

VILLAGE OF POINT EDWARD

Workplace Inspections - Supervisor

Site Name: WPCP Hazard Rank: Class A Hazard - High Risk  
 Date: Dec 09, 2020 Class B Hazard - Medium Risk  
 Supervisor: Jason Verstraeten Signature: [Signature] Class C Hazard - Low Risk

Item Number	WORKPLACE VISUAL INSPECTION	Yes	No	Not Applicable	REQUIRES IMMEDIATE ATTENTION (Hazard Rank)	COMMENTS
1	<b>Maintenance Schedule Check-Lists</b>					
	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	<b>First Aid</b>					
	a. Log is reviewed to consider safety changes required	/				
3	<b>Health &amp; Safety Bulletin Board</b>					
	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	<b>Training</b>					
	a. Necessary training has been scheduled	/				
	b. Oversee various jobs to ensure compliance with SOP's	/				
5	<b>Log Books</b>					
	a. All log books are being completed as required	/				
6	<b>Circle Checks</b>					
	a. Circle Checks for all equipment & vehicles is being done	/				
	b. Circle Checks are being documented properly	/				
7	<b>TASC Cards</b>					
	b. TASC Cards are being completed properly/ filed	/				
	c. Traffic Control Plans are being prepared, when required	/				
8	<b>Evacuation Plans</b>					
	a. Plans are updated and posted	/				
9	<b>New Equipment/Vehicles</b>					
	a. Hazard Assessment is completed	/				
	b. SOP is prepared	/				
10	<b>New Jobs/Tasks</b>					
	a. Hazard Assessment is completed	/				
	b. SOP is prepared	/				
11	<b>New Employees</b>					
	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	<b>New Products</b>					
	a. MSDS Sheet is added to binder	/				
13	<b>Personal Protective Equipment</b>					
	a. PPE is being worn, when required	/				
14	<b>Contractor</b>					
	a. Contractors are working in a safe manner	/				
	b. WSIB, Insurance (if required)	/				
12	<b>Confined Spaces (if it occurs during the month)</b>					
	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

VILLAGE OF POINT EDWARD

Supervisor - Workplace Inspections - Office/Lunch Rooms

Hazard Rank: Class A Hazard - High Risk

Class B Hazard - Medium Risk

Class C Hazard - Low Risk

Inspectors: *WPCP*  
*Debra Venzon*

Date: *Dec 05, 2020*

Site Name: *WPCP*

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Hazard Rank	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
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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	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	/				<i>Access &amp; Egress concerns for basement - Budget + OSHA approval request</i>
	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	<i>X</i>	<i>B</i>			<i>Water leaks in basement - periodic poolings on floor -</i>
	a. Free from loose material, debris, cords or cables	<i>X</i>	<i>B</i>			
	b. Free from tripping hazards (oil, wet or badly worn)	<i>X</i>	<i>B</i>			
	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	/				

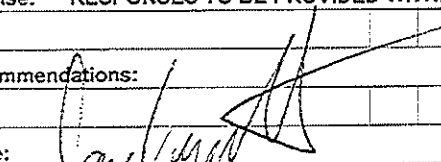
7	Fire Prevention and Protection	/				
	a. Fire extinguishers are inspected monthly/annually	/				
	b. Fire/emergency evacuation/escape plan is posted	/				
	c. Flammable substances are properly stored	/				

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	/				<i>Mould Test results provided by WSC - Council Review Options &amp; Budget</i>
	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	/				<i>These are in Building</i>
	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: <i>[Signature]</i>						

Item Number	WORKPLACE VISUAL INSPECTION	Satisfactory	Hazard Rank	Not Applicable	REQUIRES IMMEDIATE ATTENTION	COMMENTS
9	<b>Chemicals</b>					
	a. MSDS sheets are available for chemicals being used.	/				
	b. Chemicals are stored properly	/				
	c. Chemicals are properly labelled	/				
10	<b>Compressed Gas Cylinders</b>					(e.g. Propane, Oxygen)
	a. Stored upright and secured against falling over	/				
11	<b>Fall Protection</b>					
	a. Floor openings are covered/protected with guard rails	/				
	b. Guard rails are adequately constructed and secured	/				
12	<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	/				
13	<b>Emergency Rescue Equipment</b>					
	a. Adequate equipment is available/property located	/				
	b. Equipment is in serviceable condition	/				
14	<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	/				
15	<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	/				
16	<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	/				
17	<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	/				
18	<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	/				
19	<b>Personal Protective Equipment</b>					
	a. PPE is being worn, when required	/				
20	<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	/				
<b>Departmental Response: RESPONSES TO BE PROVIDED WITHIN 5 WORKING DAYS FROM INSPECTION DATE</b>						
Comments and Recommendations:						
Inspector's Signature: 						

White Copy - Supervisor (inspection response)

Yellow copy - Manager, if applicable

Pink copy - Health Safety Coordinator

VILLAGE OF POINT EDWARD

Supervisor - Workplace Inspections - Garage Area/Plant/Arena

Site Name: WPCP

Hazard Rank: Class A Hazard -- High Risk

Class B Hazard - Medium Risk

Class C Hazard - Low Risk

Date: Dec 9, 2020

Inspectors: Tom Westphalen

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 (oil, 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 labeled	✓				
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