

VILLAGE OF POINT EDWARD

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

Site Name:

Fire Dept

Hazard Rank: Class A Hazard - High Risk

Date:

May 7, 2019

Class B Hazard - Medium Risk

Inspectors:

K. Zsigmond + 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	✓				
	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:

Fire Dept - May 7 2019

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Un-satisfactory	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
9	Compressed Gas Cylinders					(e.g. Propane, Oxygen)
	a. Stored upright and secured against falling over	✓				
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	✓				
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	✓				
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	✓				
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	✓				

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Comments and Recommendations:

Inspector's Signature:

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