Departmental inspection form – Office/Classroom

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| --- | --- | --- |
| Date: | Department: | Building & Room: |
| Contact Person/Supervisor:  | Ext: |
| Inspected By:  | Ext: |

**Record findings as: (√ ) Meets Requirements (X) Action Required (N/A) Not Applicable**

**Use item numbers to comment on reverse side of form for unsatisfactory items, document corrective actions.**

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| Signs & Labels |  |
| 1. First Aid Emergency
 |  |
| 1. Fire/Evacuation
 |  |
| 1. Emergency Procedure
 |  |
| 1. Occupancy – Classrooms (>60)
 |  |
| 1. Emergency Contact List
 |  |
| 1. Phone 911 Label
 |  |
| 1. Hazard Warning Signs
 |  |
| First Aid Kit |  |
| 1. Stocked
 |  |
| 1. Accessible
 |  |
| 1. Regularly Inspected
 |  |
| 1. Names of First Aiders posted
 |  |
| 1. AED inspected daily
 |  |
| Fire Extinguishers |  |
| 1. Seal Unbroken
 |  |
| 1. Accessible
 |  |
| 1. Proper Type
 |  |
| 1. Regularly Inspected
 |  |
| General |  |
| 1. Phone Accessible
 |  |
| 1. WHMIS
 |  |
| 1. SDS Available (current)
 |  |
| Floors and Aisles |  |
| 1. Clean
 |  |
| 1. Aisles Clear
 |  |
| 1. Good Condition
 |  |
| 1. Cabinets secured
 |  |

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| --- | --- |
| Doors and Exits |  |
| 1. Accessible
 |  |
| 1. Identified
 |  |
| Lighting |  |
| 1. Adequate
 |  |
| 1. Operating Properly
 |  |
| Electrical |  |
| 1. Panels Accessible
 |  |
| 1. Wire Condition
 |  |
| 1. Adequate Outlets
 |  |
| 1. Extension Cords temporary use only
 |  |
| 1. C.S.A. or equivalent certification
 |  |
| 1. Electrical panels are covered
 |  |
| 1. GFI’s used in wet areas
 |  |
| 1. Cords anchored/covered
 |  |
| Furniture/Office Equipment |
| 1. Good condition
 |  |
| 1. Properly adjusted
 |  |
| 1. Secure from tipping
 |  |
| 1. Free from sharp edges
 |  |
| 1. Drawers/doors closed when not in use
 |  |
| 1. Ergonomic equipment used properly
 |  |

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| --- | --- |
| Storage |  |
| 1. Materials safely stored
 |  |
| 1. Heavier/common items between knuckle and shoulder height
 |  |
| 1. No overloading of shelves
 |  |
| 1. Step stools/ladders available and in good condition
 |  |
| Environment |  |
| 1. Noise levels appropriate
 |  |
| 1. Hazardous materials properly stored and labelled
 |  |
| Training |  |
| 1. Mandatory training
 |  |
| 1. Emergency Procedures
 |  |
| Other |  |
|  |  |
|  |  |
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| Inspected By:  | Ext: |

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| --- | --- | --- | --- | --- |
| Action Items and Comments | Recommended Action(s) | Priority\* | Person Responsible | Date Completed |
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 **\*High** – Response required within 24 hours - Immediately dangerous to life and health

 **Medium** – Response required within 14 days - Potential to cause injury but not immediately dangerous

 **Low** – Response required within 14 days – May result in minor or no injury, but should be corrected

 **Monitor –** Revisit within 90 days – Compliant, but circumstances may change or deteriorate