

Western Joint Occupational Health and Safety Committee Workplace Guide/Checklist



This checklist is provided to assist internal reviews of your work area in advance of a [workplace inspection](#). Any findings during a workplace inspection that require corrective action will be recorded by the inspection team and managed with <https://worksafe.uwo.ca>. If an action is assigned to you will receive notification by email.

Date: _____ Department: _____ Location: _____

Yes No NA

Supervisory and Worker Responsibilities

- Has a workplace (and campus) orientation been given to all workers?
- Has the supervisor advised workers on Western's policies related to Health and Safety?
- Have workers completed required safety training and provided proof of completion to the supervisor?
- Has training on special hazards been given (and documented) by the supervisor?

General Safety

- Are aisles, walkways and exits clear and all walking surfaces slip free?
- Are workspaces organized and free of excess materials that may be a hazard to a worker?
- Is the access to all emergency equipment and services clear?
- Are shelves, bookcases etc. sufficient for the intended load and well secured?
- Are large/heavy containers stored less than 2 meters above the floor?
- Are records kept of workplace equipment inspection and maintenance?
- Are mechanical, cutting, chemical and/or ionizing equipment adequately shielded or guarded?
- Are vacuum and/or pressure systems adequately shielded or guarded?
- Does all electrical equipment have (CSA, ULC, etc.) approval stickers/plates?
- Is all equipment connected directly to the supply without the use of extension cords?
- Do power bars only have one direct connection (i.e. not connected in series, not daisy chained) to the supply?
- Are appliances (refridgators, microwaves, units with heating elements) powered directly from the supply?
- Is electrical equipment (without GFCI protection) well clear of wet environments?
- Are temperature, humidity, and air exchange rate within recommended range?

Hazardous Materials and WHMIS (Workplace Hazardous Materials Information System)

- Are all containers with hazardous materials appropriately and clearly labeled?
- Is hazardous waste segregated/ streamed/ stored/ labelled properly?
- Do the workers know where to find current (< 3 yrs.) SDS's for hazardous products/chemicals being used?
- Are workers able to answer WHMIS related questions?
- Is there a current inventory all hazardous products for the work area readily accessible?

Workplace Hazards

- Are hazardous products/chemicals stored and segregated according to Western regulations?
- Are hazard signs posted as per the Western Warning Sign Book and contact information current?
- Are flammable liquids stored in approved containment (i.e. flammables cabinet, explosion proof refrigerator)?
- Are there < 10 liters of flammable liquids outside an approved storage area?
- Are proper Dewars being used for cryogenic liquids (e.g. liquid nitrogen)?
- Are gas cylinders individually secured, proper regulator being used, and empty cylinders capped?
- Are fumehoods being used as required and free of storage and clutter?
- Is the flow alarm present for the fumehood and working properly?
- Is proper personal protective equipment (PPE) being correctly worn by all workers as required?
- Are workers aware of policies and procedures for the use of personal protective equipment (PPE)?
- Are laboratories free of all evidence of food consumption in hazard areas?

Emergency Equipment and Procedures

- Do occupants know the Emergency Evacuation Plan and route of exit from the workplace?
- Is the location of emergency equipment posted according to Western guidelines?
- Are First aid stations and Spill Kit provided and maintained?
- Is an emergency contact information posted with names and numbers of key personnel?
- Are the Fire Extinguishers appropriate and checked regularly (monthly)?
- Is there an Eyewash Station and Safety Shower (<25m) available as needed?
- Are records of Eyewash Station (weekly) and Safety Shower (monthly) activation testing documented?
- Are areas for emergency equipment (Fire Extinguisher, Eyewash/Safety Showers) free from obstructions?
- Are Western accident/incident forms available and accidents/incident procedures posted?