

# Workplace Inspection Checklist

(Common Areas, Teaching Rooms, Libraries and Offices)

<b>Building</b>		<b>Room number(s) and name(s)</b>	
<b>Department/Faculty</b>			
<b>Inspection date</b>		<b>Date of report</b>	
<b>Inspection team</b>	<b>1</b>	<b>2</b>	<b>3</b>
<i>Minimum of two people:- Safety coordinator /Staff/Faculty/Manager /Union Representative</i>			

**Instructions:**

- This inspection form applies to areas such as; lecture theatres, laboratories, classrooms, libraries, offices, staff kitchens and common rooms, corridors and lobbies, or any other work area.
- If the item is not relevant for that particular area, write NA (Not Applicable) in the 'check' box.
- If there are no problems under a particular item, mark the 'check' box (✓).
- If there is a problem, put a cross in the 'check' box (X) and in 'Comments' a brief description what is wrong.
- If you do sort it out immediately, still describe the problem and what you did and mark the relevant box if further action is required.
- After the inspection, send the checklist to the Environmental Health & Safety Department.

Item		No Action	Action	Urgent Action	Comments
		<i>Green</i>	<i>Amber</i>	<i>Red</i>	
<b>Slips Trips and Falls</b>					
1	Floors and stairs in good condition and have even surfaces (no cracks or holes)				
2	Carpeting is securely fitted, with no loose ends				
3	Area is generally tidy and the floor free of clutter				
4	Are spills cleaned up immediately by everyone?				
5	Do water machines/machinery leak?				
6	Are there any trailing leads that pose a trip hazard?				
7	Walkways, landings and corridors clear of obstructions and trip hazards (e.g. cables)				
8	Are steps on stairs and stairways designed or provided with a slip-resistant surface?				
9	Are step risers on stairs uniform from top to bottom?				
10	Do stairwells have securely fixed handrails?				
11	Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?				

Fire Safety		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
12	Fire doors and exits clearly marked, kept clear on both sides at all times, never left open and illuminated by a reliable light source				
13	Fire extinguishers present in marked locations and display a current inspection label/tag				
14	Emergency exit signs in place and show correct routes, with no conflicting signage				
15	Can final fire exit doors be opened from the inside (not padlocked)?				
16	Fire doors should NOT be wedged open				
17	Are doors, passageways or stairways that are neither exits nor access to exits, appropriately marked "NOT AN EXIT" or "STOREROOM" etc.?				
18	Is the emergency fire and evacuation procedure displayed next to call point(s)?				
19	Do exit doors open in the direction of exit travel?				
20	Have employees been instructed in the fire evacuation procedures in the event of an emergency?				
21	Are Personal Emergency Evacuation Plans in place for people with disabilities?				
22	Can fire doors open easily and close fully? Is the self-closer working correctly?				
23	Are there "Floor monitors" identified to assist during emergencies on each floor/area?				
24	Does the building have a "Team Leader" identified to help assist during emergencies?				
25	Do kitchens contain a fire blanket?				
26	Is there at least a minimum of 18" clearance below fire sprinkler head deflectors?				
27	Are all exits kept free of obstructions?				

Equipment		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
28	Projection screens/projectors are securely fixed to the wall/ceiling				
29	All power sockets and switches are in good condition (not loose or damaged)				
30	Is hearing protection provided and used when noise levels exceed NIOSH noise standards (85 DBA)?				
31	Extension leads are not overloaded or daisy chained				
32	Furniture is stable and undamaged				
33	Equipment (stepladders, kick stools) used to access equipment stored correctly				
34	Is equipment (at height) correctly tagged and displays a current inspection date?				
35	All office workstations have been assessed by the user				
36	Are large filing cabinets and bookshelves secured/bracketed to the wall?				
37	Manual handling aids (trolleys, sack trucks etc.) are in good condition, inspected and labelled				
38	Have risk assessments been done and are control measures being implemented?				
39	Are extension cords maintained without splicing, deterioration or damage?				
40	Are ladders in good condition?				
41	Are there at least a minimum 30" width, 36" depth and 78" height clearance in front of electrical service equipment?				

Item		No Action <i>Green</i>	Action <i>Amber</i>	Urgent Action <i>Red</i>	Comments
<b>General area</b>					
42	Is lighting adequate and operational?				
43	Sufficient plug sockets. Broken sockets or overloaded, electrical outlets in good condition. Are cover plates missing or damaged?				
44	Heating is adequate for the area and use within the area				
45	Air conditioning is adequate and blows in the correct direction. The thermostat is fully functioning				
46	Are the windows in good repair?				
47	Are all exits kept free of obstructions?				
48	Layout of furniture area is adequate and allows plenty of space between objects				
49	Shelving and storage is sufficient. Shelving is not too high or overloaded				
50	The doors are fully functioning. Door hardware intact				
51	Are noise levels adequately controlled?				
52	Ceiling tiles missing or damaged, showing signs of dampness or mold				
53	Walls showing damage, dampness or mold				
54	Waste removal adequate. Recycling bins are provided				
55	Accommodation for clothing. Suitable hangers or coat rack provided				
56	Sufficient floor space/dimensions to allow people to move around with ease				
57	Furniture is stable and undamaged				
58	Are stairways adequately illuminated?				