



## Workplace Inspection

<Your Logo Here>

Enform Location: <i>Office</i>		Date: <i>April 4th</i>			Completed By: <i>Samantha</i>	
Department:		Acceptable?		Hazard Priority		
Inspection Items	Yes	No	Severity 1-4	Probability 1-4	Description of Condition Requiring Attention	
	<b>Housekeeping</b>					
Counters, tables, work surfaces in good condition	✓					
Floor clear of debris	✓					
Flooring in good condition	✓					
Garbage cans clean and empty	✓					
Mops, pails, brooms neatly stored	✓					
Slip/trip hazards identified and corrected	✓					
materials not stored on floor in walkways or blocking exits		✓	2	3	<i>File boxes are stacked at back exit creating congestion</i>	
Proper storage of tools and supplies	✓					
Sinks clean, taps in good working order		✓	1	1	<i>Kitchen tap is leaking.</i>	
Storage areas orderly	✓					
Washrooms clean	✓					
Service Rooms free of clutter (Gas Room, Mechanical Room) Parking lot clean and cleared as appropriate for weather conditions	✓					
<b>Environment</b>						
Adequate lighting in work area/parking lots	✓					
Compressed gas cylinders secured and stored upright	✓					
Corner mirrors in adequate locations if required	✓					
Disposal containers clear of debris	✓					
Ventilation adequate to eliminate dust, fumes or vapours when present	✓					
Flammable/toxic material stored away from heat and fuel sources	✓					
Forklifts secured, keys out of ignition when not in operation	n/a					
Hazardous chemical storage adequate	✓					
Hazardous chemicals labelled and stored in approved cabinet or area	✓					