STRIKE	**OFFICE INSPECTION**	**CF-S-52**

General	
Customer: ______	Compliance Clarification Notes
Business Unit: ______ Date: ______	A – Acceptable – Good attention to and compliance with existing requirements, standards, rules and regulations
Strike Supervisor: ______ Customer Representative: ______	NI – Needs Improvement - Compliance is weak. Opportunity for improvement.
# of Strike Employees: ______ Subcontractor Company: ______	UA – Unacceptable - Does not meet minimum standards. Requires Improvement
# of Subcontractors: ______	NA – Not Applicable/ Not Assessed
Inspected By: ______	

1.	**General Requirements**	**A**	**NI**	**UA**	**NA**	**Comments**
1.1	Are all areas clean and orderly?	☐	☐	☐	☐	
1.2	There are no tripping hazards, wet spots, grease/oils, protruding objects, miscellaneous debris?	☐	☐	☐	☐	
1.3	Written safety rules/safe job procedures in place	☐	☐	☐	☐	
1.4	Is unused equipment kept in a safe and orderly manner?	☐	☐	☐	☐	
1.5	Are safety data sheets (SDS's? available for controlled products that are on site?	☐	☐	☐	☐	
1.6	Are meal rooms clean and tidy?	☐	☐	☐	☐	
1.7	Are emergency exits correctly marked, visible, accessible?	☐	☐	☐	☐	
1.8	Is there sufficient lighting?	☐	☐	☐	☐	
1.9	Are Incident Coordinator and First Aider(s) identified?	☐	☐	☐	☐	
1.10	Are the required numbers of trained First Aiders on site?	☐	☐	☐	☐	
1.11	Are noise levels addressed?	☐	☐	☐	☐	
1.12	OH&S Regulations available for employees use?	☐	☐	☐	☐	
1.13	Are eye-wash stations inspected and maintained?	☐	☐	☐	☐	
1.14	Is an Emergency Response Plan current and posted?	☐	☐	☐	☐	
1.15	Are First aid supplies adequate and available?	☐	☐	☐	☐	
1.16	A company HSES Manual available?	☐	☐	☐	☐	
1.17	Has Emergency Response Drill been conducted in the last 6 months?	☐	☐	☐	☐	
1.18	Has an office hazard source inventory been completed?	☐	☐	☐	☐	
1.19	Is current Strike HSE Policy posted?	☐	☐	☐	☐	
1.20	Are current Strike COR(S) certificates posted?	☐	☐	☐	☐	

1.21	Is HSE bulletin board up to date?	☐	☐	☐	☐	
1.22	If there is an AED on site, is it ready for use? Are the battery & pads expired? (replace at same time)	☐	☐	☐	☐	
2.	**Manual Material Handling and Storage:**	**A**	**NI**	**UA**	**NA**	**Comments**
2.1	Are shelve items stored properly	☐	☐	☐	☐	
2.2	Are file cabinets level and stable?	☐	☐	☐	☐	
2.3	Are file cabinets filled properly?	☐	☐	☐	☐	
3.	**Slip/Trip/Fall Hazards**	**A**	**NI**	**UA**	**NA**	**Comments**
3.1	Stairways in good repair with handrails, treads and risers in proper proportions and non-slip	☐	☐	☐	☐	
3.2	Work areas, aisle ways, storage areas are orderly	☐	☐	☐	☐	
3.3	Emergency lighting in place	☐	☐	☐	☐	
3.4	Warning signs posted for wet floors or spills	☐	☐	☐	☐	
4.	**Electrical Safety**	**A**	**NI**	**UA**	**NA**	**Comments**
4.1	Extension cords; used properly	☐	☐	☐	☐	
4.2	Is access to electrical panels clear and not obstructed (36" minimum)?	☐	☐	☐	☐	
4.3	Do Ground-fault Circuit Interrupters (GFCIs) pass first test using push buttons built into the outlet receptacle?	☐	☐	☐	☐	
4.4	Are GFCIs used in the following locations: within 6 feet of sinks all metal-surfaced workbenches, on all outdoor receptacles:	☐	☐	☐	☐	
4.5	Are there protective covers in place	☐	☐	☐	☐	
4.6	Are power cabinets and breakers properly labelled?	☐	☐	☐	☐	
4.7	Are all energized parts guarded to prevent accidental contact?	☐	☐	☐	☐	
5.	**Chemical and Hazardous Waste Storage**	**A**	**NI**	**UA**	**NA**	**Comments**
5.1	Are hazardous products labeled and stored properly?	☐	☐	☐	☐	
5.2	Is hazardous waste disposed of properly?	☐	☐	☐	☐	
6.	**Machinery**	**A**	**NI**	**UA**	**NA**	**Comments**
6.1	Warning signage displayed in required locations?	☐	☐	☐	☐	
6.2	Are paper cutters knives in the closed position?	☐	☐	☐	☐	
7.	**Fire Safety**	**A**	**NI**	**UA**	**NA**	**Comments**
7.1	Are fire extinguishers easily	☐	☐	☐	☐	

	accessible; are their seals intact; are they properly mounted to wall panels; is current inspection tags securely attached?					
7.2	Is the correct number of fire extinguishers required for the facility provided and are they suitably located?	☐	☐	☐	☐	
7.3	Is there an 18" clearance below all fire sprinklers; are sprinklers clear of interference by stored materials (boxes and so forth) and from any paint applied to the sprinkler heads?	☐	☐	☐	☐	
7.4	Are combustible materials controlled?	☐	☐	☐	☐	
7.5	Are flammable and combustible liquids properly labeled and stored?	☐	☐	☐	☐	
7.6	Are exit-access corridors free of storage?	☐	☐	☐	☐	
7.7	Combustible debris disposed of regularly?	☐	☐	☐	☐	
7.8	Have approved Smoking areas been designated	☐	☐	☐	☐	
7.10	Are personnel trained in use of fire extinguisher use?	☐	☐	☐	☐	
7.11	Alarm/communication systems – adequate and tested?	☐	☐	☐	☐	
8.	**Items Unique to your Office**	**A**	**NI**	**UA**	**NA**	**Comments**
8.1		☐	☐	☐	☐	
8.2		☐	☐	☐	☐	
8.3		☐	☐	☐	☐	
8.4		☐	☐	☐	☐	
8.5		☐	☐	☐	☐	
8.6		☐	☐	☐	☐	
8.7		☐	☐	☐	☐	
8.8		☐	☐	☐	☐	
8.9		☐	☐	☐	☐	
8.10		☐	☐	☐	☐	

Notes

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Corrective Action Plan

Note: • **All section items checked <u>"NI"</u> and <u>"UA"</u> are considered <u>deficiencies</u> and must be addressed**

EDCD - Expected Deficiency Correction Date

R - Who has primary responsibility for correction (initials)

DCD - Deficiency Corrected Date

CB - Confirmed by (initials)

Section Item	Corrective action	EDCD	R	DCD	CB

Inspection Results Reviewed and Corrective Action Plan Developed

Inspection Team Member	Signature	Date
Inspection Team Member	Signature	Date
Inspection Team Member	Signature	Date
Inspection Team Member	Signature	Date