

Item	Observations	Recommended Action	Priority (A/B/C)	Person(s) responsible	Estimated Completion Date	Actual Completion Date
Electrical Systems						
Are lock-out systems available and (if applicable) in use?						
Are extension cords being used correctly?						
Are overhead power lines accounted for?						
Emergency Systems						
Are first aid supplies available and stocked?						
Are eye wash stations maintained and well identified?						
Is fire control equipment regularly inspected?						
Are fire extinguishers mounted and clearly identified?						
Are evacuation maps posted and current?						
WHMIS						
Is the MSDS up to date and available to staff?						
Are chemicals stored and labeled properly?						
Workplace Behaviors						
Are standard work practices adhered to and enforced?						
Has the worker been trained to use power tools in the shop?						
Are workers who work alone familiar with the procedures?						

