

## MHSA Work Site Safety Inspection Record

<b>Inspection Date:</b>				<b>Inspected by: (Printed Name(s) &amp; Signature(s))</b>			
<b>Inspection Location:</b>							
<b>Department/Area(s) Inspected:</b>				<b>Reviewed by Management:</b>			
Item	Department	Safety Deficiency	Hazard Classification A-B-C	Corrective Action Required	Person Responsible for Corrective Action	Completion Date	Initial
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

*Use additional forms as required.*

## MHSA Work Site Safety Inspection Guidelines

### Hazard Classification Index

**Class A** – unsafe conditions or unsafe acts that have the **potential** for permanent disability, loss of life or body part, and/or extensive loss to structures, equipment, material, or environmental damage. **Immediate corrective action required** (same shift or prior to next scheduled shift).

**Class B** – unsafe conditions or unsafe acts that have the **potential** for serious injury or property damage, that is disruptive to production, process, or the environment, but is less severe than Class A. **Corrective action required** (could be immediate or within 24 – 72 hours).

**Class C** – unsafe conditions or unsafe acts with the **potential** for minor injury, occupational illness, non-disruptive property damage, and/or non-disruptive environmental damage, but is less severe than Class B. **Corrective and/or follow-up action required** (could be immediate or long term, 3 – 5 days).

### Safety Items to Watch For:

<ol style="list-style-type: none"> <li>1. Buildings &amp; structures – floors – windows – doors – stairways</li> <li>2. Elevators – escalators – manlifts</li> <li>3. Aisle ways – working surfaces</li> <li>4. Lighting – general &amp; task lighting – emergency lighting</li> <li>5. Exits – entrances – alarm systems</li> <li>6. Heating &amp; cooling systems</li> <li>7. Sanitation – lunch rooms – washrooms – common areas</li> <li>8. Storage facilities – warehouse</li> <li>9. Safety bulletin boards</li> <li>10. Atmospheric conditions – air quality – lighting – ventilation</li> </ol>	<ol style="list-style-type: none"> <li>11. Weather conditions for outside areas</li> <li>12. WHMIS – Hazardous materials storage – MSDS availability – labelling</li> <li>13. Pressure vessels – inspection – confined Space Entry – maintenance</li> <li>14. Materials handling Equipment</li> <li>15. Containers in general</li> <li>16. Production equipment</li> <li>17. Guarding &amp; Hazard Controls</li> <li>18. Hand Tools – condition and usage</li> <li>19. Power tool condition and usage</li> <li>20. PPE – availability, care, use and maintenance</li> </ol>	<ol style="list-style-type: none"> <li>21. Operator authorization</li> <li>22. Operator qualifications &amp; competency</li> <li>23. Warning signs</li> <li>24. Safe Work Practices posted &amp; compliance</li> <li>25. Safe Work Procedures posted &amp; compliance</li> <li>26. Proper Lifting</li> <li>27. Housekeeping</li> <li>28. Maintenance lock-out/tag-out</li> <li>29. Safety training</li> <li>30. Smoking</li> <li>31. Employee conduct</li> </ol>
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