McMaster University Maintenance Workplace Inspection By Supervisor

(Trades/Custodial/Plant/Grounds/Motor Pool)

Date:	Inspected By:	Department of:	Building:	Rm. #:
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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							
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 todate inventory of chemicals used							
SDS are available, easily accessible and up todate 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)

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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 todate, contains relevant documents as described by University H & S board standards				
Grounds, High Voltage, Pent Houses, Plant, Shop Areas and Motor Pool				
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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Branches/shrubs blocking walkways	Downspouts discharging to safe location				
 	Emergency telephones readily identifiable and accessible				
Monuments/Statues - well maintained	Branches/shrubs blocking walkways				
	Monuments/Statues - well maintained				

Hazard Class

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

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