

**WORKPLACE INSPECTION CHECKLISTS**  
**REVISED OCTOBER 2010 (v2)**

**OFFICES**

**LABORATORIES**

**GENERAL INDUSTRIAL AREAS**

**University of Toronto**  
**WORKPLACE INSPECTION CHECKLIST: OFFICES**

*This checklist is intended to provide general guidance on inspecting office environments for potential health and safety hazards. It is not intended to be exhaustive. Committees should customize checklists to their own workplaces.*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>1. EMERGENCY PREPAREDNESS</b></div> <p><b>A. First Aid</b></p> <ul style="list-style-type: none"> <li>(i) First aid kit readily available</li> <li>(ii) First aid kit fully stocked</li> <li>(iii) List of trained first aiders posted</li> </ul> <p><b>B. Emergency Equipment</b></p> <ul style="list-style-type: none"> <li>(i) Fire control equipment regularly tested</li> <li>(ii) Fire control equipment appropriate for type of fire it must control</li> <li>(iii) Emergency lighting in place and regularly tested</li> <li>(iv) Emergency exits marked</li> </ul> <p><b>C. Emergency Procedures</b></p> <ul style="list-style-type: none"> <li>(i) List of emergency phone numbers posted</li> <li>(ii) Personnel trained in emergency procedures (e.g. evacuation, fire, bomb threat)</li> <li>(iii) Personnel familiar with accident reporting procedures</li> </ul>                                                                                                                                                                                                                                                                                          | <p>F. Location of valuables is locked/hidden (petty cash is kept to minimum)</p> <p>G. Workers have a secured location, out of public sight, for personal belongings (e.g. purse)</p> <p>H. A means of summoning immediate assistance is available</p> <p>I. Emergency phone numbers (e.g. campus police) are posted</p> <p>J. Distribution of keys is controlled and recorded.</p> <p>K. Non-workers are accompanied in restricted areas.</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>4. SANITATION AND AMENITIES</b></div> <p>A. Eating facilities clean and tidy</p> <p>B. Toilet and washroom facilities adequate and clean</p> <p>C. Drinking water available</p> <p>D. Hot and cold water available</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>5. FLOORS, AISLES, STAIRWAYS, EXITS</b></div> <p>A. Clear and unobstructed</p> <p>B. Adequate aisles and walkways</p> <p>C. Free of loose materials, debris, spills or worn carpeting</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>6. HOUSEKEEPING</b></div> <p>A. Materials safely stored</p> <p>B. Work areas and floors clean and organized</p> <p>C. Floors regularly cleaned</p> <p>D. Paper and wastes properly disposed of</p> <p>E. Surface dust levels low</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>7. LIGHTNING</b></div> <p>A. Adequate for tasks conducted</p> <p>B. Light fixtures in good condition</p> <p>C. Work surfaces free from glare or shadows</p> <p>D. Floors, aisles &amp; staircase are well lit</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>8. INDOOR AIR QUALITY</b></div> <p>A. Ventilation adequate for room conditions and usage</p> <p>B. Ventilation systems regularly inspected, tested and maintained</p> <p>C. Air inlets and outlets free of contamination such as dust, dirt, or mould</p> <p>D. Thermal comfort maintained (temperature, humidity, air velocity)</p> | <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>9. WORKSTATION ERGONOMICS</b></div> <p>A. Appropriate adjustable furniture and equipment available</p> <p>B. Workstation heights adjustable to suit worker size</p> <p>C. Chairs well designed/adjustable</p> <p>D. Foot rest provided where needed</p> <p>E. Sufficient work space</p> <p>F. Frequent breaks from computer or from fixed position work</p> <p>G. Carts or other appropriate mechanical lifting equipment available and used for handling heavy materials</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>10. OFFICE EQUIPMENT</b></div> <p>A. Wall and ceiling fixtures securely fastened</p> <p>B. Desk and file drawers kept closed when not in use</p> <p>C. Office accessories secured or stored when not in use</p> <p>D. File cabinets, drawers or shelves not overloaded</p> <p>E. Filing cabinets/shelves properly secured to floor and/or walls</p> <p>F. Furniture and equipment free of sharp edges</p> <p>G. Electrical or telephone cords not a trip hazard</p> <p>H. Photocopiers and printers located in well ventilated area to prevent contaminant buildup</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>11. NOISE</b></div> <p>A. Noise levels within acceptable office levels for the activities conducted</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>12. ELECTRICAL SAFETY</b></div> <p>A. Electrical cords, plugs and sockets in good condition</p> <p>B. Extension cords not used as permanent wiring</p> <p>C. Adequate electrical outlets</p> <p>D. Electrical outlets not overloaded</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>13. CHEMICAL SAFETY</b></div> <p>A. Chemical agents properly identified and labeled</p> <p>B. Material safety data sheets available for chemical agents</p> <p>C. Where required, employees trained in WHMIS, including safe use, handling and disposal of chemical agents</p> |
| <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>2. SAFETY BULLETIN BOARDS</b></div> <p>A. Copy of the Occupational Health and Safety Act posted</p> <p>B. Current list of health and safety committee members posted</p> <p>C. Minutes of last committee meeting posted</p> <p>D. University Health &amp; Safety Policy posted &amp; current within 1 yr.</p> <p>E. University Workplace Violence and Harassment Policies posted</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"><b>3. SECURITY/PERSONAL SAFETY</b></div> <p>A. Where the following conditions exist, measures and procedures have been developed to address personal safety:</p> <ul style="list-style-type: none"> <li>• Providing services to non-UofT community</li> <li>• Handling valuables (cash or other)</li> <li>• Working alone, in small numbers, or during off-peak hours</li> </ul> <p>B. Work is scheduled to avoid, as much as possible, working alone, in small numbers or during off-peak hours</p> <p>C. Adequate lighting in and around work areas</p> <p>D. Good sight lines at entrances and exits.</p> <p>E. If there is a reception area, visitors are greeted promptly and/or required to sign-in.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**University of Toronto**  
**WORKPLACE INSPECTION CHECKLIST: LABORATORIES**

*This checklist is intended to provide general guidance on inspecting laboratories for potential health and safety hazards. It is not intended to be exhaustive. Committees should customize checklists to their own workplaces.*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>1. EMERGENCY PREPAREDNESS</b></div> <p><b>A. Fire Extinguishers</b></p> <ul style="list-style-type: none"> <li>(i) Proper type present</li> <li>(ii) Readily accessible</li> <li>(iii) Serviced/tagged in past year</li> <li>(iv) Fully charged</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>B. Eyewash Station</b></div> <ul style="list-style-type: none"> <li>(i) Present</li> <li>(ii) Readily accessible</li> <li>(iii) Functional</li> <li>(iv) Bump tested weekly</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>C. Emergency Deluge Shower</b></div> <ul style="list-style-type: none"> <li>(i) Readily accessible</li> <li>(ii) Safety tag showing annual testing completed</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>D. First Aid</b></div> <ul style="list-style-type: none"> <li>(i) First aid kit readily available</li> <li>(ii) First aid kit fully stocked</li> <li>(iii) Trained first aiders</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>E. Emergency Procedures</b></div> <ul style="list-style-type: none"> <li>(i) List of emergency phone numbers posted</li> <li>(ii) Personnel trained in emergency procedures</li> <li>(iii) Personnel familiar with accident reporting procedures</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>2. SAFETY BULLETIN BOARDS</b></div> <ul style="list-style-type: none"> <li>A. Copy of the Occupational Health and Safety Act posted</li> <li>B. Current list of health and safety committee members posted</li> <li>C. Minutes of last committee meeting posted</li> <li>D. Copy of University Health &amp; Safety Policy posted &amp; current within 1 yr.</li> <li>E. Copies of University Workplace Violence and Harassment posted &amp; current within 1 yr.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>3. SECURITY/PERSONAL SAFETY</b></div> <ul style="list-style-type: none"> <li>A. Where the following conditions exist, measures and procedures have been developed to address personal safety: <ul style="list-style-type: none"> <li>• Handling valuables (chemical, biological, radioactive substances, drugs, equipment, etc.)</li> <li>• Travel to remote or hazardous areas (e.g. research locations)</li> <li>• Working alone, in small numbers, or during off-peak hours</li> </ul> </li> <li>B. Work is scheduled to avoid, as much as possible, working alone, in small numbers or during off-peak hours</li> <li>C. Adequate lighting in and around work areas</li> <li>D. Good sight lines of entrances and exits.</li> <li>E. Locations of valuables are locked/hidden.</li> </ul> | <ul style="list-style-type: none"> <li>F. Workers have a secured location, out of public sight, for personal belongings (e.g. purse)</li> <li>G. A means of summoning immediate assistance is available</li> <li>H. Emergency phone numbers (e.g. campus police) are posted</li> <li>I. Distribution of keys is controlled and recorded.</li> <li>J. Visitors are accompanied in restricted areas.</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>4. FLOORS, AISLES, EXITS</b></div> <ul style="list-style-type: none"> <li>A. Clear and unobstructed</li> <li>B. Free of loose materials, debris, spills or worn floor coverings</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>5. HOUSEKEEPING</b></div> <ul style="list-style-type: none"> <li>A. Benchtops and work areas clean and organized</li> <li>B. Materials neatly and safely piled</li> <li>C. Floors regularly cleaned</li> <li>D. Surface dust levels low</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>6. LIGHTING</b></div> <ul style="list-style-type: none"> <li>A. Adequate for tasks conducted</li> <li>B. Light fixtures in good condition</li> <li>C. Floors, aisles &amp; staircase are well lit</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>7. GENERAL VENTILATION</b></div> <ul style="list-style-type: none"> <li>A. Ventilation adequate for room conditions and usage</li> <li>B. Thermal comfort maintained (temperature, humidity air velocity)</li> <li>C. Ventilation systems regularly inspected, tested and maintained</li> <li>D. Air inlets and outlets free of debris or contaminants (e.g. dirt, mould)</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>8. GENERAL CHEMICAL SAFETY</b></div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>A. Chemical Storage</b></div> <ul style="list-style-type: none"> <li>(i) Properly labeled</li> <li>(ii) Proper chemical segregation</li> <li>(iii) Proper storage shelving</li> <li>(iv) Tidy and uncluttered</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>B. WHMIS</b></div> <ul style="list-style-type: none"> <li>(i) Containers WHMIS labeled</li> <li>(ii) Current MSDSs readily available at all times</li> <li>(iii) All personnel WHMIS trained</li> <li>(iv) Chemical inventory available</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>C. Chemical Spills</b></div> <ul style="list-style-type: none"> <li>(i) Spill kit available</li> <li>(ii) All personnel trained in spill cleanup procedures</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>D. Chemical Wastes</b></div> <ul style="list-style-type: none"> <li>(i) Containers properly labeled</li> <li>(ii) Proper storage</li> <li>(iii) Regular disposal</li> <li>(iv) Personnel trained in proper waste disposal procedures</li> </ul> | <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>9.0 FLAMMABLE MATERIALS</b></div> <ul style="list-style-type: none"> <li>A. Maximum of 3 flammable storage cabinets per lab</li> <li>B. Maximum of 250 L flammable and 250 L combustible materials stored in cabinet</li> <li>C. Maximum of 50 L flammable and 250 L combustible materials stored outside cabinet</li> <li>D. Flammables stored away from heat or other ignition sources</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>10. COMPRESSED GAS CYLINDERS</b></div> <ul style="list-style-type: none"> <li>A. Properly secured to fixed object</li> <li>B. Properly labeled</li> <li>C. Valve cap on when not in use</li> <li>D. Away from heat or ignition sources</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>11. RADIATION HAZARDS</b></div> <ul style="list-style-type: none"> <li>A. Radioisotope permit posted</li> <li>B. Active work and storage areas properly marked</li> <li>C. All users have received radiation safety training</li> <li>D. Radioactive wastes properly contained and labeled</li> </ul> <p><i>Class 3B and 4 Lasers:</i></p> <ul style="list-style-type: none"> <li>A. Lasers registered with Radiation Protection Services (RPS)</li> <li>B. Laser lab properly labeled</li> <li>C. Laser workers trained</li> </ul> <p><i>X-Ray Machines</i></p> <ul style="list-style-type: none"> <li>A. X-ray machines registered with RPS</li> <li>B. X-ray rooms and X-ray machines properly labeled</li> <li>C. X-ray users trained</li> </ul> <p><i>Ultraviolet Radiation</i></p> <ul style="list-style-type: none"> <li>A. RPS has been involved of UV radiation use</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>12. BIOLOGICAL HAZARDS</b></div> <ul style="list-style-type: none"> <li>A. Valid biosafety certificate</li> <li>B. Workers appropriately trained, including universal precautions</li> <li>C. Appropriate door signage for Level 2 and Level 3</li> <li>D. Hazardous biological wastes packaged, disinfected or sterilized</li> <li>E. Approved sharps disposal containers</li> <li>F. Workers immunized, as required</li> </ul> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>13. PROTECTIVE EQUIPMENT</b></div> <ul style="list-style-type: none"> <li>A. Proper eye protection worn</li> <li>B. Lab coats or other protective clothing worn</li> <li>C. Proper gloves worn specific to the chemical or physical hazard</li> <li>D. Closed toe shoes worn</li> <li>E. Respiratory protection worn where required</li> <li>F. Protective equipment regularly inspected and maintained</li> <li>G. Employees trained in proper use of protective equipment</li> </ul> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14 HYGIENE PRACTICES</b><br>A. Proper handwashing facilities<br>B. Eating and drinking prohibited<br><b>15 ELECTRICAL SAFETY</b><br>A. Electrical cords, plugs and sockets in good condition<br>B. Grounded connections<br>C. Extension cords not used as permanent wiring<br>D. Adequate number of outlets | <b>16. FUMEHOODS</b><br>A. Proper type for current use<br>B. Unblocked and uncluttered<br>C. Flow monitor and alarm (e.g. Ventalert) functional<br>D. Fumehood performance tested by EHS within past 12 months (green sticker attached)<br>E. Sash lowered to appropriate level<br><b>17. BIOLOGICAL SAFETY CABINETS</b><br>A. Certified within past 12 months | <b>18. REFRIGERATORS</b><br>A. Not used to store food or drinks.<br>B. Clean and uncluttered<br>C. Explosion safe or explosion proof, according to use.<br><b>19 OTHER LABORATORY EQUIPMENT</b><br>A. Clean<br>B. Good working order<br>C. Regularly inspected and maintained<br>D. Proper electrical connection<br>Users properly trained |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**University of Toronto**  
**WORKPLACE INSPECTION CHECKLIST: GENERAL INDUSTRIAL**

*This checklist is intended to provide general guidance on inspecting industrial environments, for potential health and safety hazards. It is not intended to be exhaustive. Committees should customize checklists to their own workplaces.*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. EMERGENCY PREPAREDNESS</b></p> <p><b>A. Fire Extinguishers</b></p> <ul style="list-style-type: none"> <li>(i) Proper type present</li> <li>(ii) Readily accessible</li> <li>(iii) Serviced/tagged in past year</li> <li>(iv) Fully charged</li> </ul> <p><b>B. Emergency Equipment</b></p> <ul style="list-style-type: none"> <li>(i) Properly functioning eyewash station present and readily accessible where hazardous materials used</li> <li>(ii) Deluge shower readily accessible where large volumes of chemicals handled</li> <li>(iii) Deluge shower tested within past year</li> </ul> <p><b>C. First Aid</b></p> <ul style="list-style-type: none"> <li>(i) First aid kit readily available</li> <li>(ii) First aid kit fully stocked</li> <li>(iii) List of trained first aiders posted</li> </ul> <p><b>A. Emergency Procedures</b></p> <ul style="list-style-type: none"> <li>(i) List of emergency phone numbers posted</li> <li>(ii) Personnel trained in emergency procedures</li> <li>(iii) Personnel familiar with accident reporting procedures</li> <li>(v) Emergency lighting in place and regularly tested</li> <li>(vi) Emergency exits marked</li> </ul> | <p>E. Good sight lines of entrances and exits.</p> <p>F. Workers have a secured location, out of public sight, for personal belongings (e.g. purse)</p> <p>G. A means of summoning immediate assistance is available</p> <p>H. Emergency phone numbers (e.g. campus police) are posted</p> <p>I. Distribution of keys is controlled and recorded.</p> <p>J. Non-workers (e.g. visitors, contractors) are accompanied in restricted areas.</p> | <p>C. Adequate work space</p> <p>D. Regular breaks from fixed position work</p> <p>E. Carts or mechanical lifting equipment available and used for handling heavy materials</p> <p>F. Workers trained in proper manual materials handling and lifting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>2. SAFETY BULLETIN BOARDS</b></p> <p>A. Copy of the Occupational Health and Safety Act posted</p> <p>B. Current list of health and safety committee members posted.</p> <p>C. Minutes of last committee meeting posted</p> <p>D. University Health &amp; Safety Policy posted &amp; current within 1 yr.</p> <p>E. Copies of University Workplace Violence and Harassment posted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>4. HOUSEKEEPING</b></p> <p>A. Work areas and floors clean and organized</p> <p>B. Floors regularly cleaned</p> <p>C. Equipment and tools put away when not in use</p> <p>D. Surface dust levels low</p>                                                                                                                                                                                                                                 | <p><b>11. MATERIALS STORAGE</b></p> <p>A. Materials stored in bins or drawers where possible</p> <p>B. Materials neatly and safely piled</p> <p>C. Commonly used and heavier items stored between mid-thigh and shoulder height</p> <p>D. Surrounding areas clear of obstructions</p> <p>E. Racks, shelves, or pallets kept in good condition</p>                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>3. SECURITY/PERSONAL SAFETY</b></p> <p>A. Where the following conditions exist, measures and procedures have been developed to address personal safety:</p> <ul style="list-style-type: none"> <li>• Mobile workplace</li> <li>• Handling valuables (tools, equipment, etc.)</li> <li>• Transporting people and goods</li> <li>• Working alone, in small numbers, or during off-peak hours</li> </ul> <p>B. Work is scheduled to avoid, as much as possible, working alone, in small numbers or during off-peak hours</p> <p>C. Cellphones, radios, buddy system, check-in procedures are used to maintain contact</p> <p>D. Adequate lighting in work areas</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>5. FLOORS, AISLES, STAIRWAYS, EXITS</b></p> <p>A. Clear and unobstructed</p> <p>B. Free of loose materials, debris, spills or worn carpeting</p>                                                                                                                                                                                                                                                                                        | <p><b>12. CHEMICAL SAFETY</b></p> <p><b>A. Chemical Storage</b></p> <ul style="list-style-type: none"> <li>(i) Properly labeled</li> <li>(ii) Proper chemical segregation</li> <li>(iii) Proper storage shelving</li> <li>(iv) Tidy and uncluttered</li> </ul> <p><b>B. WHMIS</b></p> <ul style="list-style-type: none"> <li>(i) Containers WHMIS labeled</li> <li>(ii) Current MSDSs readily available at all times</li> <li>(iii) All personnel trained in WHMIS, hazards and safe use of chemicals</li> <li>(iv) Chemical inventory available</li> </ul> <p><b>C. Chemical Spills</b></p> <ul style="list-style-type: none"> <li>(i) Spill kit available</li> <li>(ii) All personnel trained in spill cleanup procedures</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>6. LIGHTING</b></p> <p>A. Adequate for tasks conducted</p> <p>B. Light fixtures in good condition</p> <p>C. No direct or reflected glare</p> <p>D. Floors, aisles &amp; staircase are well lit</p>                                                                                                                                                                                                                                      | <p><b>D. Chemical Wastes</b></p> <ul style="list-style-type: none"> <li>(i) Containers properly labeled</li> <li>(ii) Proper storage</li> <li>(iii) Regular disposal</li> <li>(iv) Personnel trained in proper waste disposal procedures</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>7. GENERAL VENTILATION</b></p> <p>A. Adequate for room conditions</p> <p>B. Ventilation systems regularly inspected, tested and maintained</p> <p>C. Thermal comfort maintained (temperature, humidity, air velocity)</p>                                                                                                                                                                                                               | <p><b>13. PERSONAL PROTECTIVE EQUIPMENT</b></p> <p>A. Proper personal protective equipment matched to the specific hazard - available and worn</p> <p>B. Protective equipment regularly inspected and maintained</p> <p>C. Employees trained in proper use</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>8. SANITATION AND AMENITIES</b></p> <p>A. Eating facilities clean and tidy</p> <p>B. Toilet and washroom facilities adequate and clean</p> <p>C. Showers and washing facilities provided where necessary</p> <p>D. Drinking water available</p> <p>E. Hot and cold water available</p>                                                                                                                                                  | <p><b>14. COMPRESSED GAS CYLINDERS</b></p> <p>A. Properly secured to fixed object</p> <p>B. Properly labeled</p> <p>C. Valve cap on when not in use</p> <p>D. Away from heat or ignition sources</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>9. ELECTRICAL SAFETY</b></p> <p>A. Electrical cords, plugs and sockets in good condition</p> <p>B. Grounded connections</p> <p>C. Extension cords not used as permanent wiring</p> <p>D. Electrical outlets not overloaded</p>                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b>10. ERGONOMICS AND MATERIALS HANDLING</b></p> <p>A. Workstation heights adjustable to suit worker size</p> <p>B. Chairs well designed/adjustable</p>                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>15. LADDERS</b></p> <ul style="list-style-type: none"> <li>A. In good condition</li> <li>B. Free of grease, oil or debris</li> <li>C. Ladders exceeding 6 m properly secured when in use</li> <li>D. Nonconductive ladders used in electrical areas</li> </ul> <p><b>16. HAND AND PORTABLE TOOLS</b></p> <ul style="list-style-type: none"> <li>A. In good working order and condition</li> <li>B. Regularly inspected and maintained</li> <li>C. Electrical grounding or double insulation protection</li> <li>D. Users properly trained</li> <li>E. Properly stored when not in use</li> </ul> <p><b>17. MACHINERY AND GUARDING</b></p> <ul style="list-style-type: none"> <li>A. In good working order and condition</li> <li>B. Regularly inspected and maintained</li> <li>C. Proper guarding on pinch points, in-running nip points and points of operation</li> <li>D. Fixed guards in place and in good condition</li> <li>E. Operating controls guarded against inadvertent activation</li> <li>F. Operating controls locked and key removed when not in use</li> <li>G. Isolation and lockout provided for servicing and maintenance</li> <li>H. Users properly trained</li> <li>I. Operator manual present</li> </ul> | <p><b>18. POWERED LIFTING EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>A. Equipment, chains, slings, ropes and hooks in good condition</li> <li>B. Labeled as to rated working load</li> <li>C. Annual inspection records available</li> <li>D. Operated only by trained and competent personnel</li> </ul> <p><b>19. ELECTRICAL POWER SYSTEMS</b></p> <ul style="list-style-type: none"> <li>A. High voltage and control panels closed and secured</li> <li>B. Control panels identified and accessible</li> <li>C. Wiring, insulation and fixtures in good condition</li> <li>D. Lockout/tagout system in place</li> <li>E. Equipment protected from fluids</li> </ul> <p><b>20. NOISE</b></p> <ul style="list-style-type: none"> <li>A. Hazardous noise areas identified and marked</li> <li>B. Hearing protection available and worn in designated areas</li> <li>C. Workers trained in noise hazards and use of hearing protection</li> </ul> <p><b>21. CONFINED SPACES</b></p> <ul style="list-style-type: none"> <li>A. Access is secured</li> <li>B. Entry by permit only</li> <li>C. All workers have been trained</li> <li>D. Rescue plan is in place</li> <li>E. All equipment (including air monitors and rescue equipment is present.</li> </ul> |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|