

## McMaster University Hospitality Workplace Inspection By Joint Health and Safety Committee

Date: \_\_\_\_\_ H & S Committee Name: \_\_\_\_\_ Inspected by: \_\_\_\_\_  
 Building: \_\_\_\_\_ Area: \_\_\_\_\_ Department of: \_\_\_\_\_ Director/Chair/Dean: \_\_\_\_\_

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	Date Action To Be Taken
<b>Emergency</b>							
Exit routes clearly marked and unobstructed							
Aisles are clear and unobstructed							
Exit lights are operational and clearly visible on exit routes							
Fire extinguisher(s) tagged, marked with date checked (i.e. monthly), and easily accessible							
If applicable eye wash and shower stations operating and checked monthly (tag or sticker)							
Emergency notices are posted and visible							
If applicable, fire hose cabinet with date checked (tag or sticker)							
First Aid Kit available and names posted of those certified in standard first aid							
Safety window in the exterior door is not obstructed							
<b>WHMIS</b>							
Up to date inventory of chemicals used							
MSDS are available, easily accessible and up to date							
Labeling is used							
PPE (Personal Protective Equipment)							
Approved footwear worn (non-slip)							
If applicable eye/hand/respiratory/harness/face/hearing protection available							
<b>Notes:</b>							

### Hazard Class

- A - Major (High Risk - immediate danger to life and health) STOP WORK OR CONTROL HAZARD IMMEDIATELY
- B - Moderate (Medium Risk- potential for non-life threatening injury)
- C - Minor (Low Risk - long term potential for slight injury or illness)

\* Supervisor is required to sign forms that identify not satisfactory items and return with corrective action and time frame

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	Date Action To Be Taken
<b>Chemical Storage and Handling</b>							
Chemicals are stored according to compatibility and not above eye level							
If applicable Flammable/combustible products do not exceed storage limits							
Gas cylinders properly secured and either capped or with a regulator							
Flammable gases are not stored indoors (i.e. propane)							
Flammables stored away from heat or other ignition sources							
Products are stored in a tidy and neat order to ensure no trips or falls occur, heavy containers are placed on lower shelving							
<u>Notes:</u>							
<b>General</b>							
Bench tops and work stations clean and tidy							
Walking surfaces free of tripping, slipping and falling hazards							
Ceiling diffusers are unobstructed, free of debris/soilage							
Fluorescent tubes/bulbs are lit, and shades secured							
Ceiling tiles secured and in place and show no sign of water damage							
Walls/floors/windows/doors are not damaged							
Waste containers adequate, are placed to avoid obstruction							
No signs of mold/asbestos/structural damage							
Health & Safety board is up to date, contains relevant documents as described by University Health and Safety Board Maintenance program RMM #319							
Accessibility features are unobstructed and in working order (i.e. ramps are clear, push buttons for automatic door openers are operational, etc.)							
<u>Notes:</u>							
<b>Equipment/tools/pulleys/conveyor belts</b>							
Oil and waste spillage trays, cut off bins, and waste bins used and cleared frequently							
Machinery and equipment in good operating condition							
If applicable, operating manuals available for specific machinery, easily accessible							
Inspection/maintenance/PM records for specific machinery/equipment maintained and in an accessible location							
Emergency shut down switches located with easy access and clearly marked							
Lockout/Tagout used							
Ladders are in good condition and stored safely							
Portable/hand powered tools maintained							
Equipment, tools, pulleys, belts, having exposed moving parts are guarded							
<u>Notes:</u>							

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Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	Date Action To Be Taken
<b>Receiving/Ramps</b>							
Road/ramp surface in good conditions							
Roadway surfaces even (no potholes or unevenness)							
Traffic flow control measures adequate (visible yield/one way signs)							
Proper barricades use for temporary vehicle traffic restrictions							
Receiving dock is clear of debris, skids properly stored (flat)							
Fence/gates - good condition, chained/padlock, lighting							
Proper signage in place							
Catch basins/grills/adequate height and non-intrusive							
No trees/shrubbery intruding into roadways (or branches)							
Snow/ice removed, sanded/salted							
Waste removed and bins not overflowing							
Garbage dumpster secured							
<b>Notes:</b>							

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Comments from staff when interviewed during the workplace inspection (i.e. practices, equipment, procedures, ergonomics, etc.):

  
  
  
  
  
  
  
  
  
  

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Copy of the completed inspection shall be provided to the supervisor(s) responsible for n the area; Dean/Chair/Director of the Department; JHSC  
 30 days from the date inspected, a copy of the workplace inspection with corrective action(s) is to be returned to the JHSC.