

**MONTHLY WORKPLACE INSPECTION CHECKLIST**

Outdoor Equipment	PASS
Parking lot free of obstacles	✓
Walkways free of obstacles	✓
<u>Building exterior sound</u>	?
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	✓

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	✓

UNABLE TO TEST

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	✓
<u>Exhaust fan functioning</u>	?
<u>No Smoking sign</u> <b>FIXED</b>	✓
Clear of spills	✓
<u>Hazard container present</u>	?
Fire extinguisher	✓
Evidence of leaks/spills	✓
Spill collection container	✓
<u>Lighting</u>	✓

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	✓
<u>Toilet / Shower functioning</u>	✓
Appliances in good order	✓

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

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

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

Yes  
YES / N/A

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	✓
<u>Emergency lighting in good order</u>	?
<u>Exit signs illuminated</u>	?
Exit doors free of obstructions	✓
Pull stations accessible	✓

**FIRE EXTINGUISHERS CHECKED & CARD SIGNED?**

2  
Number of Extinguishers Checked

**EMERGENCY LIGHTING CHECKED?**

4  
Number of Lights Checked

DATE: 02/03/14

BASE: PELEE GARAGE / CLINIC



MONTHLY WORKPLACE INSPECTION CHECKLIST



HAZARDS:

- MAN DOOR ~~BETWEEN~~ BETWEEN GARAGE AND CLINIC NOT CLOSING ON ITS OWN.
- DOWNSPOUT DETACHED
- SHARP BIN. AND LOGISTICS/RETURN BIN
- UNABLE TO TEST EXHAUST FAN IN GARAGE, MAY BE CONNECTED TO OLD CO.

COMMENTS / CONCERNS:

- OHS guide is 2016. (green book)
- CEILING TILES IN CLINIC AREA AS WELL AS WASHROOM CLINIC. WATERMARK. (HAVE THEY GOTTEN WORSE)
- LEAK UNDER BATHROOM SINK IN CLINIC BATHROOM
- GARAGE EMERGENCY LIGHTS NOT WORKING, WE BELIEVE POWER UNIT ALSO POWER TWO OTHER SINGLE EMERGENCY LIGHTS, INSIDE CLINIC.
- SOUTH EAST RECEPTACLE NEED CAULKING AROUND IT
- SING TO BE PLACED STATING PROPANE TANK TO BE KEPT OUTSIDE
- BIRD NESTS IN GARAGE, ON GARAGE DOOR AND, NORTH EAST VENT.
- EAST GARAGE MAN DOOR, EXIT SIGN NOT LIT. (IF AMBULANCE IS PARKED, LIGHT GETS OBSTRUCTED).

Inspected By:

 MIGUEL RESTREPO
Labour Inspector - Sign and Print

Management Inspector - Sign and Print

DATE: \_\_\_\_\_ BASE: \_\_\_\_\_



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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	
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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)**  
*[Signature]*  
 YES / N/A

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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	

**FIRE EXTINGUISHERS CHECKED & CARD SIGNED?**

1  
Number of Extinguishers Checked

**EMERGENCY LIGHTING CHECKED?**

2  
Number of Lights Checked

*Falling off wall - unable to fix*

DATE: 02/03/18 BASE: 1600 APARTMENT





MONTHLY WORKPLACE INSPECTION CHECKLIST

HAZARDS:

COMMENTS / CONCERNS:

- LIGHT AT BOTTOM OF STAIRS NOT WORKING.
- REAR STAIRS LIGHT NOT WORKING.
- DOOR REAR STAIRS BOTTOM DOES NOT CATCH, PENDING FROM PREVIOUS INSPECTION
- WINDOW DOES NOT CLOSE.
- GFI PLUG
- ENSURE AIR FILTERS ARE CHANGED EVERY 3 MONTHS. 16/25/1
- KITCHEN FAUCET LEAKING, NEEDS REPLACEMENT. 20/25/1
- LIGHTBULB OUT OVER TABLE Require spares sent over.
- CO MONITOR IN LIVING SPACE FALLING OF THE WALL
- NEW DOORKNOBS ON APARTMENT DOOR - knob requires replacing
- CO MONITOR FOR DEEB (3039) - Broken.

Inspected By:

 MIGUEL RESTREPO
Labour Inspector - Sign and Print
 J.P. Bacon
Management Inspector - Sign and Print

DATE:

02/03/16

BASE:

P. F. Crew area