



Placement Information

Museum Safety Checklist for Supervisors

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 are not in place or need further assessment.

- Is there a written plan to respond to emergencies such as fires, evacuations, and injuries?
Is applicable signage for emergency procedures posted?
- Are employees trained in various types of emergency procedures? Are the names of trained first aiders posted at first aid stations?
- Are adequately stocked first aid boxes and first aiders available?
- Has a Hazard Assessment been performed for all positions within the museum?
- Has your employees been given adequate information and/or training on the hazards of their your jobs and how to deal with them?
- Are there policies, procedures and a training program in place for working alone?
- Is there an Insect/Pest Management program? Are there policies and procedures for the use of insecticides and for fumigation?
- Are there policies and procedures for the identification, assessment and control of mould?
- If museum objects and collections used in exhibits are accessible to the public, are there policies and procedures for the safe use and handling of collections and artifacts?
- Is there a preventative maintenance program in place for material handling equipment (book trolleys, cart, pallet trucks etc.)?
- Is material-handling training provided to staff (safe lifting and material transfer)?
- If forklifts are used, is a forklift-training program in place, which meets the requirements of the Ministry of Labour?
- Are steps taken to limit the frequency and extent of employee lifting and reaching above shoulder height? Are rack heights adjustable, or platforms provided to limit reaching?
- Is there a health & safety program, which includes job specific employee training?
- Are fire extinguishers provided, maintained and readily accessible?
- Are staff trained in the use of emergency equipment?



- Are all hazardous materials and aerosols stored in approved storage cabinets or rooms designed for this purpose?
- Are employees trained in the Workplace Hazardous Materials Information System (WHMIS)?
- Are Material Safety Data Sheets available, and do employees know how to use them?
- Is personal protective equipment and ventilation provided when required? Is the use of personal protective equipment - hearing, safety glasses and shields, etc. - enforced?
- Are manufacturer-provided guards on all tools functional, in good condition and used?
- Are floor surfaces slip resistant and properly maintained?
- Do all interior and exterior elevated areas, including stairs and ramps, have adequate and sturdy guardrails, kickboards and handrails?
- Are all exits free of all obstructions and properly lit?
- Are Ground Fault Circuit Interrupters (GFCIs) used for electric outlets at sinks or near wet work areas?
- Are electrical cords free of nicks, cuts or exposed wires? Are all types of electrical equipment and extensions properly grounded? Are all extension cords 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 any electrical cords run through doorways, windows, or across aisles where they can be trip hazards?
- Is all electrical equipment, used in areas where flammable liquids are stored or used, explosion proof?
- Is there at least 1 metre in clear aisle width to all exits?
- Are all Exit signs illuminated or "glow in the dark"?
- Are all doors unlocked and unobstructed during occupancy, or magnetic-locked which open when the fire alarm rings?
- Do the doors swing in the same direction as the exit of travel?
- Are ABC fire extinguishers available and properly mounted wherever flammable or combustible liquids are stored?
- Do qualified individuals certify all fire extinguishers on an annual basis?
- Is there a written policy related to the use of business vehicles?
- Is there a signed health & safety policy posted?
- In an institution of 20 or more employees, is there a list of Joint Health & Safety Committee members names posted?