

Workplace Inspections

Overview

The best way to prevent injuries is to be proactive about safety. This means looking for dangers *before* anyone gets hurt. In the workplace, this is done through regular *inspections*. These inspections look for things like safe exits in case of emergency, making sure items are stored safely, ensuring the workplace is clean and in good repair, and checking to see if there are any concerns from workers. In many cases it is the workers themselves who spot hazards first.

Instructions

For this activity, participants are given the *Inspection Checklist*. This is a simplified version of a workplace inspection, meant to show the types of things that inspectors would be looking for.

Participants can be put into small groups, with a maximum of 4 people per group. Groups that are larger than 4 may not allow everyone to participate effectively.

Objective

Complete the checklist by marking each item as Y (yes) or N (no). For any items marked as “N”, suggest what could be changed to fix it. For Example:

- ◆ Names of first aiders listed? (result: N)
- ◆ Recommended change: create list of everyone who is certified in First Aid and post it beside the First Aid Kit.

When all groups have completed their inspection, hold a discussion about the items they could not find.

Discussion Questions

- ◆ For each of (or one of) the items you could not find, what was your suggested change?
- ◆ Why do you think it is important to have it in place?



Inspection Checklist

EXITS AND ENTRANCES

- Evacuation routes (ways to get out) are clearly marked
- Exit signs are lit
- Entrances are clear and unblocked
- Entrances are well lit

STAIRS AND HALLWAYS

- Stairs and hallways are clear (no obstructions)
- Stairs and hallways are well lit
- Hallways are wide enough for the traffic they receive
- Stair handrails are in place and in good condition

STORAGE

- Heavy items are stored on the bottom shelves
- Workers are trained to lift safely
- Floors around shelves are clear (easy access to shelves)
- Tools are available to help with lifting (mechanical lifts)

Inspection Checklist

FLOORS

- Carpets are clean and have no loose edges or tears/rips
- All floors are clear and have nothing to trip over
- Hard floors are dry

FIRE SAFETY

- All fire extinguishers are maintained and checked once a year
- Fire extinguishers are mounted on the wall and clearly marked
- Fire drills are held every six months
- All emergency exits are clear and useable

FIRST AID

- Everyone knows where to go if they need First Aid
- First Aid kits are clearly marked and available
- Emergency numbers are posted and clearly visible

Inspection Review

For each item you marked “N” (no), provide a corrective action that would change your N to a Y.

For example, if you found a Fire Extinguisher that was sitting on the floor in the corner of a room, you could suggest that the Fire Extinguisher be mounted on the wall and clearly marked.

ITEM:

Suggested Change:

ITEM:

Suggested Change:

ITEM:

Suggested Change:

ITEM:

Suggested Change: