**[Farm Name] WORKSITE INSPECTION CHECKLIST**

Location Inspected:

Date inspected: Inspected by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMMUNICATION & TRAINING Risk Corrective Action By Whom Date** | | | | |
| OHS Act & Regulations current and available? |  |  |  |  |
| H&S Rep/Committee Contact Information Posted? |  |  |  |  |
| H&S Rep/Committee Meeting Minutes Posted? |  |  |  |  |
| Safety Orientations conducted for new or returning employees, visitors, & contractors? |  |  |  |  |
| On-the-Job Training Provided? |  |  |  |  |
| Correct Licenses and certifications for machine, equipment and vehicle operation? |  |  |  |  |
| **FLOORS Risk Corrective Action By Whom Date** | | | | |
| Floors slippery, oily, muddy, or wet? |  |  |  |  |
| No broken boards or uneven areas? |  |  |  |  |
| **STAIRWAYS AND AISLES Risk Corrective Action By Whom Date** | | | | |
| Clear of material and unblocked? |  |  |  |  |
| Stairways well lighted? |  |  |  |  |
| Handrails & handholds in place? |  |  |  |  |
| Aisles marked and visible? |  |  |  |  |
| **EMERGENCY EQUIPMENT Risk Corrective Action By Whom Date** | | | | |
| Location Address & Emergency Phone Numbers posted? |  |  |  |  |
| Emergency Response Plans posted? Maps? |  |  |  |  |
| Fire Extinguishers inspected, tested, and certified? |  |  |  |  |
| Fire Extinguishers appropriate for the type of fire it must control? Building, machines, vehicles |  |  |  |  |
| First aid kits readily available and contents checked to meet OHS Regulations? Building, machines, vehicles |  |  |  |  |
| First aiders list posted? |  |  |  |  |
| Emergency lighting in place and regularly tested? |  |  |  |  |
| Smoke detectors or similar inspected? |  |  |  |  |
| Eye wash stations available? |  |  |  |  |
| **BUILDING Risk Corrective Action By Whom Date** | | | | |
| Buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities? |  |  |  |  |
| Check the following structures to ensure safety: |  |  |  |  |
| - swinging doors |  |  |  |  |
| - floor and wall openings |  |  |  |  |
| Materials stored safely? |  |  |  |  |
| Correct Signage in place? |  |  |  |  |
| **AIR HANDLING SYSTEM Risk Corrective Action By Whom Date** | | | | |
| Air exchange rate meet standard requirements? Confinement housing, barns, chemical storage |  |  |  |  |
| Venting/exchange system free of sources of contamination (asbestos, microorganisms, dust, bacteria, fumes)? |  |  |  |  |

|  |  |  |  |  |
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| **SANITATION Risk Corrective Action By Whom Date** | | | | |
| Washrooms and food preparation areas clean? |  |  |  |  |
| Are the following provided adequately? |  |  |  |  |
| - toilets |  |  |  |  |
| - potable water |  |  |  |  |
| - clothing storage/ change rooms |  |  |  |  |
| - lunchrooms |  |  |  |  |
| Measures in place to prevent the spread of disease? |  |  |  |  |
| Waste material handled correctly? Recycling? |  |  |  |  |
| **LIGHTING Risk Corrective Action By Whom Date** | | | | |
| Are lamp reflectors clean? |  |  |  |  |
| Are bulbs missing? |  |  |  |  |
| Are any areas dark? |  |  |  |  |
| **MATERIAL STORAGE Risk Corrective Action By Whom Date** | | | | |
| Materials neatly and safely piled? |  |  |  |  |
| Stepladders or stools to get to materials on higher shelves? |  |  |  |  |
| Storage shelves overloaded or beyond rated capacity? |  |  |  |  |
| Large and heavy objects stored on lower shelves? |  |  |  |  |
| Passageways and work areas clear of obstructions? |  |  |  |  |
| **ELECTRICAL Risk Corrective Action By Whom Date** | | | | |
| Electrical cords inspected before use? |  |  |  |  |
| Electrical cords and power bars unplugged after use? |  |  |  |  |
| Extension cords used extensively? |  |  |  |  |
| Electrical wiring properly concealed? |  |  |  |  |
| Overhead wires at height for traffic beneath? |  |  |  |  |
| Correct power supply available for tools, machinery, & equipment? |  |  |  |  |
| **GENERAL Risk Corrective Action By Whom Date** | | | | |
| Personal Protective Equipment provided and used as per hazard assessment, safe job procedures and Safety Data Sheets? |  |  |  |  |
| Wall and ceiling fixtures fastened securely? |  |  |  |  |
| Portable heaters/heating equipment vented and away from flammables and combustibles? |  |  |  |  |
| Designate area for play for children? |  |  |  |  |
| Firearms kept unloaded and locked when not in use? |  |  |  |  |
| Biosecurity Protocols in place and followed? |  |  |  |  |
| Food Safety Protocols in place and followed? |  |  |  |  |
| Environmental Protection protocols in place and followed? |  |  |  |  |
| Generally good housekeeping in all areas? |  |  |  |  |
| **ANIMAL HANDLING FACILITIES Risk Corrective Action By Whom Date** | | | | |
| Walking surfaces and passageways free of debris? |  |  |  |  |
| Pens, gates, chutes, and fences in good condition? |  |  |  |  |
| Animal working pens safe and free from hazards? |  |  |  |  |
| Head gates & animal confinement equipment in good working condition? |  |  |  |  |
| Two exits form livestock working areas? |  |  |  |  |
| Veterinary medicines kept in locked area? |  |  |  |  |
| Parlor steps and similar of non-slip material and to prevent falls? |  |  |  |  |
| Newly stored hay monitored? |  |  |  |  |
| Manure lagoons fenced with warning signs? |  |  |  |  |
| Manure pits covered with secure gates and locked? |  |  |  |  |
| **MACHINERY & EQUIPMENT Risk Corrective Action By Whom Date** | | | | |
| Manufacturers manuals available for tools, machinery and equipment? Easily accessible? |  |  |  |  |
| Guarded as per manufacturers specifications? |  |  |  |  |
| ROPS on mobile equipment? Seat belts available/worn? |  |  |  |  |
| Correct tools, machinery and equipment used for task? |  |  |  |  |
| Portable power tools double insulated or three wire ground? |  |  |  |  |
| Stationary power tools grounded? |  |  |  |  |
| Tools, machinery & equipment inspected before use? |  |  |  |  |
| Tools, machinery & equipment maintained as per manufacturers specifications? |  |  |  |  |
| Lock Out/Tag Out system in place for maintenance of machinery and equipment? |  |  |  |  |
| Tools, machinery & equipment in designate locations? |  |  |  |  |
| Keys returned to designate area after use? |  |  |  |  |
| Electrical, hydraulic and pneumatic cords/hoses reeled after use? |  |  |  |  |
| Machinery & equipment implements lowered when parked? |  |  |  |  |
| Implements fitted with safety chains and hitch pin locking devices and in good condition? |  |  |  |  |
| Steps and platforms free of dirt and debris? |  |  |  |  |
| Warning decals clean and legible? |  |  |  |  |
| Slow moving signs mounted for on-road vehicles/equipment/machinery? |  |  |  |  |
| Flashing lights operational? |  |  |  |  |
| Back up alarm operational |  |  |  |  |
| Horn operational? |  |  |  |  |
| Signalers used as required? |  |  |  |  |
| Operational procedures and SOPs followed? |  |  |  |  |
| **FEED STORAGE Risk Corrective Action By Whom Date** | | | | |
| Grain & Silage storage area entrances closed? |  |  |  |  |
| Ladders on silos & grain bins in good condition & meet required standards? |  |  |  |  |
| Signage posted? |  |  |  |  |
| Procedure for entering silos and grain bins? |  |  |  |  |
| Workers trained in confined space? Procedure? |  |  |  |  |
| Workers trained in fall protection? Fall protection available? |  |  |  |  |
| Procedure for removing feed from bunker silos? |  |  |  |  |
| Procedure for breaking up clogs in grain bins, tanks, and silos? |  |  |  |  |
| Respirators available for handling dusty or moldy crops and feed? |  |  |  |  |
| Workers fit tested for respirators and follow procedure? |  |  |  |  |
| **CHEMICAL STORAGE Risk Corrective Action By Whom Date** | | | | |
| Workers trained in WHMIS 2015? |  |  |  |  |
| Chemical use and handling procedures in place? |  |  |  |  |
| Correct Personal Protective equipment available and worn? |  |  |  |  |
| Correct Signage in place? Legible labels? |  |  |  |  |
| Decanted containers have workplace labels? |  |  |  |  |
| Flammable & Combustibles stored as per safety data sheets and national fire protection codes? |  |  |  |  |
| Oxidizers stored away from flammable and combustibles and as per safety data sheets? |  |  |  |  |
| Compressed gas secured and stored as per safety data sheets and national fire protection codes. |  |  |  |  |
| General condition of containers checked? |  |  |  |  |
| Chemical mixing area adequate – spills, venting, SDS |  |  |  |  |
| Containers sealed when not in use and checked for leaks? |  |  |  |  |
| Leak trays or drainage systems in place as per environment protection and safety data sheets? |  |  |  |  |
| Floors constructed of non-absorbent material? |  |  |  |  |
| Containers disposed of as per Safety data sheets? |  |  |  |  |
| New and used containers stored separately? |  |  |  |  |
| Spill kits available? |  |  |  |  |
| Minimum amount of chemical storage kept on site? |  |  |  |  |
| Storage area secure? |  |  |  |  |
| **YARD Risk Corrective Action By Whom Date** | | | | |
| Entry/Exits clean and clear of materials and debris? |  |  |  |  |
| Clear of brush, woodpiles, materials to allow for clear access for regular farm activity and emergency facilities? |  |  |  |  |
| No smoking signs posted in appropriate areas? |  |  |  |  |
| Fencing in good condition? |  |  |  |  |
| Driveways/Laneways maintained? Potholes? Snow? |  |  |  |  |

\*\*Risk: Low, Moderate, or High (see section 3:11 of the workbook)

Positive Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Additional Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Follow up: By Whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_