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]

problems comments follow up

Emergency Procedures

emergency 2000 (52000)
posted on phone
does 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 rm 147 & 254 offices have kits, otherwise in labs

fire extinguisher(s)
checked monthly by JHSC, yearly by Fire Div
in labs and hallway hose cabinets

Safety

MSDS available/up to date
eg photocopier toner

Standard Operating Proc.
special procedures documented as appropriate

APS Safety Guidelines
posted in office

General

no extension cords
only power bars for computers ok

Electrical

cords in good shape
plugs grounded

General

storage orderly, clean, safe

Additional Comments