

# McMaster University

## Office Workplace Inspection By Supervisor

Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_ Department of: \_\_\_\_\_ Building: \_\_\_\_\_ Rm. #: \_\_\_\_\_

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Training/Refresher Training	Changes in Procedures/Equipment/Processes	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							
Emergency contacts and telephone numbers posted in an easy accessible area for office staff to access							
Fire extinguisher(s) tagged with recent date checked, and easily accessible							
Emergency 'Dial 88' notices are visible and 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							
Emergency evacuation/fire plan is posted							
<b>WHMIS</b>							
SDS are available, easily accessible and up to date							
Labelling is used							
<b>PPE (Personal Protective Equipment)</b>							
CSA approved footwear worn where designated by management because of the hazard(s) in specific work areas (i.e. receiving area), including eye/hand protection for material handling							
<b>General</b>							
Walkways, corridors, hallways and stairs unobstructed							
80 cm (32") width in main hall; 60 cm (24") width inside the office and between workstations							
Walking surfaces free of tripping, slipping and falling hazards							
Light levels are suitable, light covers/shades secured							
Ceiling tiles secured and in place							
Ceiling diffusers are unobstructed, free of debris/soilage							

### 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)

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Wall and window sill grills for fan coil (heating or cooling) units are clear of obstruction (i.e. books/files/plants/desks)						
Photocopies and other equipment requiring ventilation and adequate space						
Noise levels at or below acceptable levels for the work performed						
Free standing partitions are secure and height is within acceptable range to avoid disruption of air flow						
Shelving is securely braced; material is neatly stacked and will not fall or tip; no over reaching will occur						
Items stored on shelving, heavier materials are placed on the lower sections of shelving unit						
Office environment is tidy and free of clutter, no flammable hazards						
Counter/desk is free of debris allowing adequate space to work						
Walls/floors/windows/doors are not damaged						
Health & Safety board is up to date, contains relevant documents as described by University H & S board standards						
<b>Waste</b>						
Adequate waste containers with no obstruction in aisle or hallway						
<b>Equipment</b>						
Desks, counters, filing cabinets - no sharp edges or projecting that it is unsafe						
Equipment have suitable guards to protect from moving parts, paper cutters						
Step stools/ladders are in good condition						
Furniture in tact and in safe condition						
<b>Electrical</b>						
Electrical equipment, power strips, cords/plugs, no evidence of cuts, fraying or other damage						
Equipment meets the Electrical Safety Authority standards						
Limited extension cords, with no frays/cuts						
Electrical outlets, light switches are safe						
<b>Ergonomics</b>						
Computer monitor positioned properly						
Adjustable keyboard tray/document holder						
Chair is adjusted to fit the worker at the computer						

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<b>Ergonomics cont'd.</b>							
Material stored in cabinets/counters are in place to avoid over reaching							
Sufficient counter/desk top space to work							
Manual handling techniques are practiced (i.e. dolly/cart used, reducing the load when lifting)							
Office equipment/tools used frequently are within range to avoid over reaching							

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

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