

## County of Prince Edward Public Library & Archives Workplace Inspection Checklist

Health & Safety Boards & Signs	<input checked="" type="checkbox"/>	Comments
Are they well organized and readable?		
Is the material updated frequently?		
Is the fire evacuation plan posted?		

Floors	<input checked="" type="checkbox"/>	Comments
Is there loose material, debris and worn carpeting?		
Are the floors slippery, oily or wet?		

Stairs & Aisles	<input checked="" type="checkbox"/>	Comments
Are they clear and unblocked?		
Are the stairs well lit?		
Are the aisles marked and visible?		

Equipment	<input checked="" type="checkbox"/>	Comments
Is the equipment in a safe location?		
Does the equipment have any hazards reachable/exposed?		
Is the furniture safe?		
- Worn or badly designed chairs		
- Sharp edges on desks or cabinets		
- Ergonomics		
- Crowding		

Emergency Equipment	<input checked="" type="checkbox"/>	Comments
Is all fire control equipment regularly tested?		
Extinguishers tipped?		
Is the fire control equipment appropriate for the type of fire it must control?		
Is emergency lighting in place and regularly tested?		
Is the first aid kit fully stocked?		Picton: Defibrillator Checked

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Building	<input checked="" type="checkbox"/>	Comments
Does the building conform to standards with respect to use, occupancy, building services and plumbing facilities?		
Are the following structures build to ensure safety?		
- Swinging doors		
- Floor and wall openings		
- Stairway and ramps		
Are materials stored safely?		

Dangerous Substances	<input checked="" type="checkbox"/>	Comments
Have all dangerous substances been identified?		
Have all dangerous substances been locked in a secure cupboard?		
Have the proper authorities carried out tests?		
Have the dangerous substances been properly labelled?		

Sanitation	<input checked="" type="checkbox"/>	Comments
Are the washrooms and food preparation areas clean?		
Are the following provided adequately?		
- Toilets		
- Potable water		
- Potable water MILFORD Signage		
- Clothing storage		
- Lunchrooms		

Security	<input checked="" type="checkbox"/>	Comments
Do entry and exit procedures provide workers personal security at night?		
Unplug backup battery to re-set?		

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Are emergency (evacuation, fire, bomb threat) procedures in place?		
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Lighting	<input checked="" type="checkbox"/>	Comments
Are lamp reflectors clean?		
Are bulbs missing?		
Are there any dark places?		

Material Storage	<input checked="" type="checkbox"/>	Comments
Are materials safely and neatly piled?		
Are passageways and work areas clear of obstructions?		

General	<input checked="" type="checkbox"/>	Comments
Are extension cords used extensively?		
Are there exposed cords in areas where employees walk?		
Is the electrical wiring properly concealed?		
Does any equipment have sharp metal projections?		
Are wall and ceiling fixtures fastened securely?		
Are paper and waste properly disposed of?		
Are desk and file drawers closed when not in use?		
Are office accessories in secure places?		
Are materials stacked on desks and chairs?		
Are file cabinet drawers overloaded?		
Are filing stools or wastebaskets placed where they might be a tripping hazard?		

**Staff Suggestions:**

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Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_