

**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	N/A

<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 / 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	✓

**FIRE EXTINGUISHERS CHECKED & CARD SIGNED?**

2  
Number of Extinguishers Checked

**EMERGENCY LIGHTING CHECKED?**

N/A  
Number of Lights Checked

DATE: Nov 18 / 20 BASE: Pelee Island - Clinic / Bay



**MONTHLY WORKPLACE INSPECTION CHECKLIST**


**HAZARDS:**

- garage has a black fridge
- needs to be removed.

**COMMENTS / CONCERNS:**

- Expired eye wash station
- Move fleece winter blankets.
- Toilet in clinic area - Not functioning  
↳ internal hardware needs replacing - handle/chain/tank flap

**Inspected By:**

<b>Labour Inspector – Sign and Print</b>
 Brothman
<b>Management Inspector – Sign and Print</b>

DATE: Nov 18 / 20

BASE: Pelee Island - Clinic / Bay

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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	N/A

<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	✓
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Area carpets in good condition	✓
Floors clean and clear	✓
Furniture in good working order	✓
Lighting adequate and functioning	✓
Air Conditioning functioning	N/A
Heat adequate and functioning	✓
Air quality adequate	✓

*See 2nd sheet*

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GFI's functioning	
Extension cords in good condition	
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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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MSDS current (within 2 years)	✓
Evacuation plan available	✓
Updated floor plans	✓
Emergency numbers and contacts	✓
Minutes posted	✓

*See 2nd sheet*

<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 N/A

**FIRE EXTINGUISHERS CHECKED & CARD SIGNED?**

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Number of Extinguishers Checked

**EMERGENCY LIGHTING CHECKED?**

N/A  
Number of Lights Checked

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

DATE: Nov. 18/20 BASE: Pelee Island - Crew Room



MONTHLY WORKPLACE INSPECTION CHECKLIST


HAZARDS:

- ① - Exterior Window Broken -
  - Will not shut or secure
  - Window is being held shut by nasal cannula tied to adjacent window handle
- ② Tested Smoke / CO Combo - Not functioning
  - inspected detector and discovered the detector has been tampered with - hard wire harness not connected to power. Also, the detector has the discharge/disable tab pushed in - making the detector unusable.

COMMENTS / CONCERNS:

- Reported the above findings to Deputy Chief Grant.
- Crew area still has a back up smoke detector - a new CO detector is being sent to the island.

Inspected By:

Labour Inspector - Sign and Print

Management Inspector - Sign and Print

DATE: Nov 18 / 20

BASE: Pelee Island - Crew Room