# LOCAL OHS COMMITTEE/REPRESENTATIVE INSPECTION FORM

## Inspector’s notes

Record observations / findings / recommended actions within a day of the inspection using the SMAAT web based software at <http://cfmws.com/OHS> under *OHS Representatives & Legislation*

**Date of inspection: Area inspected: Name:**

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| --- |
| **Observations / Findings / Recommended Actions** |
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| **Name of employees you provided guidance with short explanation** |
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## Quick Reference Card – Generic

**Visual inspection of the workplace by the Local OHS committee / representative performed monthly (12 times per year)**

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| **Safety Bulletin Board** | **Housekeeping** |
| Every workplace shall have a safety bulletin board accessible to every employee and include:  LOHSC Members or LOHSR: Name, phone number and location  Employer’s statement covering OHS policy  Canada Labour Code Part II and Regulations  NPF OHS Policy (HRPOL section 13)  Building Fire and Emergency Plan  Fire Wardens: Name, phone number and location  Location First Aid Kits and Automated External Defibrillator (AED)  First Aid Attendants: Name, phone number and location  WHMIS Information  Material Safety Data Sheet (MSDS) or (SDS) less than 3 years old  Required where 20 or more employees are working at any time in a workplace.  Minutes of last OHS Committee Meeting, if applicable  ESDC Annual OHS Committee Report, if applicable | Slip (e.g. liquid) and trip hazard (e.g. filing stool, wastebasket, extension cords)  Lighting: insufficient, dark areas  Ceiling: light diffuser or tile missing  Floor: loose material, debris, worn carpeting, broken tile  Furniture or equipment: worn, broken, sharp edges.  Material: Stored safely, neatly and safely piled  Filing cabinets: Drawer kept closed when not in use  Shelves: overloaded, beyond rated capacity, larger and heavy objects stored on lower shelves  Equipment/ Space over crowded  Overhead hazards  Stepladder or stool: adequate to reach overhead storage |
| **Fire hazard** |
| Heating and air conditioning vents: objects covering, accumulation of dust  Combustibles near heating source |
| **Emergency Equipment** | **Sanitation** |
| ***Portable fire extinguishers***  Identified by a conspicuous sign  Available and accessible  Hangers for the extinguishers firmly attached to the wall  Inspection tag attached to the fire extinguisher initialed within the past month  ***Fire alarm pull stations***  Accessible  ***Sprinkler system and associated piping***  Free of any decorations or attachments  At least 18” clearance between sprinkler heads and storage  ***Emergency exits***  Some exit doors are connected to an alarm system. Please DO NOT open the door unless the alarm is turned off. An alternative to opening the door is to go around the building to ensure nothing prevents the door from opening.  Free of obstructions  Exit sign lit  ***Fire-rated door, if any***  Fire-rated doors are marked with a plate near a hinge  Free of obstructions  Kept closed | Refrigerator and microwave  Counter tops and sink  Tables  Garbage containers (with lid in food preparation area)  Toilet  Shower  Drinking fountain  No presence of insects or rodents |
| **Electrical****Safety** |
| Electrical outlets free of overloads  Electrical cords in good condition  Electrical cords used temporarily  Only small appliances in authorized areas  Area around electrical panels and breakers free of obstructions |
| **Emergency Preparedness** | **Tools** |
| Floor plan with evacuation routes identified and posted - “You are Here” indication must appear  Emergency procedures (evacuation, fire, bomb threat, hostile person) posted  List of the hazardous substances used, produced, handled, or stored for use in the workplace.  **Hazardous substance:** includes a controlled product and a chemical, biological or physical agent that, by reason of a property that the agent possesses, is hazardous to the safety or health of a person exposed to it. | Ladders and climbing devices: condition, storage and proper use.  Hand tools: any defects, general conditions, storage and proper use.  Power tools: condition and guarding.  Machine guarding: nip points, cutting and shear edges, presses, rotating parts and gear device. |

## Quick Reference Card – Generic

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| **First Aid** | **Hazardous Substances** |
| ***First aid Kit***  Proper first aid kit for number of employees and work environment  First aid kit supplies complete as per First Aid kit content checklist  ***First aid stations[[1]](#footnote-1):***  Identified by a conspicuous sign  Names, numbers and location of First Aid Attendants  ***First aid room[[2]](#footnote-2):***  Required where 200 or more employees are working at any time in a workplace.  Identified by a conspicuous sign  Under the supervision of a first aid attendant  Names, numbers and location First Aid Attendants  Phone number to reach emergency services  Telephone  Moisture-protected mattress and moisture-protected pillows clean and tidy | ***Products***  Supplier label appears on original products  Workplace label appears on:   * + a hazardous product is produced (made) at the workplace and used in that workplace   + a hazardous product is decanted (e.g., transferred or poured) into another container   + a supplier label becomes lost or illegible (unreadable).   Any new hazardous products introduced in the workplace since the last inspection  Compressed gas cylinders stored according to manufacturer’s instructions  ***MSDS or SDS***  available to every employee  available to Emergency Response Personnel  available for all hazardous substances  up to date (date of last revision appears in SDS Section 16 – Other Information) |
| **Public Access Automated External Defibrillator (AED)** | **Spill Response** |
| Status indicator (e.g. Illuminated check mark indicates the unit passed its last self-test and is ready for use / Illuminated “X” indicates unit has failed its self-test and is not ready for use.)  Instructions available for the use of the AED in both of Canada’s official languages  Designated person responsible for inspecting the device  Signed and dated record of inspection available | Emergency spill response procedures written and clearly posted in the work area  Absorbent materials available for immediate containment of spills or leaks  Available, accessible and sufficient quantity of absorbent material, equipment and PPE. |
| **Personal Protective Equipment (PPE)** | **Emergency Showers and Eyewash Stations** |
| Work areas where PPE must be worn are identified by a conspicuous sign  ***Disposable Protective Equipment***  Available and accessible  Sufficient quantity  ***Shared Protective Equipment***  Available and accessible  Cleaned and well-maintained  Store in clean dry air - free from exposure to sunlight or contaminants  ***Personal Protective Equipment***  It is the employees’ responsibility to:   * + Follow manufacturer's instructions   + Inspect PPE before and after each use.   + Take care of PPE at all times.   + Clean all PPE after use.   + Store in clean dry air - free from exposure to sunlight or contaminants   + Ask their supervisor to repair or replace damaged or broken PPE | Identified by a conspicuous sign  Accessible  ***Plumbed Emergency Showers and Eyewash Stations***  Clean  Designated person responsible for inspecting and operating (activating) devices weekly  Signed and dated record of inspection available  ***Portable, Self-Contained Eyewash Stations***  Clean  Self-contained systems are fully charged  Shelf life of the solution not expired  ***Eyewash Bottles***  Supplement plumbed and self-contained stations  Expiry date of the fluid printed on the bottle  Shelf life of the solution not expired |

## Quick Reference Card – Outdoor

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| **Parking Lot and Walkways** | **Loading Areas** |
| Free from tripping hazards (e.g. no pot holes)  Free of debris  Signs posted in good condition (e.g. no parking in fire routes)  Lighting adequate at night | Free of obstructions or debris  Lifting devices, racking systems, etc. in good condition  Pedestrian walkways clearly marked, if required |
| **Around the Building** | **Storage Shed** |
| Waste is stored in appropriate waste or recycling storage areas  No overflowing garbage containers  Property kept clear of litter, combustibles, hazardous materials, old batteries, etc.  Smoking areas are clean  Appropriate cigarette butt receptacle available  Grounds free from holes or trip hazards where workers/public may walk  Fencing in good condition  Outdoor machinery in good repair | Incompatible materials stored separately  Shed or area secured and access limited  Equipment and machinery in good condition  No leak or spills  ***Hazardous products***  Adequately stored and labelled  Sign of leaks or spills posted  “No Smoking” signs posted when flammable products are stored  Required PPE available to workers |
| **Winter time** |  |
| Exits, walkways, stairs, stairwells, landings, and parking lot  Kept clear from ice and snow  Cleared, salted and/or abrasives applied |  |
| **Additional areas - Indicate location-specific areas or items to inspect** | |
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## Quick Reference Card – First Aid Kit

|  |  | **Type of First Aid Kit** |
| --- | --- | --- |
| 6 or more employees in office workplace | * for which the ambulance response time is less than two hours. * for which the ambulance response time is more than two hours. | **B**  **C** |
| 6 or more employees in other workplace, but exclude wilderness area | * for which the ambulance response time is less than twenty minutes. * for which the ambulance response time is twenty minutes or more but not more than two hours. | **B**  **C** |
| 2 to 5 employees | * unless one of the item listed below applies. * 1 employee, detached from the main party in a remote workplace (the ambulance response time more than two hours). * 1 to 3, travelling by snowmobile or other small vehicle, other than a truck, van or automobile. | **A**  **D**  **D** |

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| **Item** | **Supplies and Equipment**  NOTE: Prescription drugs or other medications shall not be stored in first aid kits or with first aid supplies. | **Quantity According to  Type of First Aid Kit** | | | |
| **A** | **B** | **C** | **D** |
| 1. | Antiseptic swabs (10-pack) | 1 | 1 | 4 | 1 |
| 2. | Scissors: super shears | - | - | 1 | - |
| 3. | Bandages: adhesive strips | 12 | 48 | 100 | 6 |
| 4. | Plastic bags: waterproof, seal able | - | - | 2 | - |
| 5. | Bandages: triangular, 100 cm, folded | 2 | 6 | 8 | 1 |
| 6. | Blankets: emergency, pocket size | 1 | - | - | - |
| 7. | First Aid Kit Container | 1 | 1 | 1 | 1 |
| 8. | Dressings: combination, 12.7 cm x 20.3 cm | - | - | 6 | - |
| 9. | Dressings: compress, 7.5 cm x 12 cm | 1 | 2 | - | - |
| 10. | Dressings: gauze sterile 10.4 cm x 10.4 cm | 4 | 12 | 24 | 2 |
| 11. | Dressings: gauze, non-sterile 10.4 cm x 10.4 cm | 10 | 40 | 200 | - |
| 12. | Forceps: splinter | 1 | 1 | 1 | - |
| 13. | Gloves: disposable | 4 | 8 | 40 | - |
| 14. | Mouth-to-mouth resuscitation mask with one-way valve | 1 | 1 | 1 | - |
| 15. | Record book: First Aid | 1 | 1 | 1 | 1 |
| 16. | Scissors: bandage | 1 | 1 | - | - |
| 17. | Self-adhering gauze bandage: 7.5 cm x 4.5 m | 2 | 6 | 24 | - |
| 18. | Tape: adhesive, 1.2 cm x 4.5 m | - | - | - | 1 |
| 19. | Tape: adhesive, 2.5 cm x 4.5 m | 1 | 2 | 4 | - |
|  | Additional supplies and equipment maintained outside of the kit itself (for remote workplace) |  |  |  |  |
| 20. | Blankets: bed type | - | - | 2 | - |
| 21. | Splint set | - | 1 | 1 | - |
| 22. | Stretcher | - | - | 1 | - |

1. Canada Occupational Health and Safety Regulations (SOR/86-304) section 16.5 [↑](#footnote-ref-1)
2. Canada Occupational Health and Safety Regulations (SOR/86-304) section 16.9 [↑](#footnote-ref-2)