

VILLAGE OF POINT EDWARD

Supervisor - Workplace Inspections - Garage Area/Plant/Arena

Site Name: Fitch Hall

Hazard Rank: Class A Hazard – High Risk

Date: Dec 15/20

Class B Hazard - Medium Risk

Inspectors: R. M. P. G. K. J. V.

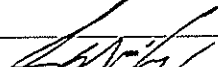
Class C Hazard - Low Risk

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Hazard Rank	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
1	First Aid Kits					
	a. Materials are fully stocked and properly located	✓				
	b. Names of qualified attendants are posted	✓				
	c. The first aid log book is available	✓				
	d. Inspection list for contents is available	✓				
	e. Instructions for accident reporting is posted	✓				
	f. Form 82- In case of injury poster - is posted	✓				
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	✓				
	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	✓				
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.	✓				
	d. Paper and waste are properly and regularly disposed	✓				
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	✓				
	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	✓				
8	General Housekeeping					
	a. Neat, clean and in good repair	✓				
	b. Washrooms are clean and sanitary	✓				
	c. Food preparation areas are clean	✓				

White Copy - Supervisor (inspection response)

Yellow copy - Manager, if applicable

Pink copy - Health Safety Coordinator

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Hazard Rank	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
9	Chemicals					
	a. MSDS sheets are available for chemicals being used.	✓				
	b. Chemicals are stored properly	✓				
	c. Chemicals are properly labelled	✓				
10	Compressed Gas Cylinders					(e.g. Propane, Oxygen)
	a. Stored upright and secured against falling over	✓				
11	Fall Protection					
	a. Floor openings are covered/protected with guard rails	✓				
	b. Guard rails are adequately constructed and secured	✓				
12	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			✓		
13	Emergency Rescue Equipment					
	a. Adequate equipment is available/properly located	✓				
	b. Equipment is in serviceable condition	✓				
14	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	✓				
15	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	✓				
16	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	✓				
17	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	✓				
18	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	✓				
19	Personal Protective Equipment					
	a. PPE is being worn, when required	✓				
20	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

Supervisor - Workplace Inspections - Office/Lunch Rooms

Site Name: Five Hall

Hazard Rank: Class A Hazard - High Risk

Date: Dec 15/20

Class B Hazard - Medium Risk

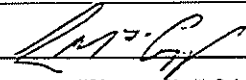
Inspectors:

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				✓	Needs updates.
2	First Aid Kits					
	a. Materials are fully stocked and properly located	✓				
	b. Names of qualified attendants are posted	✓				
	c. The first aid log book is available	✓				
	d. Inspection list for contents is available	✓				
	e. Instructions for accident reporting is posted	✓				
	f. Form 82- In case of injury poster - is posted	✓				
3	Aisleways and Passageways					
	a. Clear and unobstructed	✓				
	b. Sufficient width for all normal movement	✓				
4	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)	✓				
5	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	✓				
6	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	✓				
7	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.	✓				
8	Storage Areas					
	a. Heavy objects are stacked close to floor level	✓				
	b. Area is clean and accessible	✓				
	c. Materials are neatly and safely piled	✓				
9	General Housekeeping					
	a. Neat, clean and in good repair	✓				
	b. Washrooms are clean and sanitary	✓				
	c. Food preparation areas are clean	✓				
10	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

Workplace Inspections - Supervisor

Site Name: Fire Hall

Hazard Rank: Class A Hazard - High Risk

Date: Dec 15 / 20

Class B Hazard - Medium Risk

Supervisor: R MacGregor

Signature: *[Signature]*

Class C Hazard - Low Risk

Item Number	WORKPLACE VISUAL INSPECTION	Yes	No	Not Applicable	REQUIRES IMMEDIATE ATTENTION (Hazard Rank)	COMMENTS
1	Maintenance Schedule Check-Lists					
	a. Maintenance of Vehicles is completed as per schedule	✓				
	b. Maintenance of Equipment is completed as per schedule	✓				
	c. Check List is regularly updated	✓				
	d. Documentation is being completed and signed	✓				
	e. Recommended repairs are considered	✓				
	f. Action taken on repairs	✓				
2	First Aid					
	a. Log is reviewed to consider safety changes required	✓				
3	Health & Safety Bulletin Board					
	a. All required documentation is available	✓				
	Consolidated Occupational Health & Safety Act & Regulations	✓				
	Material Safety Data Sheets - not more than 3 yrs. old	✓				
	Guide to OHSA	✓				
	Guide to WHMIS	✓				
	Guide to H & S Committees	✓				
	H & S Representatives	✓				
	"What's in it for you?" poster	✓				
	Form 82 - In case of injury poster	✓				
	First Aid Regulation 1101	✓				
	Emergency Service and Numbers	✓				
	Ministry of Labour Reports/Order	✓				
	Injury/Incident summary	✓				
	Up-to-date Workplace Inspections	✓				
	Up-to-date JHSC Minutes	✓				
4	Training					
	a. Necessary training has been scheduled	✓				
	b. Oversee various jobs to ensure compliance with SOP's	✓				
5	Log Books					
	a. All log books are being completed as required	✓				
6	Circle Checks					
	a. Circle Checks for all equipment & vehicles is being done	✓				
	b. Circle Checks are being documented properly	✓				
7	TASC Cards					
	b. TASC Cards are being completed properly/filed			✓		
	c. Traffic Control Plans are being prepared, when required			✓		
8	Evacuation Plans					
	a. Plans are updated and posted	✓				
9	New Equipment/Vehicles					
	a. Hazard Assessment is completed	✓				
	b. SOP is prepared	✓				
10	New Jobs/Tasks					
	a. Hazard Assessment is completed	✓				
	b. SOP is prepared	✓				
11	New Employees					
	a. H & S Orientation is provided	✓				
	c. Personal Protective Equipment/Clothing is worn	✓				
	d. Employee successfully demonstrates each step/task	✓				
	e. Accessibility Training is completed	✓				
12	New Products					
	a. MSDS Sheet is added to binder	✓				
13	Personal Protective Equipment					
	a. PPE is being worn, when required	✓				
14	Contractor					
	a. Contractors are working in a safe manner			✓		
	b. WSIB, Insurance (if required)			✓		
12	Confined Spaces (if it occurs during the month)					
	a. Program/Policy is reviewed			✓		
	b. Permit information is completed			✓		
	c. Copies of all documentation to be retained for at least 2 yrs.			✓		

Supervisor Comments/Recommendations