

VILLAGE OF POINT EDWARD

Joint Health and Safety Committee - Workplace Inspections - Garage Area/Plant/Arena

Site Name: *Public Works*

Hazard Rank: Class A Hazard -- High Risk

Date: *May 7, 2019*

Class B Hazard - Medium Risk

Inspectors: *K. Zuniga + S. Archer*

Class C Hazard - Low Risk

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Hazard Rank	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
1	Aisleways and Passageways					
	a. Clear and unobstructed					
	b. Sufficient width for all normal movement					
2	Access and Egress					
	a. Routes and exits are clearly marked					
	b. Exit signs are posted					
	c. Exits are unobstructed/cleared of ice and snow					
	d. Emergency Lighting for exit signs (if required)					
3	Floors and Stairways					
	a. Free from loose material, debris, cords or cables	✓				
	b. Free from tripping hazards (oily, wet or badly worn)	✓				
	c. Stairways are well lit	✓				
	d. Stairways Stairway railing is mounted and secure	✓				
4	Electrical Safety					
	a. Electrical cords are in good condition					
	b. Use of extension cords for temporary use only					
	c. Receptacle faceplates are in place.					
	d. Bulbs for normal lights and exit lights are working					
	e. There are no tripping hazards					
	f. Emergency lighting is in place/regularly tested					
	g. Electrical wiring is properly concealed					
	h. Electrical equipment being worked on is locked/tagged out					
	i. Electrical panels are accessible and unobstructed					
	j. Electrical switches in panels are labelled					
5	Fire Prevention and Protection					
	a. Fire extinguishers are inspected monthly/annually	✓	C			have not been complete for may
	b. Fire/emergency evacuation/escape plan is posted	✓				
	c. Flammable substances are properly stored.	✓				
	d. Paper and waste are properly and regularly disposed	✓				
6	Storage Areas					
	a. Heavy objects are stacked close to floor level	✓				Hazard Identified April 23, 2019 at outdoor storage shed
	b. Area is clean and accessible	✓				NO RESPONSE - See Attached
	c. Materials are neatly and safely piled	✓				
	d. Stepladders are available for materials on higher shelves	✓				
	e. Storage shelves are not overloaded	✓	B			no ends on shelving
	f. Stacks are stable and secure against sliding/collapsing	✓				
	g. Straps are fitted properly	✓				
7	General Housekeeping					
	a. Neat, clean and in good repair	✓				
	b. Washrooms are clean and sanitary	✓				
	c. Food preparation areas are clean	✓				
8	Chemicals					
	a. MSDS sheets are available for chemicals being used.	✓	C			try for updated or indicate is most recent.
	b. Chemicals are stored properly	✓				
	c. Chemicals are properly labelled	✓				

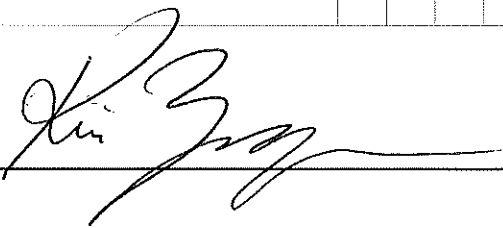
PW - Mar, 7, 2019

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Un-satisfactory	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
9	Compressed Gas Cylinders a. Stored upright and secured against falling over					(e.g. Propane, Oxygen)
10	Fall Protection a. Floor openings are covered/protected with guard rails b. Guard rails are adequately constructed and secured					
11	Eye Wash Stations/Showers a. Readily available/accessible b. Proper signs and instructions are available c. Flush for minimum 15 min. at comfortable temp. available	✓	✓			needs to be checked
12	Emergency Rescue Equipment a. Adequate equipment is available/properly located b. Equipment is in serviceable condition					
13	Hand and Portable Tools a. General condition of tools and cords is acceptable b. Guards/safety devices are not altered c. Tools are properly stored when not in use d. Tool storage is orderly					
14	Machine Tools/Guarding a. General condition of tools and cords is acceptable b. Guards/safety devices are not altered c. Fixed guards are secured in position d. Hoses are coiled when not in use e. Extension cords out of walkways when not in use			A		No Response Received From April Inspection - Police Breached
15	Spills and Leaks a. Spills/Leaks are cleaned up as they occur b. Work orders issued promptly to fix leaks c. Spill response kit is available	✓	A			fertilizer on floor in storage not cleaned up.
16	Waste Disposal a. Adequate number of waste containers is available b. Separate containers are available for oily rags, etc. c. Safe disposal facility for waste is used					
17	Mobile Equipment a. Equipment is clean and orderly b. There are no loose or broken parts or tools c. Safe loading/unloading area is used d. Proper distance from overhead electrical					
18	Parking Areas/Site Access/Decks a. Handrails/steps for entrance/decks in good condition b. Parking lot is free of tripping hazards c. Parking area is well lit d. Signs are in good condition e. Yard is neat and orderly					

Departmental Response: RESPONSES TO BE PROVIDED WITHIN 5 WORKING DAYS FROM INSPECTION DATE

Comments and Recommendations:

Inspector's Signature:



VILLAGE OF POINT EDWARD

Joint Health and Safety Committee - Workplace Inspections - Office/Lunch Rooms

Site Name: Public Works

Hazard Rank: Class A Hazard - High Risk

Date: May 7, 2019

Class B Hazard - Medium Risk

Inspectors: K. Zuniga + S. Archer

Class C Hazard - Low Risk

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Hazard Rank	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
1	Health and Safety Bulletin Board					
	a. Required information is posted	✓				
	b. Information is up-to-date	✓				
	c. MSDS Sheets are available/not more than 3 yrs. old	✓				
2	Aisleways and Passageways					
	a. Clear and unobstructed	✓				
	b. Sufficient width for all normal movement	✓				
3	Access and Egress					
	a. Routes and exits are clearly marked	✓				
	b. Exit signs are posted	✓				
	c. Exits are unobstructed/cleared of ice and snow	✓				
	d. Emergency lighting for exit signs (if required)					
4	Floors and Stairways					
	a. Free from loose material, debris, cords or cables					
	b. Free from tripping hazards (oily, wet or badly worn)					
	c. Stairways are well lit					
	d. Stairways Stairway railing is mounted and secure					
5	Electrical Safety					
	a. Electrical cords are in good condition					
	b. Use of extension cords for temporary use only					
	c. Receptacle faceplates are in place.					
	d. Bulbs for normal lights and exit lights are working					
	e. There are no tripping hazards					
6	Fire Prevention and Protection					
	a. Fire extinguishers are inspected monthly/annually	✓	C			Front door April checked but not May
	b. Fire/emergency evacuation/escape plan is posted	✓				
	c. Flammable substances are properly stored.					
7	Storage Areas					
	a. Heavy objects are stacked close to floor level	✓				
	b. Area is clean and accessible	✓				
	c. Materials are neatly and safely piled	✓				
8	General Housekeeping					
	a. Neat, clean and in good repair					
	b. Washrooms are clean and sanitary					
	c. Food preparation areas are clean					
9	Parking Areas/Site Access/Decks					
	a. Handrails/steps for entrance/decks in good condition	✓				
	b. Parking lot is free of tripping hazards	✓				
	c. Parking area is well lit	✓				
	d. Signs are in good condition	✓				
	e. Yard is neat and orderly	✓				

Departmental Response: RESPONSES TO BE PROVIDED WITHIN 5 WORKING DAYS FROM INSPECTION DATE

Comments and Recommendations:

Inspector's Signature:

Shelley Archer

From: Shelley Archer
Sent: April 23, 2019 4:41 PM
To: Jim Burns
Cc: Jason Verstraeten
Subject: FW: Water building - SAFETY CONCERN
Attachments: IMG_1789.jpg; ATT00001.txt; IMG_1788.jpg; ATT00002.txt; IMG_1787.jpg; ATT00003.txt; IMG_1786.jpg; ATT00004.txt

Importance: High

Hi Jim,

The attached photos were sent to me today of the storage shed at P.W. that is supposed to be accessible for the WPCP employees.

Kim was trying to do inventory today and the task was a health and safety risk.

The water inventory was not clear and accessible.

Dangerous, heavy equipment is blocking the storage shelves.

The issue of shared storage has been brought forward multiple times in the past. Until such time as alternative storage is available this area is to remain accessible, clear and safe at all times.

Can you please put forward a request to P.W. to correct this safety issue?

Thank-you,

ShelleyArcher
Special Events, Licensing &
Health & Safety Coordinator
Village of Point Edward
sarcher@villageofpointedward.com

-----Original Message-----

From: Kim Zuniga <kzuniga@villageofpointedward.com>
Sent: April 23, 2019 2:41 PM
To: Shelley Archer <sarcher@villageofpointedward.com>
Cc: Jason Verstraeten <jverstraeten@villageofpointedward.com>
Subject: Water building