

WORKPLACE INSPECTION

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Production	Location Address
Person Completing Assessment	Assessment Date

Please answer all questions. "N/A" means "Non Applicable." If action required, give brief description.

Yes	No	N/A	GENERAL
			Exits and exterior fire lanes are not blocked
			Emergency exits clear (inside and out)
			Emergency exit signs and lighting are adequate and functioning
			Proper housekeeping is maintained in work areas and they are free from trip and fall hazards (e.g., extension cords, materials stored in aisles, etc.)
			4 ft. interior perimeter fire lane is clear and unobstructed (i.e. cords/cables ramped or bridged)
			Fire extinguishers present
			3 ft. clearance around all electrical panels
			Electrical boxes or exposed live electrical parts are closed/covered
			Proper use of required Personal Protective Equipment where required (e.g., hearing protection, gloves, safety glasses/goggles).
			Tools have been inspected and are in good condition (i.e., no frayed or patched cords, ungrounded plugs)
			Electrical boxes or exposed live parts are kept closed and/or covered
			Safe guards on machinery and equipment are in place where required and in good working order (i.e. splitters and kickback pawls on table saws)
			Eye wash stations, where present, are in good condition (i.e., bottles are full with clean saline solution, flushed / inspected monthly)
			Chemical containers are properly labeled
			Required regulatory postings, emergency contact numbers and exit routes are posted
			A hard copy of the Production Safety Program (AKA as IIPP) is on-site
			Guardrails and handrails are present where required
			Approved storage cabinets are available and being used for storing chemicals and flammables
			Proper ventilation is maintained to prevent accumulation of vapors and dust
			Hazardous waste is being properly handled, stored and disposed of
			Dust collection has been installed as necessary
			NO SMOKING" signs are visible
			Elevated sets have fire protection as required by local authority
			Gold room ceilings are free of storage
			Hot work permits obtained as necessary
			Personal fall protection available where required (in aerial lifts, perms etc.)
			All personnel operating aerial lifts and forklifts are properly trained and certified

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Yes	No	N/A	
			Required safety meetings being conducted every 10 working days and documented (i.e. Toolbox Talks, Health and Safety Committee etc.)
			Any scaffolding has been designed by a "qualified person" and inspected by a "competent person"
			Personnel using personal fall protection have been trained in its proper wear and use
			Ladders are in good condition and are being used properly (i.e. A-frame ladders not being used as straight ladders, proper footing distance etc.)
			Weight limits of work area have been determined if heavy loading is expected (i.e. cranes, heavy sets etc.)

Additional comments: