

Animal Biosciences Office Workplace Inspection

Room #:		Inspected by:	Follow up:
Supervisor:		Date:	Follow up date:
NOTE: fire extinguishers and eyewashes [checked monthly by ABSc personnel - separate records kept, not on extinguisher]			

Component	Items of Interest	Problems	Comments	Follow up
Emergency Procedures	Emergency 2000 (52000)			
	Is it posted on phone?			
	Does the phone work?			

Emergency Preparedness	Emergency lighting available		Rooms with no windows to corridors or easy access to a room with natural light	
	Exits unobstructed			
	First aid kits		Only room 147 & 254 offices have kits, otherwise in labs	
	Fire extinguisher(s)		Checked monthly by JHSC, yearly by Fire Division In labs and hallway hose cabinets	

Safety	MSDS available/up to date		E.g. photocopier toner	
	Standard Operating Procedures		Special procedures documented as appropriate	
	ABSc Safety Guidelines		posted in office	

Electrical	No extension cords		Only power bars for computers are acceptable	
	Cords in good shape			
	Plugs grounded			

General	Storage orderly, clean, safe			
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Additional Comments	
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