

LOYALIST COLLEGE
Workplace Inspection Checklist for Office and Classroom Environments

Inspection Item	X
Walking Surfaces:	
Walkways free of obstacles	
Cords anchored or covered	
Floor covering in good condition	
No slip/trip hazards present	
Warnings posted when floors are wet	
Furniture:	
Free from sharp edges or corners	
Secured from tipping	
Set up properly ergonomically	
Chair adjusted	
Drawers closed when not in use	
One drawer of filing cabinet open at a time	
Material safely stacked/stored/piled	
Heavier items or commonly accessed items between knuckle & shoulder height	
Step stools available, if required	
Fire Prevention:	
Fire extinguisher available and accessible	
Extinguishers/hose cabinets checked monthly	
Fire pull station accessible	
Electrical cords /outlets/ power bars in good condition (not frayed, missing ground prong, not run under carpet or along walkways, etc)	
Electrical equipment not used near heat, liquids or combustible materials.	
Power bars connected directly to main receptacle (not hot, CSA/UL/ESA certified) and not used in place of permanent wiring	
Electric heater (not allowed unless approved by Facilities)	
Electric kettles have auto shut off & plugged directly into wall outlet (no power bar)	
Food preparation equipment only in designated food service, lounge or area recommended by supervisor. Must be plugged directly into wall plug.	
Fire doors closed	
Fire exits clear of obstructions	
Clear access to electrical panels; no combustible material stored on or within 3'	
Fire exit signs lit	
First Aid:	
First Aid kit checked quarterly	
Certificates of First Aiders posted and current.	
WSIB poster 82 near or on FA Kit	
Equipment:	
Equipment (paper shredders & cutters) have guards	
Meets Underwriter's Laboratory or CSA standards	
Cords are not frayed or damaged.	
Hazardous Chemicals:	
Properly labelled (as per WHMIS Regs)	
Stored safely and away from food, drink or tobacco	
Unexpired MSDS (< 3yrs old) available	
Ergonomics:	
Chair adjusted to user	
Monitor & keyboard directly in front of operator	
Top of monitor at or below eye level	
Mouse located beside keyboard	
Area under desk is reasonably clear	

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Training:	
Staff are aware of emergency procedures	
Staff know what to do in the event of an accident	
Other:	
Asbestos Containing Material (ACM) not damaged (some areas may have ACM ceiling tiles, pipe fittings or floor tiles)	
Ask staff if there have been any incidents or "near misses" in their area	
Ask staff if they have any safety concerns	
Is there a suitable place for staff and/or students to "lockdown" out of sight?	
Are any other risks for violence uncontrolled (e.g. handling cash, working alone, office set-up when meeting with unstable persons, dealing with public, etc.).	