



## PLACEMENT CHECKLISTS

**Receiving / Storeroom / Toolroom Checklist****Use In Conjunction with the General Inspection Checklist**

**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 unacceptable or need further assessment.

- Are MSDS's referred to when handling hazardous materials?
- Is personal protective equipment (such as chemical splash goggles and neoprene gloves) used when handling chemicals labeled "Flammable", "Poisonous", "Corrosive" or "Caustic"?
- Are hazardous chemicals without MSDS's received, handled or redistributed?
- Are there emergency procedures in place in the event of a spill, fire or accident?
- Is the floor smooth and free of large cracks? Are ramps designed with a suitable incline present to move materials between multiple levels.
- Are safety shoes, head protection and gloves required?
- Are objects placed on shelves so they don't wobble?
- Are there any items overhanging from shelves into walkways?
- Are heavy items on middle or lower shelves?
- Have workers had safe lifting technique instruction?
- Is a ladder available for reaching items stored above shoulder height?
  - If ladders are used is the floor suitable for ladders?
- If boxes are stacked for a period of time are they checked to make sure the boxes aren't failing causing the stack to collapse?
- Is there any evidence of rodents? Do workers know what to do if evidence of mice is found?

**Forklift Safety**

- Has training which meets the Ministry of Labour requirements been provided?
- Is the forklift inspected before use?
- Is a record of the most recent forklift inspection available?
- Is a seat belt always worn when driving the forklift?
- Are safety procedures posted?

**Carts and Pallet movers**

- Has training been provided for carts and pallet movers?
- Is the lifting capacity marked on the pallet movers?