

Scaffold Depot

Safe Work Practices / Procedures / Instruction

INSPECTION CHECKLIST

Area: _____ Date: _____

Inspection Team:

Reviewed by: _____

S=satisfactory **U**=unsatisfactory (provide details for all U items) **N/A**=not applicable

1. Work Environment	S	U	N/A	Comments
floors/aisles/stairs free of tripping hazards				
handrails/guardrails in place				
floor/ground in good repair (no heaving, cracks, uneven surfaces)				
adequate lighting in place				
floor openings/trenches barricaded				
floors free of slipping hazards				
underground utilities located				
room to work around power lines				
gases/vapours/fumes controlled				
noise levels acceptable				
heat/cold extremes controlled				
aisles/halls free of clutter; exits not blocked				
exits clearly marked				
materials/equipment stored appropriately				
shelves are secure and solid				
garbage disposed properly; garbage not overflowing				

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2. Task	S	U	N/A	Comments
where heavy lifting is required, assists are available				
jobs have been analyzed to reduce need for manual lifting, awkward postures and repetitive movements				
written procedures are in place for critical tasks (e.g. CSE, lock-outs, etc.)				
staff have appropriate training and experience for the work they are doing				
workers are following appropriate procedures				
no unsafe actions were noted				

3. Hazardous Materials	S	U	N/A	Comments
containers are properly labeled; labels are legible				
containers are in good condition				
appropriate safety containers are used (e.g. for flammables)				
incompatible materials are stored separately				
hazardous materials are stored below eye level				
compressed gas cylinders are restrained and capped				
MSDS are available and current				

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4. Equipment	S	U	N/A	Comments
correct equipment and tools available				
equipment maintained as per maintenance program				
equipment guards in place				
defective/damaged hand tools not in use				
power tools maintained properly; damaged tools not used				
equipment / tools stored appropriately				
ladders/scaffolds/step stools available				
equipment blocked or secured against unplanned energy release				
personal protective equipment available, appropriate, and maintained				
maintenance person available to service/repair tools and equipment				
maintenance program followed				

5. Emergency Response	S	U	N/A	Comments
Emergency Response Plan in place and appropriate to work site				
workers know what to do in emergency				
emergency lighting in place				
emergency shower/eyewash available and working				
first aid supplies stocked; staff have first aid training				
adequate number of fire extinguishers in place; inspected monthly				
other specialized plans in place and tested (e.g. confined space rescue)				

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Areas Inspected: _____ Date: _____

Inspection Team:

Approved by: _____

What's Working Well

Provide information about conditions, activities, etc. that are working well:

Corrective Actions Required

Action Item Number: _____

Description of Hazard: _____

Location: _____

Priority: _____

Existing Controls: _____

Are controls working as planned? _____

Recommended Actions: _____

Employee Responsible: _____ Date Required: _____

Date Completed: _____ Initial: _____



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Action Item Number: _____

Description of Hazard: _____

Location: _____

Priority: _____

Existing Controls: _____

Are controls working as planned? _____

Recommended Actions: _____

Employee Responsible: _____ Date Required: _____

Date Completed: _____ Initial: _____

Action Item Number: _____

Description of Hazard: _____

Location: _____

Priority: _____

Existing Controls: _____

Are controls working as planned? _____

Recommended Actions: _____

Employee Responsible: _____ Date Required: _____

Date Completed: _____ Initial: _____