

McMaster University

Hospitality 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 to Procedures/Equipment/Processes	Date Action To Be Taken
Emergency							
Exit routes clearly marked and unobstructed							
Aisles are clear and unobstructed							
Exit lights are operational and clearly visible							
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							
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							
Labelling is used							
PPE (Personal Protective Equipment)							
Approved footwear 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	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Training/Refresher Training	Changes to Procedures/Equipment/Processes	Date Action To Be Taken
Chemical 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						
Products are stored in a tidy and neat order to ensure no tips or falls occur, heavy containers are placed on lower shelving						
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						
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 H & S board standards						
Equipment/tools/pulleys/conveyor belts						
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						

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Receiving/Ramps							
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							
Fence/gates - good condition, chained/padlock, lighting							
Proper signage in place							

Catch bains/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							

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

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