



Appendix A: MFN Monthly Workplace Inspection Checklist

Department/Section/Area:					
Name of Director/Manager/Supervisor:					
Date of Inspection:					
Date of Next Inspection:					
1. GENERAL					
	Yes, No N/A	Risk Assessment	Hazard Identified	Recommended Corrective Action	Date Action Completed
Is there a health and safety policy that is reviewed annually and is posted?					
Is senior management committed to the health and safety program?					
In staff meetings, is health and safety an agenda item?					
Are workers encouraged to participate in health and safety?					
Are all managers/supervisors trained in Occupational Health and Safety competency?					
Is there a Joint Health and Safety Committee or Health and Safety Representative?					
Are the names of committee members or representative posted?					
Is there a health & safety bulletin board?					
Are workers consulted regarding health & safety issues?					
Are all accident/incident/hazards reported, recorded and investigated?					
Is there an Early and Safe Return To Work program?					



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2. FIRE & EMERGENCY MANAGEMENT					
Are plans in place for the emergency evacuation of staff, patients/residents, family members and the public, including casualties?					
Is there a regular program and routine in place to periodically inspect the readiness and quality of emergency equipment and personal protective equipment?					
If emergency codes are used, does staff know the codes and the associated procedures?					
Are plans and procedures in place to deal with all identified emergencies?					
Are trained personnel available to provide on-site emergency response?					
Are the lines of communication clearly defined for receiving and giving accurate and timely information, internally and externally?					
Is there a current written procedure for fan-out (call) system? Has it been tested?					
Are fire exits clearly marked and easily identifiable, with doors self-closing?					
Are fire exits free from obstruction?					
Do all windows and doors open easily?					
Are all stairways and hallways clear of storage?					
Can a worker cite when the last fire drill occurred? Is relevant training up to date?					



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Are Fire Wardens appointed and properly trained?					
Are fire extinguishers readily available?					
Are the fire extinguishers suitable for the type of fire hazard?					
Are fire extinguishers checked and tag initialed?					
Are panic bars on emergency doors working?					
Is a fire sprinkler system installed?					
Are fire sprinklers unobstructed?					
Are there carbon monoxide detectors where applicable?					
Are there smoke alarms/heat sensors in areas without a sprinkler system?					
Are flammable materials properly stored?					
3. FIRST AID					
Is there a first aid kit available for all workers?					
Is there a record of all first aid treatments?					
Are names of certified workers posted?					
Are first aid kits stocked as per COSH regs?					
Are first aid kits readily available?					
Are there sufficient numbers of first aid kits?					
4. LIGHTING					



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Are all areas adequately lit?					
Is the emergency lighting system adequately maintained/battery charged?					
Are light fixtures clean and in good repair?					
Are fire exit signs lit, bulbs working?					
5. WORKSTATIONS / OFFICE AREAS					
Are there adequate workstations available?					
Do any jobs require physical demand analysis?					
Is the physical space adequate for the tasks being performed?					
Is temperature kept at minimum 18°C?					
All cords secure/area free of trip hazards?					
All electrical cords in good repair/not frayed?					
Are file cabinets secured, with no risk of units tipping from top-heavy drawers?					
Are carpeted areas in good repair?					
Is air exchange sufficient/no complaints about poor air quality?					
Are constant-use items within easy reach?					
Are workstations/work areas free of clutter and trip hazards?					
Does the chair provide proper posture/support to the individual?					



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Is the chair adjustable?					
Is the noise level from the equipment acceptable?					
6. KITCHEN					
Are there guards on large food processing equipment such as mixers, slicers etc.?					
Are the floors clean and in good repair?					
Are knives sharp and in a secure area?					
Are flammables (spray cans of oil) stored away from fryers?					
Are safe food handling practices followed?					
Have any workers received a food handler certification?					
Is the kitchen equipment maintained in good repair? Are maintenance records available? Are machines on stable surfaces?					
Is personal protective equipment in good repair, clean and available?					
Is all electrical equipment CSA/Hydro approved?					
Are ventilation temperatures adequate?					
7. HAZARDOUS SUBSTANCES					
Is there a current inventory of all hazardous substances/consumer products?					
Are all staff members trained in WHMIS/consumer products?					



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Are material safety data sheets current and readily available?					
Are all containers adequately labelled?					
Are all chemicals safely stored?					
Are appropriate controls in place for handling or using hazardous chemicals?					
Are there adequate eyewash stations and deluge showers?					
Are staff members aware of emergency procedures?					
8. PERSONAL PROTECTIVE EQUIPMENT (PPE)					
Is the workplace continuously assessed for hazards that require the use of PPE?					
Is training provided on the correct use and maintenance of PPE?					
Are the workers fit-tested for respirators?					
Are approved respirators available?					
Is all PPE maintained in a sanitary condition?					
Is PPE worn in designated areas/tasks?					
9. GENERAL FACILITY EQUIPMENT					
Is adequate equipment available for use when required?					
Is all equipment in working order?					
Is there a preventative maintenance schedule for: (items below to be filled in by each sector)					
• Beds					



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• Carts					
• Washer, dryer					
• Stove					
• Dishwasher					
• Oven					
• Microwave					
Is there any requirement for pre-use inspections?					
Do lock out/tag out procedures exist, and are workers aware of them?					
10. ORGANIZATIONAL TRAINING					
Is health and safety included in orientation training for all workers?					
Is fire safety training delivered?					
Are policies and procedures in place?					
Are health and safety representatives/committee members adequately trained?					
Are training records maintained for OHS training?					
11. UNSAFE WORK PROCEDURES					
Are workers aware of their OH&S roles and responsibilities?					
Are unsafe work practices documented and reported?					
Can the workers cite their organizational health and safety standards?					
Is there a confined space policy?					



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12. MATERIALS & CLIENT HANDLING					
Is there a client handling policy and program?					
Is there a musculoskeletal disorder prevention policy and program?					
Are the staff members trained in safe client handling techniques and back care?					
Can the need to lift, carry push or drag heavy loads be eliminated?					
Can the need for prolonged bending, reaching and twisting be eliminated?					
Are material and equipment stored at the appropriate height?					
Are workers trained to recognize MSD hazards, to use good body mechanics, and to adopt neutral work postures?					
Do any jobs require a physical demands analysis (PDA)?					
13. INFECTION PREVENTION and CONTROL (Speak with Theresa)					
Is there an infection control policy and program?					
Is there an organizational pandemic plan?					
Are staff members aware of the infection control procedures and are they following them?					
Are policies current, have staff been trained, and is information available and/or posted regarding:					



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• Daily health checks					
• Health records					
• Exclusion					
• Emergency numbers					
• Outbreak plan					
• Reportable disease list					
• Communicable disease information					
• Use, dilution of disinfectant					
• Proper hand washing techniques					
• Body fluid spill					
• Standard/universal precautions					
Are there procedures to monitor the attendance record to identify clusters of illness?					
Is immunization current and have workers been vaccinated for:					
• Varicella (chickenpox)					
• Hepatitis A and B					
• MMR					
• Diphtheria/tetanus					
• Influenza					
Is the infection control policy reviewed annually?					
Are Standard/universal precautions practiced?					
Is a hand sink available and equipped?					



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Are non-latex/powder-free latex gloves available?					
If sharps are used, what are the criteria used to select the sharps?					
Are there appropriate waste disposal procedures?					
14. SLIPS, TRIPS & FALLS					
Is there a footwear policy?					
Are floors free of tripping hazards?					
Are signs posted for elevated surfaces?					
Where stairs or doors exit into an area of traffic, are adequate warning signs provided?					
Is furniture arranged to prevent obstacles?					
Are doors unobstructed by mats?					
Are walkways kept clear so they are not a source of trip/slip hazards?					
15. WORKPLACE VIOLENCE					
Is there an organizational violence prevention policy and a resident aggression policy?					
Are there any crisis prevention and communication strategies?					
Are front-line staff exposed to workplace violence/aggression?					
Is there a need for training in appropriate crisis prevention/dementia care strategies?					



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Are there documented reporting procedures?					
Is there a program lead?					
16. PSYCHOSOCIAL STRESS					
Have any workplace perception surveys been conducted? Were results communicated to workers?					
Are there any unaddressed worker health and safety concerns?					
Is there a high rate of absenteeism?					
Do workers feel fatigued, overworked or stressed?					
Is there a worker support program (e.g. EAP)?					
Is there a high degree of job dissatisfaction?					
17. OTHERS					



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FOR REVIEW ONLY