

JHSC Inspection Check List

The JHSC representative is required to conduct the walk around inspection and complete the Check List monthly. Inspect every area of the workplace to identify possible hazards. Use blank lines for additional hazards.

This original is to be posted on the Health and Safety board; a copy is to be submitted to the President.

Floors and Walkways	Yes	No
Are aisles clear of materials or equipment?		
Are main aisles at least 1m wide?		
Are doorways clear of materials or equipment?		
Are carpets/tiles in good condition, free of loose or lifting carpeting or tile?		
Are floors clean & free of oil or grease?		
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked stably and only to a height that workers can safely lift them (approx. chest height)?		
Is house keeping adequate?		
The warehouse maintains working broom, dust pan, garbage containers, vacuum, wheel, chocks, duct tape?		
Stairs & Ladders	Yes	No
Are ladders safe & in good condition?		
Are stairwells clear of materials and equipment?		
Are stairs & handrails in good condition?		
Are ladders and stairs provided with anti-slip treads?		
Garbage	Yes	No
Are bins located at suitable points?		
Are bins emptied regularly?		

Walls	Yes	No
Are signs & fixtures securely fastened to the wall?		
Storage	Yes	No
Are supplies & materials stored properly on shelves?		
Are there lifting problems in warehouse?		
Are trolleys or dollies available to move heavy items?		
Are floors around shelves clear of rubbish?		
Are racks and shelves in good condition?		
Electrical	Yes	No
Are electrical cords in good repair?		
Is there clear access to electrical panels?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets and switches in good condition?		
Are portable power tools in good condition?		
Chairs	Yes	No
Are chairs in good condition?		
Are chairs properly adjusted?		

Loading/Unloading	Yes	No
Are trucks being loaded/unloaded properly?		
Are proper procedures being used regarding pedestrians in the warehouse?		

Equipment, Machinery & Racking	Yes	No
Are equipment & machinery kept clean?		
Is the equipment regularly maintained?		
Are operators properly trained?		
Are forklifts being operated safely?		
Is there enough workspace?		
Are noise levels controlled?		
Are fumes & exhaust controlled?		
Is kitchen equipment in good working order?		
Are pins on all racks in warehouse?		
Are warehouse racks & shelving in good condition/no structural damage?		
Are warehouse rack corner barriers in good condition/no structural damage?		
Are warehouse racks labelled with weight capacity?		
Computers	Yes	No
Are display screens free of dust?		
Are display screens bright enough with sufficient contrast?		
Are display screens positioned at a comfortable viewing area?		
Entrances & Exits	Yes	No
Is there safe access for workers & customers?		
Are emergency exits clear of materials or equipment?		
Are emergency exit signs working?		
Are emergency exits clearly marked?		

Fire Safety & Security	Yes	No
Are fire extinguishers clearly marked?		
Are fire extinguishers properly installed on walls?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids properly stored?		
Are emergency phone numbers close to a phone?		
Are emergency lights in working condition?		
Are fire extinguishers properly charged?		
Is there clear access to fire extinguishers?		
First Aid	Yes	No
KITCHEN		
Is the first aid kit accessible & clearly labelled?		
Is the first aid kit adequate & complete for the number of employees?		
Are all first aid supplies within the expiration date?		
Hazardous Materials	Yes	No
Are Safety Data Sheets provided for all hazardous materials?		
Are containers clearly labelled?		
Are hazardous materials properly stored?		
Are hazardous materials disposed of properly?		
Are there any silica spills?		
Is there clear access to the Spill Kit?		
Environment	Yes	No
Is the air quality good?		
Are workers protected from cool drafts or excessive heat?		
Are workers protected from excessive or irritating noise?		
Parking	Yes	No
Are parking spots & walkways appropriately lighted?		
Are parking spots safe?		

Is the path from parking to building entrance adequately maintained?		
General Worker Questions	Yes	No
Do workers know where to go & who to call for first aid assistance?		
Do workers know where to find SDS for chemical products?		
Safe Work Practises	Yes	No
Do workers use proper manual lifting techniques?		
Do workers know how to deal with violent customers?		
Do workers know the procedure for working alone?		
Personal Protective Equipment	Yes	No
Do workers know where to find personal protective equipment?		
Do workers know how to use personal protective equipment?		
Do workers use personal protect equipment properly?		
Eye wash stations are working properly?		
Is there clear access to eye wash station?		

	Yes	No
Lighting		
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive lighting contrasts?		
Is task light provided in areas of low light or high glare?		
Are windows covered with blinds or other means of controlling light?		
Update Postings on Bulletin Board	Yes	No
Members of the Committee		
Copy of Health & Safety Act		
Monthly Inspection Report		
Any work orders by Ministry of Labour		
Meeting Minutes		
WSIB Poster		
First Aid Policy		
Workplace violent & harassment forms		
Emergency and Evacuation plan/map		
First Aider Certifications		

Contacts spoken with regarding Health & Safety (record in follow ups, any issues that may arise)

Name: _____

Name: _____

Resolved Safety Concerns during the Month / Actions Items for Follow Up:

Signature of Inspector: _____ Date _____

Signature of Inspector: _____ Date _____