

Faculty of LA & PS		Safety Inspection Report		
Building:		Employees Contacted:		
Department:		Inspector(s) Name:		
Room/Area:		Date/Time:		
Item No.	Furniture and Shelving	YES	√	Corrective Action (by Area/Lab Supervisor unless otherwise noted)
1	Desk chairs - in poor state of repair			Contact Furnishings Coordinator (CSBO) at ext.55777
2	Desks, broken hardware representing cutting hazard			Submit a Service/Work Request to Maintenance, CSBO http://www.yorku.ca/csbo/requestform.html
3	Desks, obstacle, needs to be moved			Submit a Service/Work Request to Maintenance
4	Partition walls not secured properly			Submit a Service/Work Request to Maintenance
5	File cabinets not balanced properly			Submit a Service/Work Request to Maintenance
6	File cabinets not loaded properly			Have office occupant reload cabinet
7	Shelving insecure			Submit a Service/Work Request to Maintenance
8	Shelving not properly loaded			Have office occupant reload shelving
9	Shelving improperly placed, tripping, obstacle			Submit a Service/Work Request to Maintenance
10	Storage improperly stacked			Have office occupant rearrange stored material
Comments:				
	Materials Handling	YES	√	Corrective Action (by Area/Lab Supervisor unless otherwise noted)
11	Stepstools not available for access to equipment/material stored in high areas			Order from Facilities, CSBO

12	Hand cart/trolley not available to transport heavy material			Order from Facilities, CSBO
13	Heavy items are not stored in the safe lifting zone (approx. waist to shoulder height)?			Have office occupant rearrange stored materials
Comments:				
	Electrical Hazards	YES	√	Corrective Action (by Area/Lab Supervisor unless otherwise noted)
14	Lighting, not operational, insufficient			Submit a Service/Work Request to Maintenance
15	Emergency/exit lighting, not operational, absent			Submit a Service/Work Request to Maintenance
16	Overloaded circuits			Submit a Service/Work Request to Maintenance
17	Spanning distance with more than one extension cord			Order extension cord of sufficient length from Facilities
18	Electrical hazard close to water			Move electrical equipment away from water source.
19	Circuit breakers that service lab equipment not identified			Submit a Service/Work Request to Maintenance to identify circuit breakers
20	Outlets located near sources of water are not ground fault protected			Submit a Service/Work Request to Maintenance to assess and repair
Comments:				

	Tripping and Slipping Hazards	YES	√	Corrective Action (by Area/Lab Supervisor unless otherwise noted)
21	Ripped carpets			Submit a Service/Work Request to Maintenance
22	Defective flooring			Submit a Service/Work Request to Maintenance
23	Electrical cords/wires under foot			Submit a Service/Work Request to Maintenance
24	Doorways, hallways and aisles cluttered			Have office occupant rearrange material
25	Floor slippery			Submit a Service/Work Request to Maintenance
26	Poor visibility in high traffic area, potential collisions			Submit a Service/Work Request to Maintenance to investigate options
Comments:				
	Safety Equipment - General	YES	√	Corrective Action (by Area/Lab Supervisor unless otherwise noted)
27	Fire Equipment, Fire Extinguisher absent			Contact Building & Fire Code Compliance Department at ext.77290 to request fire equipment
28	Fire Equipment, Fire Extinguisher -inspection tag outdated			Contact Building & Fire Code Compliance Department to request fire equipment inspection
29	First Aid Kit - inspection tag outdated			Bring to attention of trained First Aider in Department/Unit
30	First Aid Kit, absent			Bring to attention of trained First Aider in Department/Unit
Comments:				