

MILL / CONSTRUCTION AREA INSPECTION CHECKLIST

This checklist is required to be completed monthly for all Mills, or Construction Areas. Check N/A if the item is not relevant to the worksite, or if you cannot answer or inspect that item.

Location:

Completed By:

Date:

Check each item indicating that you've considered the item and have taken appropriate steps to comply, if applicable. If action required, give brief description.

✓	N/A		Notes/Action Required
		GENERAL	
		Regional Safety Posters are posted in a visible area.	
		First Aid Signage is clearly displayed with updated contact information and key site information.	
		Check First Aid Room is stocked, has a cot, potable water access, OFA contact information & AED location posted.	
		Eye Wash stations are marked and available.	
		Lockout Tagout instructions are posted.	
		All guards are in place and show no sign of damage.	
		The eating area is separate from work area to prevent particulate ingestion.	
		Designated areas for smoking are marked and at least 6 ft from any air intake area or exterior work area.	
		FIRE SAFETY	
		Fire lanes or exit pathways are kept clear (4 ft wide).	
		Fire Suppression and Connections clear (sprinklers clear by 12", pull alarms clear for access).	
		All fire extinguishers should be hung on a wall or placed in a box to prevent tipping over.	
		All designated exits are clear, marked and are well-lit.	
		No flammable liquids, or gases are stored near an exit.	
		Check exterior for locked locker for propane tank storage.	
		HOUSEKEEPING	
		Sawdust, garbage, and other debris is clear from work area.	
		Dust collectors are in use and free of damage.	
		Ensure there are no tripping hazards in pathways.	
		There are enough garbage and recycling bins for the site.	

		RAISED PLATFORMS / STAIRWAYS	
		All stairways with more than 4 rises, are equipped with a hand railing and slip resistant.	
		Guardrails are installed on surfaces higher than 4 ft.	
		Check that top-rails and mid-rails are made of 2 x 4 planks.	
		Check that material on elevated surfaces is piled, stacked, or racked in a manner to prevent the material from falling, collapsing, rolling, or spreading.	
		Check that there is no storage under platforms or stages. Chicken wire may be used to prevent storage under stage platforms.	
		All lifts require Fall Protection be worn at all times.	
		Control zones and/or hard hats are required when there is overhead work. Sign accordingly.	
		HAZARDOUS MATERIALS	
		SDS are available for all chemicals and hazardous materials and labelled in accordance with WHMIS.	
		Stored in approved containers without leaks.	
		Spray booths and ventilation operational and in use.	
		If spraying is done outside of spray booth, a well-ventilated, signed control zone is clearly established and used.	
		Flammable liquids and gases kept clear of all heat sources.	
		Used/Waste paints and by products are properly stored and identified and disposed of.	
		ELECTRICAL AND LIGHTING	
		Cords and connections are in good condition. No signs of fraying or other damage.	
		Cables are properly protected, bundled, and kept clear from exits and pathways.	
		Electrical Panels are closed and kept clear (3' around).	
		Generators are grounded and show no signs of damage.	
		WELDING, CUTTING AND GRINDING	
		Combustible materials cannot be within 10 ft of welding area. Relocate or cover properly.	
		Fire Extinguishers are provided in welding area.	