# 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 oldRequired 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)