

MONTHLY WORKPLACE INSPECTION CHECKLIST

Outdoor Equipment	PASS
Parking lot free of obstacles	
Walkways free of obstacles	
Building exterior sound	
Garage doors functioning properly	
Garage doors open manually	
Man doors opening/closing properly	
Man doors secure	
Windows functional / secure	
Outdoor lighting sufficient / functional	
Outdoor seating / tables	
Fuelling Stations	

Garage	PASS
Clean and clear of obstacles	
GFI's functioning	
Extension cords in good condition	
Chemicals stored properly	
Goggles and gloves available	
All Chemicals labelled	
All equipment stored securely	
Floor drains clear	
Heat functioning	
Oxygen stored securely and in safe area	
Exhaust fan functioning	
No Smoking sign	
Clear of spills	
Hazard container present	
Fire extinguisher	
Evidence of leaks/spills	
Spill collection container	
Lighting	

Medical Supply Room	PASS
No slip / trip hazards	
Floor clean and clear	
Supplies adequate	

Emergency Equipment	PASS
Equipment in good working order	
Extinguishers accessible, tagged and dated	
Detectors tested and functional	
Eye wash station functional	
First Aid Kit checked and log signed	
Emergency lighting in good order	
Exit signs illuminated	
Exit doors free of obstructions	
Pull stations accessible	

Office / Crew Room / Meeting Room	PASS
No slip / trip hazards	
Extension cords in good condition	
Free of loose wires / cables / cords	
No overloaded receptacles	
Area carpets in good condition	
Floors clean and clear	
Furniture in good working order	
Lighting adequate and functioning	
Air Conditioning functioning	
Heat adequate and functioning	
Air quality adequate	

Kitchen / Bathroom	PASS
No slip / trip hazards	
Extension cords in good condition	
No overloaded receptacles	
Area carpets in good condition	
Floors clean and clear	
Lighting adequate and functioning	
Hand Sanitizers available and filled	
Toilet / Shower functioning	
Appliances in good order	

Posting and Documents	PASS
Mandatory postings present	
MSDS current (within 3 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

DATE: Nov. 15/17

BASE: Pelee Island Base

MONTHLY WORKPLACE INSPECTION CHECKLIST



HAZARDS:

- CFI required to safety near the sink.

COMMENTS / CONCERNS:

- 2 x Burnt Lights in garage.
- Propane Tank in garage. (connected.) moved outside
- Hooks for Brushes + Mops in garage required
- Garage door pressure sensor NOT working.
- Window will not close. x2.
- Plug Cover Broken / Missing.
- No lock for Back stairs x2.
- Lock not working at all.
- Lights in back stairwell burnt out x2.
- Exit signs x2.
- Emergency Light not working.

Inspected By:


Labour Inspector

Management Inspector



MONTHLY WORKPLACE INSPECTION CHECKLIST

Outdoor Equipment	PASS
Parking lot free of obstacles	✓
Walkways free of obstacles	✓
Building exterior sound	✓
Garage doors functioning properly	✓
Garage doors open manually	✓
Man doors opening/closing properly	✓
Man doors secure	✓
Windows functional / secure	0
Outdoor lighting sufficient / functional	✓
Outdoor seating / tables	✓
Fuelling Stations	✓

Office / Crew Room / Meeting Room	PASS
No slip / trip hazards	✓
Extension cords in good condition	✓
Free of loose wires / cables / cords	✓
No overloaded receptacles	✓
Area carpets in good condition	✓
Floors clean and clear	✓
Furniture in good working order	✓
Lighting adequate and functioning	✓
Air Conditioning functioning	✓
Heat adequate and functioning	✓
Air quality adequate	✓

Garage	PASS
Clean and clear of obstacles	✓
GFI's functioning	✓
Extension cords in good condition	✓
Chemicals stored properly	✓
Goggles and gloves available	✓
All Chemicals labelled	✓
All equipment stored securely	✓
Floor drains clear	✓
Heat functioning	✓
Oxygen stored securely and in safe area	✓
Exhaust fan functioning	0
No Smoking sign	0
Clear of spills	
Hazard container present	
Fire extinguisher	
Evidence of leaks/spills	
Spill collection container	
Lighting	✓

Kitchen / Bathroom	PASS
No slip / trip hazards	✓
Extension cords in good condition	✓
No overloaded receptacles	0
Area carpets in good condition	✓
Floors clean and clear	✓
Lighting adequate and functioning	✓
Hand Sanitizers available and filled	✓
Toilet / Shower functioning	✓
Appliances in good order	✓

Posting and Documents	PASS
Mandatory postings present	✓
MSDS current (within 3 years)	✓
Evacuation plan available	✓
Updated floor plans	✓
Emergency numbers and contacts	0
Minutes posted	0

Medical Supply Room	PASS
No slip / trip hazards	✓
Floor clean and clear	✓
Supplies adequate	✓

Emergency Equipment	PASS
Equipment in good working order	✓
Extinguishers accessible, tagged and dated	✓
Detectors tested and functional	✓
Eye wash station functional	0
First Aid Kit checked and log signed	0
Emergency lighting in good order	0
Exit signs illuminated	0
Exit doors free of obstructions	✓
Pull stations accessible	

DATE: Nov. 15/17 BASE: Pelee Island Base



MONTHLY WORKPLACE INSPECTION CHECKLIST



HAZARDS:

- Missing a & smoking sign in garage.

COMMENTS / CONCERNS:

- Some Cleaning Supply next on the MSDS. (resolved)
- Blinds in Bedroom Broken
 - Fire Alarm Standard?
- Water Marks on Ceiling Tiles, in garage area.
- Top of Shower Broken in garage area.
- & Caulking around base of the Toilet in garage area.
- First aid Box just tagged in 2015.
- Missing Tile in storage room.
- OHS book from 2009

Inspected By:


Labour Inspector

Management Inspector