when traveling in vehicles or on PME

✓	Hazardous Materials & Chemicals
	Personnel are aware of the hazardous substances they are working with including proper handling and storage
	Appropriate hazard warning signs are affixed and legible (e.g. WHMIS.)
	Material Safety Data Sheets (MSDSs) are available and reviewed by all personnel
	There are a minimum of two evacuation routes from work areas
	Hazardous material inventories current
	Storage areas are locked and secure when not in use
	All hazardous substance containers are labeled in accordance with WHMIS standards
	Chemical liquids are kept in closed and labeled containers when not in use
	All hazardous substances are stored below eye level
	All flammable liquids are stored in containers less than 5 L in volume
	Secondary containment is available for hazardous materials
	Hazardous wastes are disposed of appropriately
	Hazardous wastes are not allowed to accumulate
	Proper size/type of waste containers are used and stored properly (secondary containment required for storage)
✓	Electrical Safety
	Personnel are aware of electrical hazards in the work environment
	Personnel know the location of generators and shut-off switches
	Over current protective devices are installed, functioning properly and regularly tested
	Cords are not exposed to foot traffic
	Electrical equipment and power cords are in good condition and properly maintained, no burn/scorch marks or cracks are visible
	Hand tools are double Insulated or have class "A" ground fault interrupters
	Electrical cords are CSA approved and in good condition
	Cord plugs are installed in an approved manner and have grounding prong
	Electrical extension cords are not run under equipment
	Power-bars and electrical cords are not

	daisy chained (connected in series)
	Electrical cords and/or electrical equipment are not in contact with water (unless design for accordingly)
✓	Ladders, Stools & Access Points (as applicable)
	Ladders are in good condition (no missing or damaged rungs, no cracked or bent rails - discard if in disrepair or there are signs of that it has been repaired)
	Step stools are in good condition
	Ladders are equipped with non-slip feet
	Wooden ladders are not painted (a clear finishing may be used)
	Workers do not stand on top two steps
	Step ladders are not used as a straight ladder
	Extension ladders are equipped with locks that securely hold the sections of the ladder in the extended position
	Extension ladders are set at an angle of one horizontal to four vertical and tied off
	Workers leaning out past ladder rails that is over three meters high is wearing a fall restraint system
	Workers are trained to properly use job-positioning equipment
	Whenever possible work is conducted on the ground and not at heights
✓	Equipment, Tools & Instruments
	Personnel are appropriately trained in the use of the equipment,
	Personnel are aware of the hazards and control measures associated with the use of the equipment
	Equipment/tools are appropriate for the work being performed
	The equipment is in good operating condition and properly maintained
	Commercial equipment/tools have not been modified or customized
	Safety devices have not been disabled
	Drive mechanisms are guarded (no open belts, gears, chains or shafts)
	Equipment/tools are turned off when not in use or unattended and stored properly

Contact Safety Resources at 966-4675 or <http://safetyresources.usask.ca/>