

**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	N/A
Floors clean and clear	✓
Furniture in good working order	Repaired
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	N/A
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)	N/A
Evacuation plan available	✓
Updated floor plans	N/A
Emergency numbers and contacts	✓
Minutes posted	N/A

<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)**

N/A  
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	N/A
First Aid Kit checked and log signed	N/A
Emergency lighting in good order	N/A
Exit signs illuminated	✓
Exit doors free of obstructions	✓
Pull stations accessible	N/A

**FIRE EXTINGUISHERS CHECKED & CARD SIGNED?**

2  
Number of Extinguishers Checked

**EMERGENCY LIGHTING CHECKED?**

2  
Number of Lights Checked

**Checked Fire/Smoke Alarms?**  yes  no



DATE: 14 May 2020

BASE: Crow Loft P.I.

**MONTHLY WORKPLACE INSPECTION CHECKLIST****HAZARDS:****COMMENTS / CONCERNS:**

- 17) Gaps around liens going through walls for new AC units require filling to stop mice from entering
- 18) CO detector requires re mounting to the wall. A second one would be useful for the sleeping area.
- 19) Stove light stays on. Does not indicate if it is on or off.
- 20) Crew requested a floor mat for the entrance to the downstairs crew room and outside the apartment door in order to keep things cleaner.
- 21) Mice noted in base.
- 22) New ceiling lighting fixture in the kitchen required.
- 23) Windows in disrepair. Require replacement.
- 24) MSDS out of date. Last updated in 2016.
- 25) Floor drain in garage not draining. Unable to clear.
- 26) Unable to locate "spill collection container" in garage.
- 27)
- 28) Exhaust vent for Portable AC unit in the spare truck requires some attention. LOG Notified and possible solutions discussed.
- 29) Generator fuel Level Checked. 7/8 full
- 30) Removed old washing machine.

**Inspected By:**

 John Diamante
<b>Labour Inspector – Sign and Print</b>
 J.P. Maceri
<b>Management Inspector – Sign and Print</b>

DATE:

14 May 2020

BASE:

Crew Loft P.I..



**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	NA
Windows functional / secure	NA
Outdoor lighting sufficient / functional	✓
Outdoor seating / tables	✓
Fuelling Stations	NA

Enough  
OK

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	No
Spill collection container	?
Lighting	✓

Eye wash  
Expired

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

1 - FEL Not  
working.

Posting and Documents	PASS
Mandatory postings present	✓
MSDS current (within 2 years)	May 2016
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)**

No Sacs  
YES / N/A

**FIRE EXTINGUISHERS CHECKED & CARD SIGNED?**

2  
Number of Extinguishers Checked

**EMERGENCY LIGHTING CHECKED?**

2  
Number of Lights Checked

Checked Fire/Smoke Alarms?  yes  no

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	NA



DATE: 14 May 2016

BASE: P.I. Downstairs / Garage

**MONTHLY WORKPLACE INSPECTION CHECKLIST****HAZARDS:****COMMENTS / CONCERNS:**

- 1) Gap below man door exiting garage.
- 2) Door leading to stairwell that goes up to apartments will not lock
- 3) New pig tail required for spare unit. (LOG Notified)
- 4) Removed mislabeled spray bottle. (LOG Notified)
- 5) Emergency lighting in the electrical room not working.
- 6) Eye Wash station expired. (LOG Notified)
- 7) First aid kit requires a new dated Seal. All contents still OK. (LOG Notified)
- 8) Current OH & S book.
- 9) Cord on floor in OPP area possible trip hazard.
- 10) Emergency lighting in the Downstairs crew room not working.
- 11) All Postings put up and old ones taken down as requested. FYI (Unable to locate H & S minutes binder)
- 12) Emergency lighting in Back stair well leading down and out the back not working.
- 13) Light in back stair well leading down and out the back not working.
- 14) Note from contractor about possible leak left for crew. Forwarded it to LOG.
- 15) New LED bulbs required to replace the CFL bulbs. Soft white.
- 16) Fridge handles broken top and bottom.

**Inspected By:**

 Jenna Diamante
<b>Labour Inspector – Sign and Print</b>
 J.P. Bacon
<b>Management Inspector – Sign and Print</b>

DATE: 14 May 2020BASE: PI - Downstairs.