

# MONTHLY WORKPLACE INSPECTION CHECKLIST

Date: \_\_\_\_\_ Clinic: \_\_\_\_\_ Inspected by: \_\_\_\_\_

CATEGORY			COMMENTS	Hazard Rating A B C	ACTION
	yes	no			
<b>GENERAL WORKPLACE CONDITIONS</b>					
<b>1. Floors (Walking and Working Surfaces)</b>					
a. clean, orderly, sanitary condition					
b. free of slip, trip or fall hazards					
<b>2. Aisleways and Passageways</b>					
a. clear and unobstructed					
<b>3. Exits</b>					
a. sufficient exits for prompt escape					
f. approaches to exits unobstructed and exit light functioning					
<b>4. Waiting Room</b>					
a) boot try and chairs are clean (should be checked daily by reception)					
b) winter mats,					
c) hand sanitizer, masks, Kleenex and booties available					
<b>5. Safety</b>					
a. fire extinguishers inspected annually					
b. first aid kit stocked					
c. employees working in a safe manner					
e. desk heaters kept clear					
f. emergency telephone list by all phones					
g. directions to hospital / clinic accessible					
h.eyewash station working ok					
i. Pigg O Stat checked					
j. A flashlight is available and charged					
<b>6. Restrooms/Laundry</b>					
a. All lights working					
b. clean, stocked, soap dispenser labels not damaged					
c. Wall hand aids and toilet seat securely fastened					
d. Laundry baskets are clean and handles are not broken					

CATEGORY	yes	no	COMMENTS	HAZARD RATING A, B, C	ACTION
<b>7. Floors (Walking and Working Surfaces)</b>					
a. clean, orderly, sanitary condition					
b. free of slip, trip or fall hazards					
<b>8. Patient Change Cubicles</b>					
a) are seats securely fastened					
b) check for garbage, gum, all clean					
<b>8. Lighting</b>					
a. Any bulbs need replacing					
b. lighting fixtures clean					
<b>9. Tops of cabinets, panels, ledges, closets</b>					
a. no accumulation of debris, parts and equipment					
b. Build up of dirt or dust					
<b>10. Ceiling Tiles</b>					
any evidence of ceiling tiles stained,secure					
<b>MANAGEMENT</b>					
<b>1. Safety</b>					
a. safety information posted					
b. Health and Safety Policy posted					
c. SDS binder available to employees					
d. Workplace Violence Harrassment policy posted					
e. OHSa posted and available to employees					
f. Minutes of health & safety meeting posted					
g. Employee handbook in lunch room					
h. TLD current month posted					
i. Fire vests and helmets are visible for Vaughan					
<b>PROCESS:</b>					
1. This checklist will be used by employees responsible for conducting the Workplace Inspection					
2. Hazards will be rated as: A - HIGH RISK B - MODERATE RISK C - LOW RISK					
<b>***ALL RISK HAZARDS IDENTIFIED DURING THE INSPECTION WILL BE DEALT WITH IMMEDIATELY</b>					
3. The results of the inspection will be given to the JHSC, emailed to General Manager					
4. The JHSC along with Clinic associate will ensure all deficiencies have been corrected					
5. The completed Workplace Inspection will be posted on all Safety Bulletin Boards					