

Inspection Checklist - Example

Hazard Classification and Timelines

- A** A hazard that is likely to result in permanent injury, loss of life or body part and/or loss of structure, equipment or material. Correction - immediate
- B** A hazard that is likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive, but not extensive. Correction – within 1 week
- C** A hazard that is likely to cause minor, non-disabling injury or illness, or non-disruptive property damage. Correction time – by next Inspection

100 FIRE PREVENTION

101	FIRE EXTINGUISHERS	Charge gauges are in green. Inspection tags are up to date. Mounted properly on wall.
102	EXIT STAIRS	Accessible – not blocked.
103	EXIT LIGHTS	Fully lit. Arrows point in right direction.
104	FIRE DOORS	Closed when alarm sounds. Not blocked or wedged open or closed.
105	FIRE ALARMS	Alarms are audible. Announcements are audible.
106	FIRE WARDEN	Armband/vest is readily available. Staff designated as required.
107	FIRE ORDERS	Posted in full view. Reviewed regularly by staff. Up to date.
108	FIRE PROCEDURES	All staff knows what to do. Regular in-service refreshers. SCATEE.
109	OTHER EQUIPMENT	Sprinkler heads appear normal. Cabinets are not blocked. Detectors appear nominal. Nursing station fire panels operational.
110	EVACUATION	Staff are aware of routes. Staff are knowledgeable about announcements, how and why to evacuate and special patient needs.

200 PHYSICAL CONDITIONS

201	CORRIDORS/HALLWAYS	Look for clutter. Must be accessible for patient beds if evacuation is required
202	WASHROOMS	Look for clutter. Lights working.
203	STORAGE/LOCKER/UTILITY ROOMS	Look for clutter. Boxes stored too high or too close to sprinklers (18 inches). Remove trip hazards.
204	WASTE DISPOSAL	Meet bio-hazardous, confidential waste and routine waste management standards. Appropriate use of sharp containers.
205	CEILINGS/WALLS/FLOORS	Look for stains, broken tiles and flaking paint. Carpets cleaned regularly.
206	DOORS/WINDOWS	Look for broken/worn hardware on doors, broken windows, draughts, leaks
207	VENTILATION/HEAT	Odors and fumes. Are temperatures and humidity comfortable? Staff should know how to report problems.
208	FURNISHINGS	In good working order. Chairs have five legs. Ergonomic issues.
209	PHYSICAL AND PERSONAL SECURITY	Personal safety of patients, visitors and staff. Zero tolerance for violence and abuse. Computer and information protection. Locks are used. Drug and narcotic protection.
210	COMFORT APPLIANCES	Toasters, microwave ovens, refrigerators, stoves, etc. Look at electrical connections and general condition of appliance. CSA approval required for any device.

300 WHMIS and USE OF HAZARDOUS MATERIALS

301	TRAINING	Should be a department trainer. Staff must be re-certified yearly.
302	MSDS BINDER	MSDSs must be current and complete. MSDS must be documented by WHMIS office. Binder must be accessible to staff.
303	WHMIS LABELS	Must be on all WHMIS controlled products.

304	STORAGE FACILITIES	Look for clutter. Labels on products. Flame proof containers where required. Too much/too little product on hand.
305	PRACTICES	Safe practices regarding decanting, storage, use and disposal of product.
306	USE OF PERSONAL PROTECTIVE EQUIPMENT	Department expectations – use of gloves, goggles, masks, respirators, footwear, etc. Look at training requirements, signage, and availability of PPE. The maintenance and condition of PPE – preventative maintenance schedule.
307	EQUIPMENT	Current inspection dates on fume hoods. Condition and preventative maintenance schedule of equipment
308	GAS CYLINDERS	Gas cylinders must be properly secured. Appropriate size in use. Condition of valves and connectors.
309	DISPOSAL	Safe and timely disposal of product. Appropriate use of sharps containers. Proper packaging of material for disposal. Redundant products are not stockpiled.
310	EMERGENCY PREPAREDNESS	Eye wash stations, emergency showers and decontamination equipment is regularly tested and inspected. Written procedures are available. Chemical spill procedures are current. Personnel know what to do in case of an emergency needle stick, chemical spill, bio- hazardous or chemical contamination.

400 ELECTRICAL/MECHANICAL

401	POWER BARS	All computers should be connected through a power bar
402	OUTLETS/SWITCHES	Outlets must have plate covers. Switches work properly.
403	WIRING/PLUGS	CSA approved only. Safety plugs installed. Look for frayed wiring or bent prongs.
404	LIGHTING	Fixtures not working partially or wholly. Plastic covers broken/missing. Adequate lighting for tasks being performed.
405	TOOLS AND INSTRUMENTS	Condition and preventative maintenance schedule. CSA or BioMed approval stickers required. Meet sterilization standards. Guards are in place.
406	RENOVATION CONDITIONS	Look for clutter. Dust covers or tenting in place and used effectively.
407	WHEELED EQUIPMENT	Condition of carts, stretchers, bedside tables, beds, wheelchairs, etc.
408	AIR HANDLING EQUIPMENT	Air conditioning, airflow, intake/exhaust vents.
409	NOISE LEVELS	Low and high frequency noises. Are decibel levels within parameters set out by the Hearing Conservation Program in Occupational Health.
410	PRACTICES	Staff use equipment safely. Safety information is made available. Training is required. Staff meet professional standards and follow departmental or manufacturer's guidelines.

500 DEPARTMENT SPECIFIC

<i>Include any Identified Hazards specific to your area of responsibility</i>		
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