

**MONTHLY WORKPLACE INSPECTION CHECKLIST**

<b>Outdoor Equipment</b>	<b>PASS</b>
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	X
Windows functional / secure	
Outdoor lighting sufficient / functional	
Outdoor seating / tables	
Fuelling Stations	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	

<b>Garage</b>	<b>PASS</b>
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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES  
YES / N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: Dec 14 / 2017 BASE: AMHERSTBURG



**MONTHLY WORKPLACE INSPECTION CHECKLIST**

**HAZARDS:**

**COMMENTS / CONCERNS:**

- \* Man door by garage entrance (man door into crew room) bottom weather stripping hanging down - needs replacement
- \* Safety chain to 'M' tanks not secured - corrected
- \* Emergency light by computer has faulty switch. Battery checked + OK.

Inspected By:

	Acker
<b>Labour Inspector - Sign and Print</b>	
	BROHMAN
<b>Management Inspector - Sign and Print</b>	

**MONTHLY WORKPLACE INSPECTION CHECKLIST**

<b>Outdoor Equipment</b>	<b>PASS</b>
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	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	

<b>Garage</b>	<b>PASS</b>
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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES  
YES / N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: DECEMBER 14 / 2015 BASE: BROADHEAD



MONTHLY WORKPLACE INSPECTION CHECKLIST

HAZARDS:



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COMMENTS / CONCERNS:

- VERY NEAT / TIDY - NO ISSUES.

- INSPECTED + RESEALED FIRST AID KIT.

Inspected By:

	Acker
Labour Inspector - Sign and Print	
	Brohman
Management Inspector - Sign and Print	

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Man doors secure	
Windows functional / secure	
Outdoor lighting sufficient / functional	
Outdoor seating / tables	
Fuelling Stations	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	

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Clean and clear of obstacles	
GFI's functioning	
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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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
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Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES  
YES/N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: DECEMBER 14, 2017 BASE: ESSEX





**MONTHLY WORKPLACE INSPECTION CHECKLIST**

**HAZARDS:**

- \* 5 gallon pail of "Sikaflo<sup>®</sup> 35"  
found in electrical room.
- \* Removed + returned to Mercedes

**COMMENTS / CONCERNS:**

Inspected By:

	PICKEL
Labour Inspector - Sign and Print	
	BROHMAN
Management Inspector - Sign and Print	

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Parking lot free of obstacles	
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Man doors secure	
Windows functional / secure	
Outdoor lighting sufficient / functional	
Outdoor seating / tables	
Fuelling Stations	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	

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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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES.  
YES / N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: Dec. 14 / 2017 BASE: HARRLOW



**MONTHLY WORKPLACE INSPECTION CHECKLIST**

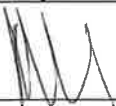

**HAZARDS:**

No. Hazards Present

**COMMENTS / CONCERNS:**

Update HIS Binder

**Inspected By:**

	PICKEL
<b>Labour Inspector - Sign and Print</b>	
	BROTHMAN
<b>Management Inspector - Sign and Print</b>	



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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	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	

<b>Garage</b>	<b>PASS</b>
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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT DEC)

YES  
YES / N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: DECEMBER 14 / 2017 BASE: JEFFERSON



MONTHLY WORKPLACE INSPECTION CHECKLIST

HAZARDS:

*[Handwritten mark]*

COMMENTS / CONCERNS:

\* Large Amt of cardboard on the ground  
in the bay area, with an empty recycle bin  
\* Area needs to be cleared of clutter.

Inspected By:

<i>[Signature]</i>	<i>Pickel</i>
Labour Inspector - Sign and Print	
<i>[Signature]</i>	<i>Brahman</i>
Management Inspector - Sign and Print	



**MONTHLY WORKPLACE INSPECTION CHECKLIST**

<b>Outdoor Equipment</b>	<b>PASS</b>
Parking lot free of obstacles <del>X</del>	
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	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	

<b>Garage</b>	<b>PASS</b>
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 <del>X</del>	
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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

<b>Emergency Equipment</b>	<b>PASS</b>
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	

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES  
YES / N/A

DATE: DECEMBER 14 / 2017 BASE: KINGSVILLE



**MONTHLY WORKPLACE INSPECTION CHECKLIST**



**HAZARDS:**

- \* Floor Drain Plugged - Reported.
- \* Parking lot Not cleared of snow  
5-6" of snow in lot
- \* Sidewalks / in front of bay was  
Shoveled

**COMMENTS / CONCERNS:**

- \* Reported issues to proper departments
- \* HHS Binder updated
- \* First Aid Box Inspected

Inspected By:

	RICKEL
Labour Inspector - Sign and Print	
	BROHMAN
Management Inspector - Sign and Print	



**MONTHLY WORKPLACE INSPECTION CHECKLIST**

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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	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	

<b>Garage</b>	<b>PASS</b>
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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES  
YES / N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: DECEMBER 14 / 2017 BASE: LAKEHURST



**MONTHLY WORKPLACE INSPECTION CHECKLIST**

**HAZARDS:**

⊕

**COMMENTS / CONCERNS:**

\* Updated H&S Binder

to First Aid Kit inspected + Resealed

\* No New Issues / Concerns.

**Inspected By:**

	PICKEL
Labour Inspector – Sign and Print	
	BROTHMAN
Management Inspector – Sign and Print	

**MONTHLY WORKPLACE INSPECTION CHECKLIST**

<b>Outdoor Equipment</b>	<b>PASS</b>
Parking lot free of obstacles	<input checked="" type="checkbox"/>
Walkways free of obstacles	<input checked="" type="checkbox"/>
Building exterior sound	<input type="checkbox"/>
Garage doors functioning properly	<input type="checkbox"/>
Garage doors open manually	<input type="checkbox"/>
Man doors opening/closing properly	<input type="checkbox"/>
Man doors secure	<input type="checkbox"/>
Windows functional / secure	<input type="checkbox"/>
Outdoor lighting sufficient / functional	<input type="checkbox"/>
Outdoor seating / tables	<input type="checkbox"/>
Fuelling Stations	<input type="checkbox"/>

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

<b>Medical Supply Room</b>	<b>PASS</b>
No slip / trip hazards	<input checked="" type="checkbox"/>
Floor clean and clear	<input type="checkbox"/>
Supplies adequate	<input type="checkbox"/>

<b>Emergency Equipment</b>	<b>PASS</b>
Equipment in good working order	<input checked="" type="checkbox"/>
Extinguishers accessible, tagged and dated	<input type="checkbox"/>
Detectors tested and functional	<input type="checkbox"/>
Eye wash station functional	<input type="checkbox"/>
First Aid Kit checked and log signed	<input type="checkbox"/>
Emergency lighting in good order	<input type="checkbox"/>
Exit signs illuminated	<input type="checkbox"/>
Exit doors free of obstructions	<input type="checkbox"/>
Pull stations accessible	<input type="checkbox"/>

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

Chairs unfolded

<b>Kitchen / Bathroom</b>	<b>PASS</b>
No slip / trip hazards	<input checked="" type="checkbox"/>
Extension cords in good condition	<input type="checkbox"/>
No overloaded receptacles	<input type="checkbox"/>
Area carpets in good condition	<input type="checkbox"/>
Floors clean and clear	<input type="checkbox"/>
Lighting adequate and functioning	<input type="checkbox"/>
Hand Sanitizers available and filled	<input type="checkbox"/>
Toilet / Shower functioning	<input type="checkbox"/>
Appliances in good order	<input type="checkbox"/>

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	<input checked="" type="checkbox"/>
MSDS current (within 2 years)	<input type="checkbox"/>
Evacuation plan available	<input type="checkbox"/>
Updated floor plans	<input type="checkbox"/>
Emergency numbers and contacts	<input type="checkbox"/>
Minutes posted	<input type="checkbox"/>

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

yes  
YES / N/A

DATE: December 14, 2017 BASE: LASALLE



**MONTHLY WORKPLACE INSPECTION CHECKLIST**

**HAZARDS:**

- ⊗ Lounge chairs all unfolded
- ⊗ All put back into sitting position

**COMMENTS / CONCERNS:**

- First Aid Kit Resealed
- Updated H+S Binder

**Inspected By:**

	PICKEL
<b>Labour Inspector - Sign and Print</b>	
	BROWN
<b>Management Inspector - Sign and Print</b>	





**MONTHLY WORKPLACE INSPECTION CHECKLIST**

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Parking lot free of obstacles	
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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	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
No slip / trip hazards	
Extension cords in good condition	
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Heat adequate and functioning	
Air quality adequate	

<b>Garage</b>	<b>PASS</b>
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	

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Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
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Emergency numbers and contacts	
Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES.  
YES / N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: DECEMBER 14 / 2014 BASE: MERCER



**MONTHLY WORKPLACE INSPECTION CHECKLIST**



**HAZARDS:**

\* 2 electrical cords (on pull down reel)  
laying in water. Corrected.

**COMMENTS / CONCERNS:**

\* 2 bottles found on mercer containing  
unidentified cleaning solution. Disposed  
+ properly labelled.

**Inspected By:**

	PICKEL
<b>Labour Inspector – Sign and Print</b>	
	Brauman
<b>Management Inspector – Sign and Print</b>	

**MONTHLY WORKPLACE INSPECTION CHECKLIST**

<b>Outdoor Equipment</b>	<b>PASS</b>
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	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	

<b>Garage</b>	<b>PASS</b>
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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES  
YES / N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: DECEMBER 2017 BASE: TECUMSEH

**MONTHLY WORKPLACE INSPECTION CHECKLIST**



**HAZARDS:**

- 2 Extension Cords (drop down cords in bay area) laying in water
- 2 GFI tripped due to cords in water.
- GFI's reset.

**COMMENTS / CONCERNS:**

- \* Utility Room Has 3 wallers (loavers from U/PN) stored in front of electrical panel.
- \* Need proper storage for these items.  
Reported to Deputy Lemay.
- \* Eyewash Bottle Needs to be updated.

**Inspected By:**

	Picker
<b>Labour Inspector - Sign and Print</b>	
	Brown
<b>Management Inspector - Sign and Print</b>	

**MONTHLY WORKPLACE INSPECTION CHECKLIST**

<b>Outdoor Equipment</b>	<b>PASS</b>
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	

<b>Office / Crew Room / Meeting Room</b>	<b>PASS</b>
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	X
Air Conditioning functioning	
Heat adequate and functioning	
Air quality adequate	

<b>Garage</b>	<b>PASS</b>
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	

<b>Kitchen / Bathroom</b>	<b>PASS</b>
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	

<b>Posting and Documents</b>	<b>PASS</b>
Mandatory postings present	
MSDS current (within 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

FIRST AID KITS INVENTORIED AND RESEALED (MARCH / JUNE / SEPT / DEC)

YES  
YES / N/A

<b>Emergency Equipment</b>	<b>PASS</b>
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	

DATE: Dec. 14 / 2017 BASE: CIVIC CENTRE



**MONTHLY WORKPLACE INSPECTION CHECKLIST**

**HAZARDS:**

§

**COMMENTS / CONCERNS:**

✗ 3 overhead lights not working

✗ Inspected First Aid

**Inspected By:**

	
<b>Labour Inspector – Sign and Print</b>	PICKEL
	<b>Management Inspector – Sign and Print</b>
	BRADMAN