

## 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: May 7, 2019

Class B Hazard - Medium Risk

Inspectors: Kim Zuniga + S. Archer

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	✓				
	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	✓				
	b. Free from tripping hazards (oily, wet or badly worn)	✓				
	c. Stairways are well lit	✓				
	d. Stairways Stairway railing is mounted and secure	✓				
5	<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	✓				
6	<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.	✓				
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	✓				

Follow-up Required  
for water problem

Unstable Boxes in  
Mail Room  
All Basement locations  
require housekeeping  
Mice Droppings - ongoing  
issue

Departmental Response: RESPONSES TO BE PROVIDED WITHIN 5 WORKING DAYS FROM INSPECTION DATE

Comments and Recommendations:

Inspector's Signature: