

Civic Centre Workplace Inspection Recording Form

Date Time of Inspection:
11 / 30 / 2016 1:30pm
mm / dd / yyyy Time

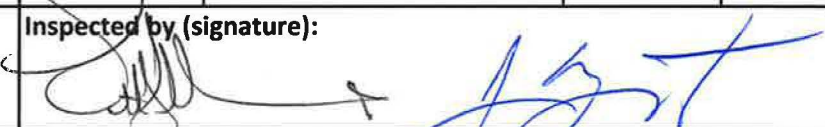
Item No.	Location	Item	Hazard Observed	Hazard Class ¹	Repeat Item (Y/N)	Recommended Action	Responsible For Action	Action Taken ²	Date Completed	Authorized Signature
1	Admin Area	Back Pain	Employee's desk is too high, resulting in adjustments to workstation (keyboard tray) and chair that contribute to an uncomfortable posture and back pain.	C	N	Supervisor and employee should review the recommendations from the workstation ergonomic assessment completed in January, 2012. Take small rest periods away from the work station (stand-up, walk around).	Mike Kapple			
2	Kitchen Area	First Aid Kit	Lacking inventory of items	C	Y	Create an inventory list (items stocked and items removed with corresponding dates). Required items is for 15-200 employees.	Maintenance			
3	Admin Vault	Aisles	Aisles are not clear of obstructions.	C	N	Clear obstructions from aisles including the ladder (should have a storage location when not in use)	Maintenance			
4	Admin Vault	Shelving racks	Shelving does not appear to be secured.	B	N	Ensure shelving is secured appropriately.	Maintenance			
5	1st Floor Lobby	Xmas tree cables	Loose extension cords across flooring creating a potential tripping hazard	C	N	Since decorations are put up and down yearly, recommend purchaings light duty cord covers/protectors for flooring to eliminate the tripping hazard. Until covers are purchased, tape cords to the floor to reduce the risk.	Maintenance			
6	Council Chambers	Emergency Stairwell	Door can be opened from the outside. Manual locking door after use may be overlooked, allowing access to Council chambers and the rest of the building.	A	Y	Door is used by Cogeco television crew for Council meetings. Consider different locking mechanism that makes use of a FOB or swipe card to allow access when needed by authorized personnel, while ensuring door is automatically locked when closed.	Rob Maisonville			
7	Council Chambers	Emergency Stairwell	Loose edging	C	Y	Repair loose edging along staircase.	Maintenance			
8	Warden's Office	Ethernet Jack	Ethernet cable and jack hanging/loose along floor creating a potential tripping hazard	C	N	Fasten to wall.	Maintenance			
9	Warden's Office	Office Temperature	Office space temperature is uncomfortable to staff.	C	N	Maintenance to address issue with staff to verify if thermostat is functioning properly or if a resolution is able to be found.	Maintenance			
10	Planning Office	First Aid Kit	Inventory needs the year added to it. Inventory was stopped in April (year unknown).	C	N	Should be completed monthly and stocked with items required for 15-200 employees.	Maintenance			
11	Ramp to Loading dock	Concrete Retaining wall	Potential fall hazard. Does not appear to be in compliance with Sec. 3.3.1.17(1)(c) of O.Reg. 332/12	B	N	Recommend installing a railing/guard consistent with Building Code requirements. (It appears a railing used to be there but was removed?)	Rob Maisonville			
12	Outside Storage Area	Lighting	Poor lighting/visibility. None of the fluorescent lighting tubes functioned at the time of inspection, possibly due to the low temperatures.	C	N	Confirm integrity of light fixture and bulbs and replace with a fixture and bulb that can operate properly in that environment.	Maintenance			

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13	Maintenance	WHMIS Binder	Not up to date	C	Y	Update with current products and Safety Data Sheets.	Maintenance			
14	Northwest Stairwell	Stairs	Yellow paint for edge of stairs not present in this stairwell. Potential fall hazard	B	N	Add yellow paint to stairs like all other stairwells in the building.	Maintenance			
15	Northwest Stairwell	Lighting	Poor lighting/visibility. Fluorescent tubes are out	C	Y	Verify ballast and bulbs, and repair/replace as needed.	Maintenance			
16	Northwest Stairwell	Housekeeping	Pop machine and file cabinet observed in basement of Northwest stairwell	C	N	Remove or store items properly if no longer in use.	Maintenance			
17	Basement entrance to Northwest Stairwell	Lighting	Poor lighting/visibility. Fluorescent tubes are out	C	N	Verify ballast and bulbs, and repair/replace as needed.	Maintenance			
18	I.T. Office (basement)	Temperature	Concern over the rising temperatures in the basement area, creating an uncomfortable work environment. Thermostat read 29.2 degrees centigrade at the time of this inspection	C	N	Minimum for temperatures for an office/industrial establishment is 18 degrees centigrade, with no maximum prescribed for the office environment. Consider an air balance on the heating/cooling system to determine issue behind temperature disparity area to area in Civic Centre (22 degrees or colder in some, with nearly 30 degrees in others). Concerns have been raised by other tenants in the building.	Rob Maisonville			
19	Northeast Stairwell	Housekeeping	Significant dirt/grime present along walls.	C	N	Clean walls and ensure that mopping floors doesn't push dirty water to the outside edges of stairs, only to drip back down the walls.	Maintenance			
20	Ramp to courtyard by HR	Housekeeping	Railing along ramp to courtyard has a significant accumulation of bird excrement.	C	N	Clean up.	Maintenance			
21	HR Office	Panic Button	All employees, except for one, have a "panic button" for emergency use.	A	N	Provide the employee with the panic button, similar to all others in the office.	Rob Maisonville			
22	HR Office	Panic Button Policy	The current Panic Button system flashes an amber light in the Admin office, signalling for someone to call the police. Not everyone is aware of the light, its purpose, and what to do if they see it flashing.	A	N	Create a policy and procedure for HR staff as well as Civic Centre staff regarding panic button use and response.	Human Resources			

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23	HR Office	Doors/Windows	Request relayed to members completing inspection that visibility reducing film be installed on the doors/windows at HR. Purpose is for personal protection from outside staff or public due to the location and design of office as well as nature of work performed by the Dept.	A	N	Recommend investigating options for 1-way mirror film or window tinting film to reduce visibility, enabling HR employees to activate the Panic Button with less risk of being seen by a potential assailant.	Rob Mainsenville			
24	HR Office	Fire Extinguisher	Not inspected for month of Nov. 2016.	C	N	Must be inspected immediately.	Rob Mainsenville			
25	Southeast stairwell do Central Duplicating	Housekeeping	Stairwell being used as storage for large items for extended periods of time.	C	N	Remove or discard objects and avoid using stairwells as storage space.	Maintenance			
26	Central Duplicating	Shelving in hall for stacking paper etc.	Shelving does not appear to be secured.	B	N	Anchor shelving appropriately.	Maintenance			
Copies to (for Action): Rob Mainsenville						Inspected by (name): James Bryant & Scott Holland	Inspected by (signature): 			

All JHSC Minutes and Inspections can be found on the County Connect intranet at <http://cc.countyofessex.on.ca> under the Human Resources - Health and Safety section

1. Hazard Class: A condition or practice with the potential for:

"A" - permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material.

"B" - serious injury or illness (resulting in serious or temporary disability) or property damage that is disruptive but less so than Class "A".

"C" - injury or illness (non-disabling) or disruptive property damage.

2. Per Section 9(2) of the Ontario Occupational Health & Safety Act and Regulations, a **response is required within 21 days.**