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Question	Workshop Inspection Item	Risk Rating	Chematrix Item Option(s) - Timeline for Corrective Action	Legal Requirement	References and Resources	
<b>A. General</b>						
A.1	A current "Laboratory Health & Safety Orientation & Training Record" is in the Laboratory Safety Manual for each worker.	L	Self correct before next inspection	OHSR Sec 15	<a href="#">Lab Safety Manual</a>	<a href="#">Laboratory Health and Safety Orientation and Training Record</a>
A.2	A current copy of the workshop Hazard Assessment & Control Form (HACF) is found in the Laboratory Safety Manual.	M	Self correct as soon as possible	OHSC Part 2 (8(2))	<a href="#">Occupational Health and Safety Management</a>	<a href="#">Hazard Assessment and Control Procedure</a>
A.3	A current Laboratory Placard is located outside of the workshop by each entrance.	M	Self correct as soon as possible	AFC 3.2.7	<a href="#">Lab Safety Manual</a>	<a href="#">Lab Placard</a> <a href="#">Lab Placard Instructions</a>
A.4	A fire extinguisher is located in the lab, unobstructed and adjacent to the exit.	H	Self correct immediately Submit Archibus work request as soon as possible	AFC 2.1.5.1.2	<a href="#">Design Standards</a>	<a href="#">Laboratory Spaces</a>
A.5	A fully stocked Alberta #2 or #3 first aid kit is available in the workshop.	M	Self correct as soon as possible	OHSC Part 11	<a href="#">Programs and Codes of Practice</a>	<a href="#">First Aid Program</a>
A.6	A spill kit is accessible and stocked appropriately for the types of hazardous materials used in the workshop.	M	Self correct as soon as possible	AFC 4.1.6	<a href="#">Lab Safety Manual</a>	<a href="#">Spill Response Procedures</a> <a href="#">Spill Kit Information</a>
A.7	All entrances, exits and aisles are free from materials, equipment, accumulation of waste and other obstructions.	H	Self correct immediately	AFC 2.7.1.6.		
A.8	All personnel information (i.e. after hours contacts and workshop users) is up to date in Chematrix.	M	Self correct as soon as possible	OHSR Sec 13	<a href="#">Lab Safety Manual</a>	<a href="#">Introduction</a>
A.9	An Archibus work request has been submitted for any damage or defect in need of repair or replacement.	L,M,H	Various	OHSR Part 1 (12, 14)	<a href="#">University of Calgary Facilities: ARCHIBUS</a>	
A.10	Electrical breaker panels are free from obstruction.	M	Self correct as soon as possible	CEC 2-308		
A.11	Emergency showers are available if identified on the Hazard Assessment and Control Form (HACF).	H	Self correct immediately	OHSC Part 4, 24	<a href="#">Design Standards</a>	<a href="#">Laboratory Spaces</a>
A.12	Eye wash stations are available and accessible.	H	Self correct immediately	OHSC Part 4, 24	<a href="#">Design Standards</a>	<a href="#">Laboratory Spaces</a>
A.13	Hazardous materials are properly identified, and stored in the correct containers.	M	Self correct as soon as possible	OHSC Part 29 (396)	<a href="#">Lab Safety Manual</a> <a href="#">Hazardous Materials</a>	<a href="#">Laboratory Safety Rules</a> <a href="#">Hazardous Waste Disposal Website</a>
A.14	Long hair is tied back and no rings, watches, bracelets, loose hanging jewellery or clothing is worn.	H	Self correct immediately	OHSC Part 25 (362)		

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A.15	Oily/greasy rags are placed in an appropriately labelled covered waste container.	M	Self correct as soon as possible	OHSC Part 10 (162)		
A.16	The "Laboratory Safety Rules" poster is displayed in the workshop.	L	Self correct before next inspection	Various code references	<a href="#">Occupational Health and Safety Management System</a>	<a href="#">Lab Safety Manual</a>
A.17	The appropriate step ladder is available for accessing materials stored above shoulder height.	M	Self correct as soon as possible	OHSC Part 8		
<b>B. Personal Protective Equipment</b>						
B.1	Eye and face protection is available and matched to the hazards identified on the HACF.	H	Self correct immediately	OHSC Part 18 (228, 229)	<a href="#">Lab Safety Manual</a>	<a href="#">Laboratory Safety Rules</a>
B.2	Hearing protection is available and matched to the hazards identified on the HACF.	H	Self correct immediately	OHSC Part 2 (7) Part 16 (222)	<a href="#">Programs and Codes of Practice</a>	<a href="#">Hearing Conservation Program</a>
B.3	Lab coats, smocks, or coveralls are available and matched to the hazards identified on the HACF.	H	Self correct immediately	OHSC Part 18 (232 (1), 242)	<a href="#">Programs and Codes of Practice</a>	<a href="#">Laboratory Safety Rules</a>
B.4	Proper footwear is worn at all times as identified on the HACF.	H	Self correct immediately	OHSC Part 18 (228, 233)	<a href="#">Lab Safety Manual</a>	<a href="#">Laboratory Safety Rules</a>
B.5	Protective gloves are available and matched to the hazards identified on the HACF.	H	Self correct immediately	OHSC Part 18 (228, 244, 247)	<a href="#">Programs and Codes of Practice</a>	<a href="#">Laboratory Safety Rules</a>
B.6	Respirators are available and matched to the hazards identified on the HACF.	H	Self correct immediately	OHSC Part 18 (228, 244, 247)	<a href="#">Programs and Codes of Practice</a>	<a href="#">Respiratory Protection Program</a>
<b>C. Chemical</b>						
C.1	All controlled product containers are appropriately labelled with Supplier or Workplace labels.	M	Self correct as soon as possible	OHSC Part 29 (398) OHSC Part 4 (27)	<a href="#">Lab Safety Manual</a> <a href="#">Programs and Codes of Practice</a>	<a href="#">Laboratory Safety Rules</a> <a href="#">Safety Bulletin Chemical Storage WHMIS Program</a>
C.2	Chemical inventory in Chematrix has been reconciled in the past year.	M	Self correct as soon as possible	AFC 3.2.7 AFC 2.8.2.2	<a href="#">Lab Safety Manual</a>	<a href="#">Safety Bulletin Chemical Storage</a>
C.3	Chemicals are properly segregated and stored in appropriate storage cabinets. (No chemicals are stored on the floor).	H	Self correct immediately Submit for budgetary consideration immediately	OHSC Part 10 (162, 163); AFC 4.2.6.3 maximum quantities;	<a href="#">Lab Safety Manual</a> <a href="#">Programs and Codes of Practice</a>	<a href="#">Safety Bulletin Chemical Storage WHMIS Program</a>
C.4	Compressed gas cylinders are secured, and at least 1 metre from exits.	H	Self correct as soon as possible Submit Archibus work request as soon	AFC 3.1.2.4.4.c OHSC Part 10 (171 (1,	<a href="#">Lab Safety Manual</a>	<a href="#">Compressed Gas Cylinder - Use, Handling and Storage Standard</a>
C.5	Compressed gas cylinders, with caps on, are transported on approved carts with chains on.	H	Self correct immediately	OHSC Part 10 (171 (1, 5))	<a href="#">Lab Safety Manual</a>	<a href="#">Compressed Gas Cylinder - Use, Handling and Storage Standard</a>
C.6	Containers are grounded and bonded when decanting flammable liquids.	H	Self correct immediately	OHSC Part 10 (163)		

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C.7	Hazardous wastes are properly segregated in clearly marked containers affixed with identification labels.	H	Self correct immediately	OHSC Part 29 (396)	<a href="#">Lab Safety Manual</a>	<a href="#">Safety Bulletin Chemical Storage</a>
C.8	Oxygen and acetylene cylinders are equipped with a flashback device and backflow prevention device.	H	Self correct immediately	OHSC Part 10 (171)		
<b>D. Equipment</b>						
D.1	All interlocks are operational.	H	Immediately remove from service until corrected	OHSC Part 22 (310 (2)); OSHS Part 25 (366)		
D.2	All tools and equipment are inspected prior to use, tagged and locked out of service if deficient.	M	Self correct as soon as possible	OHSC Part 12 (1)	<a href="#">Programs and Codes of Practice</a>	<a href="#">Control of Hazardous Energy Program</a>
D.3	Drive belts, rotating equipment, and points of operation are adequately guarded to prevent human contact.	H	Immediately remove from service until corrected	OHSC Part 22 (310 (2))		
D.4	Guards and shields are in place and maintained in accordance with manufacturers' specifications.	H	Immediately remove from service until corrected	OHSC Part 22 (310 (2))		
D.5	Isolation points are identified and equipment is de-energized prior to maintenance and repairs.	H	Self correct immediately	OHSC Part 15 (212)	<a href="#">Programs and Codes of Practice</a>	<a href="#">Control of Hazardous Energy Program</a>
D.6	Push sticks, push blocks, or other devices are available, and in use, when feeding materials into cutting or shaping machinery.	H	Immediately suspend operator status - obtain proper training	OHSC Part 22 (319)		
D.7	Standard Operating Procedures (SOPs) are developed for the operation of all tools and equipment.	M	Self correct as soon as possible	OHSC Part 25 (367)	<a href="#">Lab Safety Manual</a>	<a href="#">Standard Operating Procedure Standard</a>
D.8	Workshop personnel have received tool and equipment specific training in accordance with Standard Operating Procedures (SOPs).	H	Self correct immediately	OHSC Part 25 (367)		
<b>E. Cranes / Hoists / Forklifts / Elevating Work Platforms</b>						
E.1	A current log book is available for each lifting device with a rated load capacity of 2000kg or more (excluding manual hoists).	M	Self correct as soon as possible	OHSC Part 6 (65)	<a href="#">Programs and Codes of Practice</a>	<a href="#">Cranes, Hoists, and Lifting Devices Program</a>
E.2	A harness, lanyard and anchor is used according to elevating work platform manufacturer's requirements.	H	Self correct immediately	OHSC Part 9 (156)		
E.3	Area has been cleared before operating equipment; load does not pass over workers. Operator has a clear line of sight.	H	Self correct immediately	OHSC Part 6 (66), (67), (69), (87) OHSC Part 19 (256 (3))	<a href="#">Programs and Codes of Practice</a>	<a href="#">Cranes, Hoists, and Lifting Devices Program</a>
E.4	Cranes and hoists are operated in accordance with Standard Operating Procedures (SOPs).	H	Self correct immediately	OHSC Part 25 (367)	<a href="#">Lab Safety Manual</a>	<a href="#">Standard Operating Procedure Standard</a>
E.5	Guardrails are in place on elevating work platforms before operating.	H	Self correct immediately	OHSC Part 9 (156)		

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E.6	Operators of powered mobile equipment and lifting devices have a current operator training certificate for the device.	H	Immediately suspend operator status - obtain current certificate	OHSC Part 6 (64) OHSC Part 19 (256 (1))		<a href="#">Guidelines for Safety Training of Overhead Crane Operators and Supervisors</a>
E.7	Pre-use inspection is performed before each shift of use. Tagged for repair if deficiencies are found.	L,M,H	Various: Submit Archibus work request	OHSC Part 6 (65 (3)) OHSC Part 19 (257 (1-		
E.8	Rated load capacities are marked and weights of loads to be lifted and load charts are known before lifting.	H	Remove from service and submit Archibus work request immediately	OHSC Part 6 (59 (4)), (62), (68)	<a href="#">Programs and Codes of Practice</a>	<a href="#">Cranes, Hoists, and Lifting Devices Program</a>
E.9	Rigging is appropriate, properly stored, inspected (annually and pre-use), and removed from service if a deficiency is observed.	H	Remove from service and/or destroy immediately	OHSC Part 21 (292-295, 305-309)	ASME Standard B30.9-2014	ANSI Standard B30.20
<b>F. Housekeeping</b>						
F.1	All entrances, exits and aisles are free from materials, equipment, accumulation of waste and other obstructions.	H	Self correct immediately	AFC 2.7.1.6.		
F.2	All stock is neatly organized with heavy objects and boxes stored below shoulder height.	L	Self correct before next inspection			
F.3	Electrical breaker panels are unobstructed (nothing within 1m).	M	Self correct as soon as possible	CEC 2-308		
F.4	Emergency showers and/or eyewash stations are unobstructed and clean.	H	Self correct immediately	OHSC Part 4, 24	<a href="#">Design Standards</a>	<a href="#">Laboratory Spaces</a>
F.5	Loading dock is cleared of debris (e.g. snow, pallets), and if not, submit an Archibus work request.	M	Self correct as soon as possible			
F.6	Shelves used for storage of heavy objects have maximum load rating identified.	M	Self correct as soon as possible			

Legend	Legal Requirement
OHSC:	Occupational Health and Safety Code 2009
OHSR:	Occupational Health and Safety Regulation 2013
ASC:	Alberta Fire Code 2006
CEC:	Canadian Electrical Code 2006

Risk Rating	Timeline for Corrective Action
Low (L)	before next inspection
Medium (M)	as soon as possible
High (L)	immediately