



## Employer Checklist #3

### Waste Collection Industry – Facilities

Section A – Facilities			
Is the workplace in a clean and sanitary condition, and in a good state of repair?	Yes	No	Refer to <a href="#">General Regulation</a>
Are materials, machines or equipment stored or located so that they don't pose a safety hazard for employees?	Yes	No	
Are refuse containers emptied regularly and constructed to withstand the intended use?	Yes	No	
Section B – Ventilation			
Is the place of employment ventilated naturally, which introduces outside air provided by openings having a combined area equal to at least 5% of the floor area, or, mechanically, which conforms to ASHRAE standard 62-1989?	Yes	No	Refer to <a href="#">General Regulation</a> (Section 20) and <a href="#">Guide to OHS Legislation</a> (Air Quality)
Where mechanical ventilation is used, is the minimum amount of outside air introduced by mechanical ventilation 8 litres/second/person?	Yes	No	
Does the ventilation system prevent the return of exhausted air through the outside air intake?	Yes	No	
Section C – Electrical Equipment			
Is the entrance to electrical room marked with highly visible warning signs stating that entry by unauthorized persons is prohibited?	Yes	No	Refer to <a href="#">General Regulation</a> (Section 287) and <a href="#">Guide to OHS Legislation</a> (Electrical Safety)
Is the electrical equipment and insulating material for electrical equipment suitable for its use and is it installed, maintained, modified and operated in accordance with manufacturer's specifications?	Yes	No	
Is only appropriately rated testing equipment used when testing and troubleshooting electrical equipment?	Yes	No	

Are main service switches and temporary panel boards of electrical equipment:			Refer to <a href="#">General Regulation</a> (Section 287) and <a href="#">Guide to OHS Legislation</a> (Electrical Safety)
• Securely mounted on sufficient supports in an upright position?	Yes	No	
• Clear of obstructions one metre in front and two metres headroom?	Yes	No	
• Easy to reach and accessible to authorized persons?	Yes	No	
• Adequately protected from weather and accumulation of water?	Yes	No	
• Have a suitable cover over uninsulated energized parts?	Yes	No	
• Have a label or other indicator that identifies what equipment is energized by each line?	Yes	No	
<b>Section D – Washrooms</b>			
Is a sufficient number of toilets available for each sex in the workplace?	Yes	No	Refer to <a href="#">General Regulation</a> (Sections 5 and 6)
Is a sufficient number of washrooms available?	Yes	No	
Are there wash basins with hot and cold water?	Yes	No	
Are there liquid, powder soap or other appropriate cleansers?	Yes	No	
Are there sufficient sanitary hand-drying facilities?	Yes	No	
<b>Section E – Lunchrooms</b>			
Is there a lunchroom separate from the work area?	Yes	No	Refer to <a href="#">General Regulation</a> (Section 7)
Is the lunchroom kept in a sanitary condition?	Yes	No	
Is the lunchroom provided with adequate light, heat and ventilation?	Yes	No	
Is the lunchroom provided with adequate hand-cleaning and drying facilities?	Yes	No	
Is the lunchroom provided with tables and seating for the number of employees?	Yes	No	
Is the lunchroom provided with adequate garbage receptacles?	Yes	No	
<b>Section F – Machine Guards</b>			
Are the air compressor v-belt drives adequately safeguarded?	Yes	No	Refer to <a href="#">General Regulation</a> (Sections 242 to 244) and <a href="#">Guide to OHS Legislation</a> (Safeguards and Power Tools)
Are conveyor pinch points adequately safeguarded?	Yes	No	
Is the maximum number of revolutions per minute of an abrasive wheel identified on the wheel of the grinder?	Yes	No	
Are abrasive wheels checked for flaws before installation?	Yes	No	
Do the bench grinders have protective hoods?	Yes	No	
Are abrasive wheels mounted in accordance with manufacturer’s specifications?	Yes	No	
Are tool rests on bench grinders mounted as close as is safely possible to the abrasive wheel?	Yes	No	

Section G – Hoist Garage (Hoist and Jacks)			
Is the hoisting apparatus sufficiently strong and stable for the intended lift?	Yes	No	Refer to <a href="#">General Regulations</a> (Sections 207 to 211), <a href="#">Hoisting Apparatus Inspection Guidelines</a> and <a href="#">Guide to OHS Legislation</a> (Hoists for Material Handling)
Is the hoisting apparatus equipped with suitable ropes, chains, slings and other fittings?	Yes	No	
Is the safe working load posted legibly on the hoisting apparatus?	Yes	No	
Does <u>employer</u> ensure hoisting apparatus is not subject to a load in excess of its safe working load?	Yes	No	
Does <u>operator</u> ensure hoisting apparatus is not subject to a load in excess of its safe working load?	Yes	No	
Does the employer ensure the hoisting apparatus is maintained as per manufacturer’s specifications?	Yes	No	
Does the employer ensure that a competent person does the pre-use inspections of safety devices?	Yes	No	
Does the employer ensure that a log book is maintained for a hoisting apparatus with a capacity of 1,815 kg or greater?	Yes	No	
Does the employer ensure that the hoisting apparatus is inspected every 12 months by a competent person and is this certified in writing?	Yes	No	
Does the employer ensure that the operator of a hoisting apparatus is competent?	Yes	No	
Does the operator visually inspect the hoisting apparatus before use to verify that it is in safe working order?	Yes	No	
Does the operator of the hoisting apparatus ensure not to carry a load over any person?	Yes	No	
Does the employee visually inspect the jack stands before use?	Yes	No	
Section H – Lockout			
Does every machine have a means of isolating the energy source to the machine that is:			Refer to <a href="#">General Regulation</a> (Sections 239 and 240) and <a href="#">Guide to OHS Legislation</a> (Lockout)
• Lockable?	Yes	No	
• In a location familiar to all employees?	Yes	No	
• Properly identified?	Yes	No	
Does the employer provide a safety lock and key to an employee who may have to lock out a machine?	Yes	No	
Does the employer have a written lockout procedure for the machines that meet the regulations and is training provided to the employees?	Yes	No	
Where the lockout procedure referred to above is inappropriate for the cleaning, maintenance, adjustments or repairs to be performed, has the employer established a Code of Practice and, if so, is it enforced?	Yes	No	Refer to <a href="#">General Regulation</a> (Section 287)
Is the power supply to electrical equipment de-energized, locked out and tagged out before any	Yes	No	

work is done on the equipment or while it is done?			
<b>Section I – First Aid</b>			
Does the employer provide and maintain first aid kits and first aid providers (Schedule A)?	Yes	No	Refer to <a href="#">First Aid Regulation</a>
Is a written emergency communication procedure posted and communicated to first aid providers?	Yes	No	
Is a written emergency transportation procedure posted and communicated to first aid providers?	Yes	No	
Has the employer designated first aid providers?	Yes	No	
Are the names of first aid providers posted?	Yes	No	
Are first aid providers trained as required?	Yes	No	
Are first aid kits equipped as set out in Schedule C of the regulation?	Yes	No	
<b>Section J – Ergonomics Considerations</b>			
Is adequate and appropriate equipment provided to the employee and is it used by the employee for lifting and moving material that may endanger the employee?	Yes	No	Refer to the <a href="#">Act and General Regulation</a> and <a href="#">Ergonomic Guidelines for Manual Handling</a>
Is the employee instructed as to the appropriate method of lifting and moving objects and material?	Yes	No	
Is the employee provided the necessary training to ensure his/her health and safety?	Yes	No	
<b>Section K – Hand Tools</b>			
Are hand tools cleaned with a non-flammable, non-toxic solvent or according to manufacturer’s specifications?	Yes	No	Refer to <a href="#">General Regulation</a> (Sections 83 to 85) and <a href="#">Guide to OHS Legislation</a> (Power Tools)
Are electrical tools properly grounded or double insulated?	Yes	No	
Are hand tools equipped with fittings and couplings for the intended use and meeting manufacturer’s specifications?	Yes	No	
Are hand tools equipped with a shut-off that is readily accessible by the user?	Yes	No	
Do lines and hoses of hand tools not run across aisles, travel ways or work areas so as to create a hazard to employees?	Yes	No	
Are guards installed on grinding tools?	Yes	No	
Does the employee disconnect the power source before changing accessories on the tool?	Yes	No	
Where the tool has a flexible shaft, does the employee hold the end of tool firmly when starting its motor to prevent whipping?	Yes	No	

Section L – Welding, Cutting, Burning and Soldering			
Is there a local exhaust system close to the source of fumes, gases or particles in an indoor welding, cutting, burning or soldering area?	Yes	No	Refer to <a href="#">General Regulation</a> (Sections 273 to 275) and <a href="#">Guide to OHS Legislation</a> (Welding)
Does the employee inspect the entire area where welding, cutting, burning or soldering will be done to ensure that all combustible, flammable or explosive material has been removed from the area?	Yes	No	
Is suitable fire extinguishing equipment in good order and readily available?	Yes	No	
Section M – Oxygen and Acetylene Equipment			
Are portable compressed gas containers used, stored and handled so as not to endanger an employee’s health or safety?	Yes	No	Refer to <a href="#">General Regulation</a> (Sections 74 to 79 and 282) and <a href="#">Guide to OHS Legislation</a> (Propane – Compressed)
Do you use as a guide the information on a (material) safety data sheet, the specifications provided by the supplier and the safe handling rules in CGA G-P-1-1991 “Safe Handling of compressed Gases in Containers”?	Yes	No	
Are portable gas containers stored in a well-ventilated and dry storage area?	Yes	No	
Are portable gas containers stored and grouped by types of gas?	Yes	No	
Are portable gas containers stored with full and empty containers in separate areas?	Yes	No	
Are tanks secured in upright position?	Yes	No	
Are compressed gas containers stored upright and adequately secured?	Yes	No	
Are connections on compressed gas tanks kept tight to prevent leakage?	Yes	No	
Are connections to compressed gas tanks that do not fit forced?	Yes	No	
Are the valves on a gas container kept closed at all times whether the container is charged or empty?	Yes	No	
Are valves checked on regulators?	Yes	No	
Are gauge valves inspected before use to ensure they are in a safe working condition?	Yes	No	
<b>Checklist is complete.</b>			

**Important note:** Please remember that the decision on whether your workplace is in compliance with legislative requirements is made solely at the discretion of your WorkSafeNB health and safety officer.

For more information, visit [WorkSafeNB Safety Excellence NB](#).