



Placement Information

Museum Safety Checklist for Students

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that have not been discussed and ask your supervisor for assistance.

- Has a written plan to respond to emergencies such as fires, evacuations, and injuries been reviewed with you?
- Have you been trained in various types of emergency procedures? (Fire, explosion, etc.)
- Are fire extinguishers provided, maintained and readily accessible?
- Have you been trained in the use of emergency equipment?
- Have you been shown the first aid stations and are the names of trained first aiders posted?
- Has a hazard assessment of the job(s) you will be performing been reviewed with you?
- Has your supervisor given you adequate information and/or training on the hazards of your job and how to deal with them?
- Were the policies and procedures for working alone reviewed with you?
- Was the Insect/Pest Management program, dealing with the safe use of insecticides and for fumigation reviewed with you?
- Were the policies and procedures for the identification, assessment and control of mould reviewed with you?
- If museum objects and collections used in exhibits are accessible to the public, were the policies and procedures for the safe use and handling of collections and artifacts reviewed?
- Were you made aware that anytime you see items that require repair, which may cause an unsafe workplace, you are to advise your supervisor (book trolleys, carts, pallet trucks, ladders etc.)?
- Was materials handling training provided to you (safe lifting and material transfer)?
- If forklifts are used, are you aware that a forklift-training program, which meets the requirements of the Ministry of Labour, must be completed prior to operating forklifts?
- Has the museum's health & safety program, which includes job specific employee training, been reviewed with you?



- Have you received Workplace Hazardous Materials Information Systems (WHMIS) training?
- Are Material Safety Data Sheets available and do you know how to use them?
- Have you been made aware of when and where personal protective equipment and ventilation is required and that your supervisor will enforce compliance? Examples of personal protective equipment include – hearing protection, safety glasses, goggles, safety boots, gloves, respirators, insect repellent and sunscreen.
- Have you been made aware of the required manufacturer-provided guards on all tools and that they should be functional, in good condition and used?
- Are you aware that all conditions that might increase the risk of slips/falls (e.g. - spilled liquid) should be reported to your supervisor?
- All interior and exterior elevated areas, including stairs and ramps, should have adequate and sturdy guardrails, kickboards and handrails.
- Are you aware that all exits should be free of all obstructions and properly lit?
- Ground Fault Circuit Interrupters (GFCIs) should be used for electric outlets at sinks or near wet work areas. Check with your supervisor for the locations that they are required.
- Are electrical cords free of nicks, cuts or exposed wires and are ground pins in tact. All extension cords should be suitable for the capacity required. (E.g., A heavy duty plug should be plugged into a heavy duty extension cord, as opposed to a light duty extension cord).
- Do not run electrical cords through doorways, windows, or across aisles where they can be trip hazards.
- Only “explosion proof” electrical equipment is to be used in areas where flammable liquids are stored or used.
- Are all fire exits clear (at least 1 metre clear aisle width)?
- All Fire Exit signs shall be illuminated or "glow in the dark".
- Are all doors unlocked and unobstructed during occupancy, or magnetic-locked which open when the fire alarm rings?
- Are ABC fire extinguishers available and properly mounted wherever flammable or combustible liquids are stored?
- Is there a written policy related to the use of business vehicles?
- Is there a signed health & safety policy posted in the workplace?
- Where a Joint Health & Safety Committee is required, are the members names posted in the workplace?