

# VILLAGE OF POINT EDWARD

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

Site Name: Public WorksHazard Rank: Class A Hazard -- High RiskDate: Dec 18, 2019

Class B Hazard - Medium Risk

Inspectors: S. Archer + K. Zuniga

Class C Hazard - Low Risk

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Hazard Rank	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
1	<b>Aisleways and Passageways</b>					
	a. Clear and unobstructed	✓				
	b. Sufficient width for all normal movement	✓				
2	<b>Access and Egress</b>					
	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	<b>Floors and Stairways</b>					
	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	<b>Electrical Safety</b>					
	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	<b>Fire Prevention and Protection</b>					
	a. Fire extinguishers are inspected monthly/annually	✓				
	b. Fire/emergency evacuation/escape plan is posted	✓				
	c. Flammable substances are properly stored.	✓				
	d. Paper and waste are properly and regularly disposed	✓				
6	<b>Storage Areas</b>					
	a. Heavy objects are stacked close to floor level	✓				
	b. Area is clean and accessible	✓				
	c. Materials are neatly and safely piled	✓				
	d. Stepladders are available for materials on higher shelves	✓				
	e. Storage shelves are not overloaded	✓				
	f. Stacks are stable and secure against sliding/collapsing	✓				
	g. Straps are fitted properly	✓				
7	<b>General Housekeeping</b>					
	a. Neat, clean and in good repair	✓				
	b. Washrooms are clean and sanitary	✓				
	c. Food preparation areas are clean	✓				
8	<b>Chemicals</b>					
	a. MSDS sheets are available for chemicals being used.	✓				
	b. Chemicals are stored properly	✓				
	c. Chemicals are properly labelled	✓				

P.W. - Dec 18, 2015

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Un-satisfactory	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
9	<b>Compressed Gas Cylinders</b>					(e.g. Propane, Oxygen)
	a. Stored upright and secured against falling over			✓		
10	<b>Fall Protection</b>					
	a. Floor openings are covered/protected with guard rails	✓				
	b. Guard rails are adequately constructed and secured	✓				
11	<b>Eye Wash Stations/Showers</b>					
	a. Readily available/accessible	✓				
	b. Proper signs and instructions are available	✓				
	c. Flush for minimum 15 min. at comfortable temp. available	✓				
12	<b>Emergency Rescue Equipment</b>					
	a. Adequate equipment is available/properly located	✓				
	b. Equipment is in serviceable condition	✓				
13	<b>Hand and Portable Tools</b>					
	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	<b>Machine Tools/Guarding</b>					
	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	<b>Spills and Leaks</b>					
	a. Spills/Leaks are cleaned up as they occur	✓				
	b. Work orders issued promptly to fix leaks			✓		
	c. Spill response kit is available	✓				
16	<b>Waste Disposal</b>					
	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	<b>Mobile Equipment</b>					
	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	<b>Parking Areas/Site Access/Decks</b>					
	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: Dec 19, 2019

Class B Hazard - Medium Risk

Inspectors: S. Archer + K. Zuniga

Class C Hazard - Low Risk

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Hazard Rank	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
1	<b>Health and Safety Bulletin Board</b>					
	a. Required information is posted	✓				<del>None to post</del>
	b. Information is up-to-date	✓				
	c. MSDS Sheets are available/not more than 3 yrs. old	✓				
2	<b>Aisleways and Passageways</b>					
	a. Clear and unobstructed	✓				
	b. Sufficient width for all normal movement	✓				
3	<b>Access and Egress</b>					
	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	<b>Floors and Stairways</b>					
	a. Free from loose material, debris, cords or cables	✓				
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	d. Stairways Stairway railing is mounted and secure	✓				
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	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	✓				
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	a. Fire extinguishers are inspected monthly/annually	✓				
	b. Fire/emergency evacuation/escape plan is posted	✓				
	c. Flammable substances are properly stored.	✓				
7	<b>Storage Areas</b>					
	a. Heavy objects are stacked close to floor level	✓				
	b. Area is clean and accessible	✓				
	c. Materials are neatly and safely piled	✓				
8	<b>General Housekeeping</b>					
	a. Neat, clean and in good repair	✓				
	b. Washrooms are clean and sanitary	✓				
	c. Food preparation areas are clean	✓				
9	<b>Parking Areas/Site Access/Decks</b>					
	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:

White copy - Health &amp; Safety Coordinator (filed)

Yellow copy - Department Head (respond and post)