



## Inspection - Weekly 274 Checklist

### 274 Inspection\_ Earthworks EB Crib Hut Building - 274 Inspection\_ Earthworks EB Crib Hut Building

Item #	Prompt	Responses	Comments
1	1. Housekeeping	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2	Floor and aisles are free of litter and spilled liquids (water, food, paper, etc...)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3	Aisles are free of cords, boxes, chairs and other tripping hazards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4	Desks or file drawers are closed when not in use and only one drawer is used at a time	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5	2. Ergonomics	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6	All office equipment is being used correctly	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7	Employees are properly positioned at their desk and maintain good neutral posture	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
8	Employees are using their workstation efficiently and avoiding stretching or reaching far for objects	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
9	3. Electrical	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
10	Electrical devices have inspectors approval (tags)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
11	All extension cords are in good condition and are not frayed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
12	Extension cords are not being used as permanent wiring	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
13	4. Evacuation / Fire	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
14	All aisles are at least 36 inches wide	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
15	Doors are labeled as exits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
16	Exit signs are installed and clearly visible	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
17	Doors are locked to prevent exit from the building	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
18	Fire doors are not propped open	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

Item #	Prompt	Responses	Comments
19	An evacuation plan is posted	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
20	Fire extinguishers and pull stations are in the locations noted on the evacuation plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
21	Fire extinguishers are identified with signs and not blocked	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
22	Fire extinguishers appear to be in good condition and have been inspected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
23	Flammable items are well stored at secured designated areas	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
24	5. Other Inspection Items	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
25	All areas are well lit and lights are functioning properly	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
26	Office / stored equipment is kept at least 18 inches from electrical cabinets	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
27	There are no observable drips or water damage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
28	Flooring is in good condition and tiles are not broken or uneven	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
29	Employees are refraining from unsafe behaviours (standing on chairs, etc...)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
30	Warning signs are posted near hazards (wet floors, repair work, etc...)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
31	Flower beds and surrounding clear of obstacles or excessive vegetation / weed cover	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
32	Laydown for equipment / vehicle car park well organised and in good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
33	Ablution block in good / safe working conditions in terms of health & hygiene	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
34	Smoko room in clean condition with all utensils and goods stored correctly in an orderly manner	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	