



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	

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	
No Smoking sign	
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	
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 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)
RESNA
 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	
Emergency lighting in good order	
Exit signs illuminated	
Exit doors free of obstructions	
Pull stations accessible	

FIRE EXTINGUISHERS CHECKED & CARD SIGNED?

 Number of Extinguishers Checked

EMERGENCY LIGHTING CHECKED?

 Number of Lights Checked

Falling off wall - unable to fix

DATE: 02/03/18 BASE: PERO 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 DOOR KNOBS 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