

# Inspection Checklists – Sample Checklist for Manufacturing Facilities Fact Sheets



## WHAT IS AN EXAMPLE OF AN INSPECTION CHECKLIST FOR A MANUFACTURING FACILITY?

The examples outlined below do not list all the possible items for manufacturing facilities. The best checklist for your workplace is one that has been developed for your specific needs. Whatever the format of the checklist, provide space for the inspectors' signatures and the date.

<b>Inspectors:</b>		<b>Date:</b>	
	(0) Satisfactory (X) Requires Action		
	Location	Condition	Comments
<b>Training</b>			
Is training provided for each person newly assigned to a job?			
Does initial training include a thorough review of hazards and incidents associated with the job?			
Is adequate instruction in the use of personal protective equipment provided?			
Is training for the use of emergency equipment provided?			
Are workers knowledgeable in the "Right to Refuse" procedures?			
<b>Environment</b>			
Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)?			
Is the rain/cold weather gear that is provided comfortable, and light enough so as not to constitute a hazard?			
Are work surfaces and grip surfaces safe when wet?			

Do workers know the symptoms of heat cramps/heatstroke, or frost bite/hypothermia?			
<b>Work Process</b>			
Are repetitive motion tasks properly paced and kept to a minimum?			
Are the safety data sheets accessible to all employees?			
Are hazards signalled by signs and tags?			
Have all trucks, forklifts and other equipment been inspected and maintained?			
Are lockout or tagout procedures in place and followed?			
Is ventilation equipment working effectively?			
Is the fume and dust collection hood working effectively?			
Are the safety showers and eye wash stations in the proper locations and in good working condition?			
<b>Fire Emergency Procedures</b>			
Is there a clear fire response plan posted for each work area?			
Do all workers know the plan?			
Are drills held regularly?			
Are fire extinguishers chosen for the type of fire most likely in that area?			
Are there enough extinguishers present to do the job?			
Are extinguisher locations conspicuously marked?			
Are extinguishers properly mounted and easily accessible?			
Are all extinguishers fully charged and operable?			
Are special purpose extinguishers clearly marked?			
<b>Means of Exit</b>			
Are there enough exits to allow prompt escape?			
Do employees have easy access to exits?			
Will exit doors open in an emergency to allow egress?			
Are exits clearly marked?			
Are exits and exit routes equipped with emergency lighting?			
Are exits and exit routes accessible (e.g., no items stored in the pathway or doorway)?			
<b>Warehouse and Shipping</b>			
Are dock platforms, bumpers, stairs and steps in good condition?			

Are light fixtures in good condition?			
Are all work areas clean and free of debris?			
Are stored materials properly stacked and spaced?			
Are tools kept in their proper place?			
Are there metal containers for oily rags and similar rubbish?			
Are floors free of oil spillage or leakage?			
Is absorbent available for immediate clean-up of spills and leaks?			
Are all hazardous products stored appropriately?			
<b>Loading/Unloading Racks</b>			
Are steps, railings and retractable ramps on raised platforms in good repair?			
Is piping and in-line equipment in good condition and free of leaks?			
Are loading arms operating satisfactorily?			
Do submerged filling two-stage valves operate properly?			
Are bonding and grounding cables free of breaks or damage?			
Are connections tight and sound?			
Is the general condition of wiring and junction boxes, etc. in good condition (visual inspection)?			
<b>Lighting</b>			
Is the level of light adequate for safe and comfortable performance of work?			
Does lighting produce glare on work surfaces, monitors, screens and keyboards?			
Is emergency lighting adequate and regularly tested?			
<b>Machine Guards</b>			
Are all machine parts adequately guarded?			
Do machine guards meet standards?			
Are all guards in place and operating as designed?			
Are lockout procedures followed when performing maintenance with guards removed?			
<b>Electrical</b>			
Is the Canadian Electrical Code followed for operation, use, repair and maintenance?			
Are all machines properly grounded?			
Are portable hand tools grounded or double insulated?			
Are junction boxes closed?			

Are extension cords out of the aisles where they can be abused by heavy traffic?			
Is permanent wiring used instead of extension cords?			
<b>Tools and Machinery</b>			
Are manufacturers' manuals kept and followed for all tools and machinery?			
Do power tools conform to standards?			
Are tools chosen to be models that can be used properly by employees (e.g., size, weight, ergonomic features)?			
Are defective tools tagged and removed from service as part of a regular maintenance program?			
Are tools and machinery used so as to avoid electrical hazards?			
Is proper training given in the safe use of tools and machinery?			
<b>Confined Spaces</b>			
Are the confined space procedures and training available and followed by all involved?			
Are entry and exit procedures adequate?			
Are emergency and rescue procedures in place (e.g. trained safety watchers)?			
<b>Housekeeping</b>			
Is the work area clean and orderly?			
Are floors free from protruding nails, splinters, holes and loose boards?			
Are aisles and passageways kept clear of obstructions?			
Are permanent aisles and passageways clearly marked?			
Are covers or guardrails in place around open pits, tanks and ditches?			
<b>Floor and Wall Openings</b>			
Are ladder-ways and door openings guarded by a railing?			
Do temporary floor openings have standard railings or someone constantly on guard?			
<b>Stairs, Ladders and Platforms</b>			
Are stairs and handrails in good condition?			
Are ladders free of defects?			
Are ladders set up properly before use?			
Are the elevated platforms properly secured and do they have handrails?			

<b>Elevating Devices</b>			
Are elevating devices used only within their capacity?			
Are capacities posted on equipment?			
Are they regularly inspected, tested and maintained?			
Are controls of the “dead man” type?			
Are operators trained?			
<b>Sound Level/Noise</b>			
Are regular noise surveys conducted?			
Is hearing protection available and used properly?			
<b>Temporary Work Structures</b>			
Are temporary work structures used only when it is not reasonably practicable to use permanent ones?			
Are excavations properly shored, free of large objects (rocks, etc.) at the edges?			
<b>Employee Facilities</b>			
Are facilities kept clean and sanitary?			
Are facilities in good repair?			
Are cafeteria facilities provided away from hazardous products?			
Are hand washing facilities available, especially in washrooms and near eating areas?			
<b>Medical and First Aid</b>			
Do all employees know how to get first aid assistance when needed?			
Do the first-aiders know when and to which hospital or clinic an injured person should be taken?			
Are there employees trained as first-aid practitioners on each shift worked?			
Are first-aid kits provided as per your jurisdiction’s first-aid regulations?			
Are first-aid supplies replenished as they are used?			
<b>Personal Protective Equipment (PPE)</b>			
Is required PPE provided, maintained and used?			
Has the PPE been chosen to protect against the hazards that are present?			
Is the PPE reliable?			
Is PPE used only when it is not reasonably practicable to eliminate or control the hazardous substance or process by other means?			
Are the areas requiring PPE usage properly identified by warning signs?			

<b>Materials Handling and Storage</b>			
Is there safe clearance for all equipment through aisles and doors?			
Is stored material stable and secure?			
Are storage areas free from tipping hazards?			
Are only trained operators allowed to operate forklifts?			
Is charging of electric batteries performed only in designated areas?			
Are dock boards (bridge plates) used when loading or unloading from dock to truck or dock to rail car?			
Are necessary warning devices and signs in use for railway sidings?			
Are specifications posted for maximum loads which are approved for shelving, floors and roofs?			
Are racks and platforms loaded only within the limits of their capacity?			
Are chain hoists, ropes and slings adequate for the loads and marked accordingly?			
Are slings inspected daily before use?			
Are all new, repaired, or reconditioned alloy steel chain slings proof-tested before use?			
Are pallets and skids the correct type and inspected?			
Do personnel use proper lifting techniques?			
Is the size and condition of containers hazardous to workers?			
Are elevators, hoists, conveyors, balers, etc., properly used with appropriate signals and directional warning signs?			
<b>Hazardous Product / Chemical Storage</b>			
Has the safety data sheet (SDS) been reviewed before handling, moving, or storing the product?			
Is appropriate PPE used for that product?			
Is the storage area and products organized to keep incompatible products separated?			
Are hazardous products stored away from heat sources?			
Are containers checked for leaks or damage?			
Are containers stored in drip trays where necessary?			
Are all products labelled, and are missing or damaged labels replaced immediately?			
Is spill cleanup material immediately available?			
Are bonding and grounding connections immediately available for flammable products?			

Is the ventilation for the storage area adequate for the products stored within?			
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