# **MTRL Semi-Annual Storage Area & Shipping/Receiving Inspection**

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| **Building name and Room Number:** |  |
| **Name(s) of Inspector(s):** |  |
| **Date:** |  |

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| **General** | **Y** | **N** | **N/A** |
| 1. Are stacked materials stable (interlocked, strapped, or other means of restraint) and no more than 3 boxes high if on the floor? |  |  |  |
| 1. Are stacked materials away from ignition sources? |  |  |  |
| 1. Are sprinkler systems unobstructed by stacked materials (min. 18” away)? |  |  |  |
| 1. Are containers and storage racks undamaged and appropriate for materials? |  |  |  |
| 1. Is shelving properly secured and not overloaded? |  |  |  |
| 1. Does shelving have edge guards to prevent items from falling? |  |  |  |
| 1. Do heavy duty (industrial) steel storage racks over 8ft tall (excluding shelving and display fixtures used for retail purposes) or under 8ft tall, but loaded or unloaded by other than manual means, meet requirements of section 4.43.1 of the OH&SR (e.g. pallet rack, cantilever rack) |  |  |  |
| 1. Are hazardous materials properly labelled? |  |  |  |
| 1. Are flammable & hazardous materials secured & stored in approved containers/cabinets? |  |  |  |
| 1. Are Safety Data Sheets (SDS) readily available/accessible and less than three (3) years old? |  |  |  |
| 1. Is appropriate PPE accessible to all workers, as needed? |  |  |  |
| 1. Are illuminated emergency exit signs visible and functional? |  |  |  |
| 1. Are fire-alarm pull-stations accessible and are emergency exit doors unobstructed, functional and can be opened from the inside without a key? |  |  |  |
| 1. Are fire extinguishers readily accessible, unobstructed, charged and inspected within the last year? Is signage present (if not clearly visible)? |  |  |  |
| 1. Are there resources, known and available, to help workers address and prevent ergonomic issues such as overexertion, MSIs, etc.? |  |  |  |
| 1. Have any occurrences of overexertion or other ergonomic issues been addressed? |  |  |  |
| 1. Are emergency contact numbers and procedures (including First Aid) prominently posted? |  |  |  |
| 1. Are supervisors and workers aware of the requirement to have written procedures to ensure the safety of people working alone or in isolation? |  |  |  |
| 1. Do new staff receive workplace and task-specific orientations and are records kept? |  |  |  |
| **Additional Comments** | | | |
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