

WORKPLACE INSPECTION FORMS FOR APS OFFICES:

Room #:

Inspected by:

Follow up:

Supervisor:

Date:

Follow up: date

NOTE: - fire extinguishers and eyewashes [checked monthly by APS personnel - separate records kept, not on extinguisher]

		<i>problems</i>	<i>comments</i>	<i>follow up</i>
Emergency Procedures	emergency 2000 (52000) posted on phone does phone work			
Emergency Preparedness	emergency lighting available exits unobstructed first aid kits fire extinguisher(s)		rooms with no windows to corridors or easy access to a room with natural light only rm 147 & 254 offices have kits, otherwise in labs checked monthly by JHSC, yearly by Fire Div in labs and hallway hose cabinets	
Safety	MSDS available/up to date Standard Operating Proc. APS Safety Guidelines		eg photocopier toner special procedures documented as appropriate posted in office	
General Electrical	no extension cords cords in good shape plugs grounded		only power bars for computers ok	
General	storage orderly, clean, safe			
Additional Comments				