



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	N/A
Outdoor lighting sufficient / functional	✓
Outdoor seating / tables	✓
Fuelling Stations	N/A

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	N/A
Spill collection container	N/A
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)

✓
 YES / N/A

FIRE EXTINGUISHERS CHECKED & CARD SIGNED?

2
 Number of Extinguishers Checked

EMERGENCY LIGHTING CHECKED?

3
 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	N/A

EXAMINED 01/20 →

DATE: SEPT 28-20

BASE: PELEE GARAGE DOWNSTAIRS





MONTHLY WORKPLACE INSPECTION CHECKLIST

HAZARDS:

COMMENTS / CONCERNS:

- SEPT SEAL REQUIRED FOR F.A. Box
- EYE WASH BOTTLE EXPIRED
- OLD FRIDGE STILL IN GARAGE
- DOWN STAIRS TOILET NEEDS
NEW CHAIN (WILL NOT CONNECT TO
STOPPER)

Inspected By:	 D. Picard
Labour Inspector - Sign and Print	
Management Inspector - Sign and Print	

DATE: SEPT 28-20

BASE: PICARD

GARAGE
DOWN STAIRS

MONTHLY WORKPLACE INSPECTION CHECKLIST

Outdoor Equipment	PASS
Parking lot free of obstacles	✓
Walkways free of obstacles	✓
Building exterior sound	WASPS (X)
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	N/A

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	N/A
Oxygen stored securely and in safe area	✓
Exhaust fan functioning	✓
No Smoking sign	✓
Clear of spills	✓
Hazard container present	X
Fire extinguisher	✓
Evidence of leaks/spills	✓
Spill collection container	X
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	expired (X)
First Aid Kit checked and log signed	✓
Emergency lighting in good order	X
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 2 years)	
Evacuation plan available	
Updated floor plans	
Emergency numbers and contacts	
Minutes posted	

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

YES / N/A

FIRE EXTINGUISHERS CHECKED & CARD SIGNED?

1
Number of Extinguishers Checked

EMERGENCY LIGHTING CHECKED?

3
Number of Lights Checked

Checked Fire/Smoke Alarms? ___yes ___no

DATE: Sept 28 / 20. BASE: Peter Island - Crew Area



MONTHLY WORKPLACE INSPECTION CHECKLIST



HAZARDS:

- Large Wasp Nest on outside hose reel.

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COMMENTS / CONCERNS:

Inspected By:

 Rickel
Labour Inspector - Sign and Print
 Susan Booker
Management Inspector - Sign and Print



DATE: Sep 28 / 20

BASE: Pelee Island