

VILLAGE OF POINT EDWARD

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

Site Name: Municipal Office

Hazard Rank: Class A Hazard - High Risk

Date: Dec. 17, 2019

Class B Hazard - Medium Risk

Inspectors: S. Azhar + K. Zuniga

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:

White copy - Health & Safety Coordinator (filed)

Yellow copy - Department Head (respond and post)