

**12.0.16 Regional Office Inspection:**

**General**

Item to Be Inspected	Safe	Unsafe	Action
Are floor surfaces clean, dry and free from debris?			
Are carpets well secured, free from worn or frayed spots?			
Are aisles and doorways free from objects to permit unobstructed visibility and/or exit?			
Are ceiling tiles in place, unbroken, and no signs of water damage?			
Are ventilation and heater vents unobstructed?			
Is air quality, temperature, ventilation at acceptable levels?			

**Electrical**

Item to Be Inspected	Safe	Unsafe	Action
Are power bars connected directly to main receptacle? Are extension cords used for temporary purposes only?			
Are electrical equipment grounded and CSA approved?			
Are aisles and doorways free from objects to permit unobstructed visibility and/or exit?			
Are any used floor receptacles located in non-traffic areas or protected? Are unused floor receptacles covered?			
Are electrical outlets, cover plates and wall switches secure and undamaged?			
Are phone lines, electrical cords and extension cords in good condition and secured under desks or along baseboards?			

**Ergonomic**

Item to Be Inspected	Safe	Unsafe	Action
Are keyboards and monitors placed directly in front of the operator?			
Are keyboard trays adjustable?			

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Are chairs adjustable, both in height and back and on 5-point rolling castors?			
Are other office chairs in good condition, with sturdy rungs and legs?			

**Materials**

Item to Be Inspected	Safe	Unsafe	Action
Are file cabinets and storage closets placed so drawers and doors do not open into aisles?			
Are heavy items, such as paper, stored on lower or middle shelves?			
Are shelves firmly supported by either securing to wall or floor?			
Is there a stepstool or appropriate ladder to reach top shelves?			
Are all chemicals stored safely, off the floor, labeled, and in closed containers?			
Are MSDS's available and current (<3 years old) for any hazardous materials? Has WHMIS training been provided and are records kept?			
Is there personal protective equipment (such as gloves) available for use with any hazardous materials?			
Is there 22" clearance of stored materials and ceiling?			

**Equipment**

Item to Be Inspected	Safe	Unsafe	Action
Is regular maintenance provided for the photocopier, printers, etc? Are records kept?			
Do paper cutters have guards in place and is the torsion spring adjusted to hold the blade up when released?			
Is material handling equipment in good condition (handles, wheels, overall sturdiness). Discuss condition with users.			

**Emergency Systems**

<b>Item to Be Inspected</b>	<b>Safe</b>	<b>Unsafe</b>	<b>Action</b>
Is material handling equipment in good condition (handles, wheels, overall sturdiness). Discuss condition with users.			
Is staff familiar with procedures for emergencies and accident reporting?			
Are fire extinguishers available and in good condition (pins in place, adequately charged)? Are the inspection tags attached and yearly inspection marked?			
Are first aid kits available and stocked?			
Is emergency lighting available and in good working order?			
Are exits marked and signs lit?			
Are exits unobstructed (at least as wide as the door), and unlocked from the inside?			
Are regular fire evacuation drills practiced (at least annually) and records kept?			

**Outside**

<b>Item to Be Inspected</b>	<b>Safe</b>	<b>Unsafe</b>	<b>Action</b>
Are roads/parking area/walkways/yard in good condition, clean, no evidence of spills, snow & ice adequately cleared, adequately lit			
Check building exterior for any damage, signage, gutters and roof in good condition			
Check exit doors function, clear from obstructions			
Check fuel tanks for condition (no corrosion, dents, leaks)			

**Other**

<b>Item to Be Inspected</b>	<b>Safe</b>	<b>Unsafe</b>	<b>Action</b>