

McMaster University
Maintenance Workplace Inspection
 (Trades/Custodial/Plant/Grounds/Motor Pool)

Date: _____ H & S Committee Name: _____ Inspected by: _____

Building: _____ Areas: _____ Department of: _____ Director/Chair/Dean: _____

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Responsible Supervisor	Corrective Action	Date Action To Be Taken
Emergency							
Exit routes clearly marked and unobstructed							
Aisles are clear and unobstructed							
Exit lights are operational and clearly visible							
Warning notices posted on the exterior door indicating "authorized persons only", "high voltage", etc.							
Fire extinguisher(s) tagged with recent date checked							
If applicable eye wash and shower stations operating and recent date checked (tag or sticker)							
Emergency 'Dial 88' notices are posted and visible							
Blood/Vomit Spill Kits available and recent date checked (tag or sticker)							
If applicable, fire blanket available and recent date checked (tag or sticker)							
If applicable, SCBA available and recent date checked (tag or sticker), names certified to use are posted							
If applicable, fire hose cabinet with recent 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							
WHMIS							
Up to date inventory of chemicals used							
SDS are available, easily accessible and up to date							
WHMIS poster posted to interior door of workstation (custodial closet door/area shop door)							
Labelling is used							
PPE (Personal Protective Equipment)							
CSA approved footwear worn by trade continually and by staff in dedicated areas mandated to be worn							
If applicable eye/hand/respiratory/harness/face/hearing protection available							

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)

Description	Satisfactory	Satisfactory	N/A	Class	Supervisor	Corrective Action	Be Taken
Chemical/Material Storage and Handling							
Chemicals are stored to compatibility							

Flammable storage cabinet is labelled, vented and has a sticker with recent date checked						
Flammable/combustible products do not exceed storage limits						
Gas cylinders properly secured/capped or with a regulator						
Flammable gases are not present (i.e. propane, acetylene)						
Flammables stored away from heat or other ignition sources occur, heavy containers are placed on lower shelving (includes fluorescent/recycling)						
General						
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						
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 H & S board standards						
Grounds, High Voltage, Pent Houses, Plant, Shop Areas, Motor Pool and Custodial						
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, Hotwork, Confined Space/Asbestos Type 1 or 2 procedures used						
Ladders are in good condition and stored safely						
Portable/hand powered tools maintained						
Equipment, tools, pulleys, belts, having exposed moving parts are guarded						

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Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Responsible Supervisor	Corrective Action	Date Action To Be Taken
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Grounds							
Roadways/Vehicle Routes/Ramps							
Roadway surfaces in good condition (no potholes or disrepair that could cause pedestrian to fall)							
Roadway surfaces even (no potholes or unevenness)							
Speed bumps visually enhances (painted or not too high which could create a driver to loose control)							
Traffic flow control measures adequate (visible yield/one way signs)							
Proper barricades use for temporary vehicle traffic restrictions							
Fence/gates - good condition, chained/padlock, lighting							
Visually enhanced gates/chains/wire cable restrictions							
Bicycle paths well marked							
Pedestrian crossings clearly identified							
Asphalt markings in good condition (not faded)							
Proper signage in place							
Curbs - standard height and well maintained (no tripping hazard)							
Catch bays/grills/adequate height and non-intrusive							
No trees/shrubbery intruding into roadways (or branches)							
Snow/ice removed, sanded/salted							
Concrete Parking Curbs In Good Condition							
Kiosk/toll booth/ticket dispensers condition							
Access barrier/arms operations							
Disabled parking - clearly identified/enforced							
Night Illumination - good coverage, minimum shadows							
Waste removed and bins not overflowing							
Garbage dumpster secured							
Walkways/Bridges							
Walking surfaces even							
Snow/ice removed, sanded/salted							
Night Illumination - good coverage, minimum shadows							
Lamp fixtures in good condition							
Downspouts discharging to safe location							
Emergency telephones readily identifiable and accessible							
Branches/shrubs blocking walkways							
Monuments/Statues - well maintained							

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