

## Inspection Checklist – Manufacturing

### Conducting an inspection

During an inspection, identify unsafe conditions and activities that may cause injury or illness, so you can take corrective measures. Follow these guidelines:

- Use a checklist to ensure that your inspection is thorough and consistent with previous inspections.
- Ask yourself what hazards are associated with the job that you are observing or that would be performed in that work area.
- Observe how workers perform tasks. Do they follow safe work procedures and use personal protective equipment as required?
- Ask workers how they perform their tasks.
- Talk to workers about what they're doing. Ask them about concerns they may have about health and safety.
- Record any unsafe actions or conditions that you observe.
  
- Consider tasks that the worker may also perform that you did not observe.

### What to focus on

There are different ways to approach safety inspections. Looking at the components of your health and safety program will help. For example, you can focus on the most common tasks your workers perform or on specific issues addressed by your program, such as material handling, confined space entry, or workplace violence. You may wish to break up the worksite into specific segments with focused checklists to look at specific hazards and activities in each area.

Here are some examples of things to look for:

- Uncorrected problems from the previous inspection report
- Workers not following safe work procedures or procedures that aren't correct
- Improper storage of materials (for example, in front of emergency exits or electrical panels, or blocking aisles or stairs)
- Accumulation of liquid or grease on floors
- Failure to put a sign or barrier near wet floors
- Lack of guarding on equipment
- Lack of visibility through swinging doors
- Poor maintenance of equipment

The following checklist is intended to assist the inspection process and ensure that some common hazards are included in the process. This checklist is not intended to be a full and complete list. Every workplace has its own issues and challenges. Rather this checklist is a starting point for a workplace to develop its own checklist.

## Safety in Numbers – Workplace Inspection

First Impression	Yes	No	N/A
Clean and organized?			
Strong or noticeable odours?			
Area dusty?			
Area noisy?			
Lighting levels appropriate?			
Any significant changes to area?			
Area crowded or aisle partially blocked?			

Fire Safety	Yes	No	N/A
Fire exits clearly marked			
Fire exits clear and unblocked?			
Exit paths clearly marked?			
Firefighting equipment visible and accessible?			
Firefighting equipment inspections current			
Combustible materials properly stored?			
Combustible liquids in use in approved safety containers?			
Flammable storage containers grounded?			
Chemicals stored based on incompatibilities?			

First Aid	Yes	No	N/A
First aid kits located in area			
Location of first aid kit clearly marked			
First Aid kits fully stocked?			
Workers trained in first aid identified (e.g, green hat, picture posted)?			
Emergency procedures and phone numbers posted?			
Slips and Trips	Yes	No	N/A
Floors clean and dry?			
No trip hazards (cords, materials, etc)?			
No openings or holes in floors?			
Mats properly positioned and clean?			

## Safety in Numbers – Workplace Inspection

Compressed Gases	Yes	No	N/A
Cylinders stored upright and prevented from falling over?			
Are cylinder contents clearly labelled?			
Do cylinders have safety caps to protect valves?			
Are empty stored apart from full?			
Are cylinders stored away from heat?			
Cylinders show any sign of dents, corrosion or damage?			
Have cylinders been hydrostatically tested within 5 years?*			

\* Acetylene tanks are exempt

Electrical Systems	Yes	No	N/A
Are high voltage and control panels closed?			
High voltage and control panels free of damage or burn marks?			
Is visible wiring and insulation in good condition?			
Do high voltage panels have flash arc warnings?			
Are switches, breakers and controls clearly labelled?			

Confined Spaces	Yes	No	N/A
Are any confined spaces properly identified?			
Are all confined spaces sealed?			

Exits and Egress	Yes	No	N/A
Are exits sufficient to allow prompt escape of all workers?			
Doors are unblocked and unlocked?			
All emergency doors clearly labelled?			
Is there more than 1 emergency exit?			
Are flammable and reactive material away from exits?			
Is area outside of exit unblocked and free of snow, clutter?			
Special arrangements in place with individuals with mobility issues?			
Eyewash Stations	Yes	No	N/A
Eyewash stations clearly identified?			
Eyewash stations easily accessible?			
Eyewash station clean?			
Record of last flush date visible and within 1 week?			

## Safety in Numbers – Workplace Inspection

<b>Tools</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are tools, electrical cords and hoses in good condition?			
Are guards and safety devices present and in good condition?			
Safety glasses and/or face shields used where necessary?			
<b>Hazardous Chemicals</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
SDSs readily available?			
Do the binders look neat and complete?			
Are the SDSs current?			
Are there strong odours or eye/nose irritation?			
Spill kits readily available?			
Is there evidence of eating/drinking on shop floor?			
Are chemicals stored neatly?			
Is there a chemical storage system in place?			
Any signs of spillage or accumulation of material?			
Workers wearing required PPE?			
Flammable materials away from ignition sources?			
Containers closed/sealed when not in use?			

<b>Ladders</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Ladders in good condition?			
Ladders duty rating clearly labelled?			
Ladders free of grease and oil?			

<b>Lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Does the area seem well light?			
Are lighting fixtures clean?			
If battery powered emergency lighting present and tested within last month?			