

**322 King Street West**  
**Health & Safety Inspection Form**

**Date of Inspection:** 20-Apr-22  
**Inspectors:** Karyn King, Karen Leighton, Desiree Proveau, Tom Kituku, Aine Davis

<b>A. General</b>		Satisfactory	Requires Action
(1) Floors: clean, dry, free from debris, clutter and trip hazards		✓	
(2) Signs are posted when floors are wet (when floors are washed, spills)		✓	
(3) Aisles are marked, clear and unobstructed		✓	
(4) Stairs and landings are kept clear and unobstructed		✓	
(5) Stairwells adequately lit; steps, threads, etc., in good condition		✓	
(6) Furniture/office equipment secure from tipping; appropriate for work being done		✓	
(7) Pest Control		✓	
<b>B. Exits and Entrances</b>		Satisfactory	Requires Action
(1) Doors are not blocked		✓	
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit		✓	
(3) Walkways are free from snow, ice, water, grease, etc.		✓	
(4) Outdoors stairs made of grating so that water and snow cannot build up on them		N/A	
<b>C. Environment</b>		Satisfactory	Requires Action
(1) Lighting levels adequate; work areas free from glare		✓	
(2) Air quality adequate		✓	
(3) Temperature and humidity adequate?		✓	
(4) Noise levels appropriate, signs indicating hearing protection required where noise levels are high		X	
(5) Workers trained in use of personal protective equipment (PPE)		✓	
<b>D. Health and Safety Bulletin Board Postings:</b>		Satisfactory	Requires Action
* Occupational Health and safety Act and Regulations		X	
* Policies: Health and Safety; Violence and Harrassment		X	
* "Prevention Starts Here" poster		X	
* WSIB "In Case of Injury" poster		X	
* Employment Standards Act poster		X	
* Name of health and safety representative		X	
* Workplace Inspection report		X	

<b>E. Fire Protection and Warning Systems</b>		
(1) Emergency lighting; adequate lighting, tested and record of annual inspection	Satisfactory	Requires Action
(2) Portable fire extinguishers: appropriate type, readily available and inspected	✓	
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	✓	
(4) Fire/emergency alarm systems operational; fire exit signs lit	✓	
(5) Fire and evacuation plan is posted	<del>✓</del>	X
(6) Workers know the plan (ask a worker)	<del>✓</del>	X
<b>F. Hygiene and First Aid</b>		
(1) Washrooms and kitchens are clean	✓	
(2) Washing facility available (soap, warm water)	✓	
(3) First aid kits: supply inventory; treatment log; first aid training manual	✓	
(4) First aid certificates are posted and valid	✓	COMPL
(5) Emergency eyewash (or showers) available and in working order	✓	
(6) Employees know how to get first aid when needed (ask a worker)	✓	
(7) Defibrillator		
* Pads expiry date		
* Battery expiry date		
(8) Are measures in place to prevent the spread of disease	✓	
<b>G. Material Handling and Storage</b>		
(1) Materials are neatly and safely stored	✓	
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	N/A	Being Done
(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored	N/A	
(4) Step/ladders are positioned and secured safely when in use (observe worker)	N/A	
(5) Work done above 3m follows "Working from Heights" policy and procedures	N/A	
(6) Dock boards (bridge plates) used when loading or unloading from dock to truck	N/A	
(7) Racks and platforms loaded only within the limits of their capacity	N/A	
(8) Forklift operators are trained (ask worker)	N/A	
<b>H. Hazardous Substances</b>		
(1) Hazardous substances are properly labelled, stored and disposed of (observe)	✓	
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	✓	
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	✓	
(4) Flammable products stored properly	✓	

<b>I. Personal Protective Equipment (PPE)</b>		Satisfactory	Requires Action
(1) PPE is available and worn (observe)		✓	
(2) PPE is maintained (ask worker)		✓	
(3) Training in PPE use and care (ask worker)		✓	
<b>J. Electrical</b>		Satisfactory	Requires Action
(1) Extension cords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)		N/A	
(2) Is the area free from exposed wiring/frayed cords		✓	
(3) Are electrical cords not pinched, strained, or run underneath carpeting		✓	
(4) Is at least 1m of clear space provided in front of all electrical panels		✓	
(5) Are all electrical openings including knockouts covered		✓	
(6) Do all electrical outlets and switches have faceplates installed/no cracks		✓	
(7) Are all multi-outlet power strips ULC listed and equipped with circuit breakers		<del>✓</del>	
(8) Is overloading of outlets/power strips avoided		✓	
<b>K. Tools and Machinery</b>		Satisfactory	Requires Action
(1) Guarding and safety devices in place		N/A	
(2) Start/Stop switches clearly marked and easy to reach		N/A	
(3) Safe operating procedures available		N/A	
(4) Lockout procedures available		N/A	
(5) Defective tools are tagged and removed from service		N/A	
(6) Proper training given in the safe use of tools and machinery		N/A	
(7) Manufacturer's manuals available for all tools and machinery		N/A	
<b>H. Security</b>		Satisfactory	Requires Action
(1) Emergency numbers for internal and external contacts are easily available		✓	
(2) Visitor/contractor rules are in place		✓	
(3) Working with money: Safe procedures and emergency procedures are in place		✓	
(4) Training on workplace violence and harassment (ask worker)		✓	

**322 King Street West**  
**Health & Safety Inspection Form**

Date of Inspection: **22-May-26**  
 inspectors: **Karyn King, Karen Leighton, Desiree Proveau, Tom Kituku, Aine Davis**

<b>A. General</b>	Satisfactory	Requires Action	Not Checked
(1) Floors: clean, dry, free from debris, clutter and trip hazards	✓		
(2) Signs are posted when floors are wet (when floors are washed, spills)	✓		
(3) Aisles are marked, clear and unobstructed	✓		
(4) Stairs and landings are kept clear and unobstructed	✓		
(5) Stairwells adequately lit; steps, threads, etc., in good condition	✓		
(6) Furniture/office equipment secure from tipping; appropriate for work being done	✓		
(7) Pest Control	✓		
<b>3. Exits and Entrances</b>	Satisfactory	Requires Action	Not Checked
(1) Doors are not blocked	✓		
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit	✓		
(3) Walkways are free from snow, ice, water, grease, etc.	✓		
(4) Outdoors stairs made of grating so that water and snow cannot build up on them	✓		
<b>C. Environment</b>	Satisfactory	Requires Action	Not Checked
(1) Lighting levels adequate; work areas free from glare	✓		
(2) Air quality adequate	✓		
(3) Temperature and humidity adequate?	✓		
(4) Noise levels appropriate, signs indicating hearing protection required where noise levels are high		X	
(5) Workers trained in use of personal protective equipment (PPE)	✓		
<b>D. Health and Safety Bulletin Board Postings:</b>	Satisfactory	Requires Action	Not Checked
* Occupational Health and safety Act and Regulations	X		
* Policies: Health and Safety; Violence and Harrassment	X		
* "Prevention Starts Here" poster	X		
* WSIB "In Case of Injury" poster	X		
* Employment Standards Act poster	X		
* Name of health and safety representative	X	X	
* Workplace Inspection report	X		

**:: Fire Protection and Warning Systems**

(1) Emergency lighting; adequate lighting, tested and record of annual inspection	Satisfactory	Requires Action	Not Checked
(2) Portable fire extinguishers: appropriate type, readily available and inspected	✓		✓
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	✓		
(4) Fire/emergency alarm systems operational; fire exit signs lit			✓
(5) Fire and evacuation plan is posted		✓	
(6) Workers know the plan (ask a worker)		✓	

**:: Hygiene and First Aid**

(1) Washrooms and kitchens are clean	✓	Requires Action	Not Checked
(2) Washing facility available (soap, warm water)	✓		
(3) First aid kits: supply inventory; treatment log; first aid training manual	✓	✓	
(4) First aid certificates are posted and valid			
(5) Emergency eyewash (or showers) available and in working order	✓		
(6) Employees know how to get first aid when needed (ask a worker)	✓		
(7) Defibrillator			
* Pads expiry date	✓		
* Battery expiry date			
(8) Are measures in place to prevent the spread of disease	✓		

**3. Material Handling and Storage**

(1) Materials are neatly and safely stored	Satisfactory	Requires Action	Not Checked
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	✓		
(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored	✓		
(4) Step/ladders are positioned and secured safely when in use (observe worker)	✓		
(5) Work done above 3m follows "Working from Heights" policy and procedures			✓
(6) Dock boards (bridge plates) used when loading or unloading from dock to truck			✓
(7) Racks and platforms loaded only within the limits of their capacity			✓
(8) Forklift operators are trained (ask worker)			✓

**1. Hazardous Substances**

(1) Hazardous substances are properly labelled, stored and disposed of (observe)	Satisfactory	Requires Action	Not Checked
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	✓		
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	✓		
(4) Flammable products stored properly			✓

*IN PROGRESS*

<b>. Personal Protective Equipment (PPE)</b>			
(1) PPE is available and worn (observe)	Satisfactory	Requires Action	Not Checked
(2) PPE is maintained (ask worker)	✓		
(3) Training in PPE use and care (ask worker)	✓		
<b>. Electrical</b>			
(1) Extension cords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)	✓		
(2) Is the area free from exposed wiring/frayed cords	✓		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	✓		
(4) Is at least 1m of clear space provided in front of all electrical panels	✓		
(5) Are all electrical openings including knockouts covered	✓		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	✓		
(7) Are all multi-outlet power strips ULC listed and equipped with circuit breakers			✓
(8) Is overloading of outlets/power strips avoided	✓		
<b>. Tools and Machinery</b>			
(1) Guarding and safety devices in place	Satisfactory	Requires Action	Not Checked
(2) Start/Stop switches clearly marked and easy to reach			✓
(3) Safe operating procedures available			✓
(4) Lockout procedures available			✓
(5) Defective tools are tagged and removed from service			✓
(6) Proper training given in the safe use of tools and machinery			✓
(7) Manufacturer's manuals available for all tools and machinery			✓
<b>-1. Security</b>			
(1) Emergency numbers for internal and external contacts are easily available	Satisfactory	Requires Action	Not Checked
(2) Visitor/contractor rules are in place			✓
(3) Working with money: Safe procedures and emergency procedures are in place	✓		
(4) Training on workplace violence and harrassment (ask worker)	✓		

**322 King Street West**  
**Health & Safety Inspection Form**

**Date of Inspection:** ~~22-11-22~~ 22 - Sept - 22  
**Inspectors:** Karyn King, Karen Leighton, Tom Kituku, Aine Davis

<b>A. General</b>	Satisfactory	Requires Action	Not Checked	Notes
(1) Floors: clean, dry, free from debris, clutter and trip hazards	X			
(2) Signs are posted when floors are wet (when floors are washed, spills)	X			
(3) Aisles are marked, clear and unobstructed	X			
(4) Stairs and landings are kept clear and unobstructed	X			
(5) Stairwells adequately lit; steps, threads, etc., in good condition	X			
(6) Furniture/office equipment secure from tipping; appropriate for work being done	X			
(7) Pest Control	X			
<b>B. Exits and Entrances</b>	Satisfactory	Requires Action	Not Checked	
(1) Doors are not blocked	X			
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit	X			
(3) Walkways are free from snow, ice, water, grease, etc.	X			
(4) Outdoors stairs made of grating so that water and snow cannot build up on them	X			
<b>C. Environment</b>	Satisfactory	Requires Action	Not Checked	
(1) Lighting levels adequate; work areas free from glare	X			
(2) Air quality adequate	X			
(3) Temperature and humidity adequate?	X			
(4) Noise levels appropriate, signs indicating hearing protection required where noise levels are high	X			
(5) Workers trained in use of personal protective equipment (PPE)	X			
<b>D. Health and Safety Bulletin Board Postings:</b>	Satisfactory	Requires Action	Not Checked	
* Occupational Health and safety Act and Regulations	X			
* Policies: Health and Safety; Violence and Harrassment	X			
* "Prevention Starts Here" poster	X			
* WSIB "In Case of Injury" poster	X			
* Employment Standards Act poster	X			

* Name of health and safety representative	x		
* Workplace Inspection report	x		
<b>E. Fire Protection and Warning Systems</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency lighting; adequate lighting, tested and record of annual inspection			x
(2) Portable fire extinguishers: appropriate type, readily available and inspected	x		
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	x		
(4) Fire/emergency alarm systems operational; fire exit signs lit			x
(5) Fire and evacuation plan is posted	x		
(6) Workers know the plan (ask a worker)	x		
<b>F. Hygiene and First Aid</b>	Satisfactory	Requires Action	Not Checked
(1) Washrooms and kitchens are clean		Yes	
(2) Washing facility available (soap, warm water)	x		
(3) First aid kits: supply inventory; treatment log; first aid training manual	x		
(4) First aid certificates are posted and valid	x		
(5) Emergency eyewash (or showers) available and in working order	x		
(6) Employees know how to get first aid when needed (ask a worker)	x		
(7) Defibrillator		Yes	
* Pads expiry date			
* Battery expiry date			
(8) Are measures in place to prevent the spread of disease	x		
<b>G. Material Handling and Storage</b>	Satisfactory	Requires Action	Not Checked
(1) Materials are neatly and safely stored	x		
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	x		
(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored			N/A
(4) Step/ladders are positioned and secured safely when in use (observe worker)			N/A
(5) Work done above 3m follows "Working from Heights" policy and procedures			N/A
(6) Dock boards (bridge plates) used when loading or unloading from dock to truck			N/A
(7) Racks and platforms loaded only within the limits of their capacity			N/A
(8) Forklift operators are trained (ask worker)			N/A



<b>H. Hazardous Substances</b>	Satisfactory	Requires Action	Not Checked
(1) Hazardous substances are properly labelled, stored and disposed of (observe)			x
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)			x
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	x		
(4) Flammable products stored properly			x

<b>I. Personal Protective Equipment (PPE)</b>	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)			x
(2) PPE is maintained (ask worker)	x		
(3) Training in PPE use and care (ask worker)			x

<b>J. Electrical</b>	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)			N/A
(2) Is the area free from exposed wiring/frayed cords	x		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	x		
(4) Is at least 1m of clear space provided in front of all electrical panels	x		
(5) Are all electrical openings including knockouts covered	x		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	x		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	x		
(8) Is overloading of outlets/power strips avoided	x		

<b>K. Tools and Machinery</b>	Satisfactory	Requires Action	Not Checked
(1) Guarding and safety devices in place			N/A
(2) Start/Stop switches clearly marked and easy to reach			N/A
(3) Safe operating procedures available			N/A
(4) Lockout procedures available			N/A
(5) Defective tools are tagged and removed from service			N/A
(6) Proper training given in the safe use of tools and machinery			N/A
(7) Manufacturer's manuals available for all tools and machinery			N/A

H. Security	Satisfactory	Requires Action	Not Checked
(1) Emergency numbers for internal and external contacts are easily available		Yes	
(2) Visitor/contractor rules are in place	x		
(3) Working with money: Safe procedures and emergency procedures are in place	x		
(4) Training on workplace violence and harrasment (ask worker)	x		

Notes:

Inspection by **Áine Davis**

Portal needs to be updated

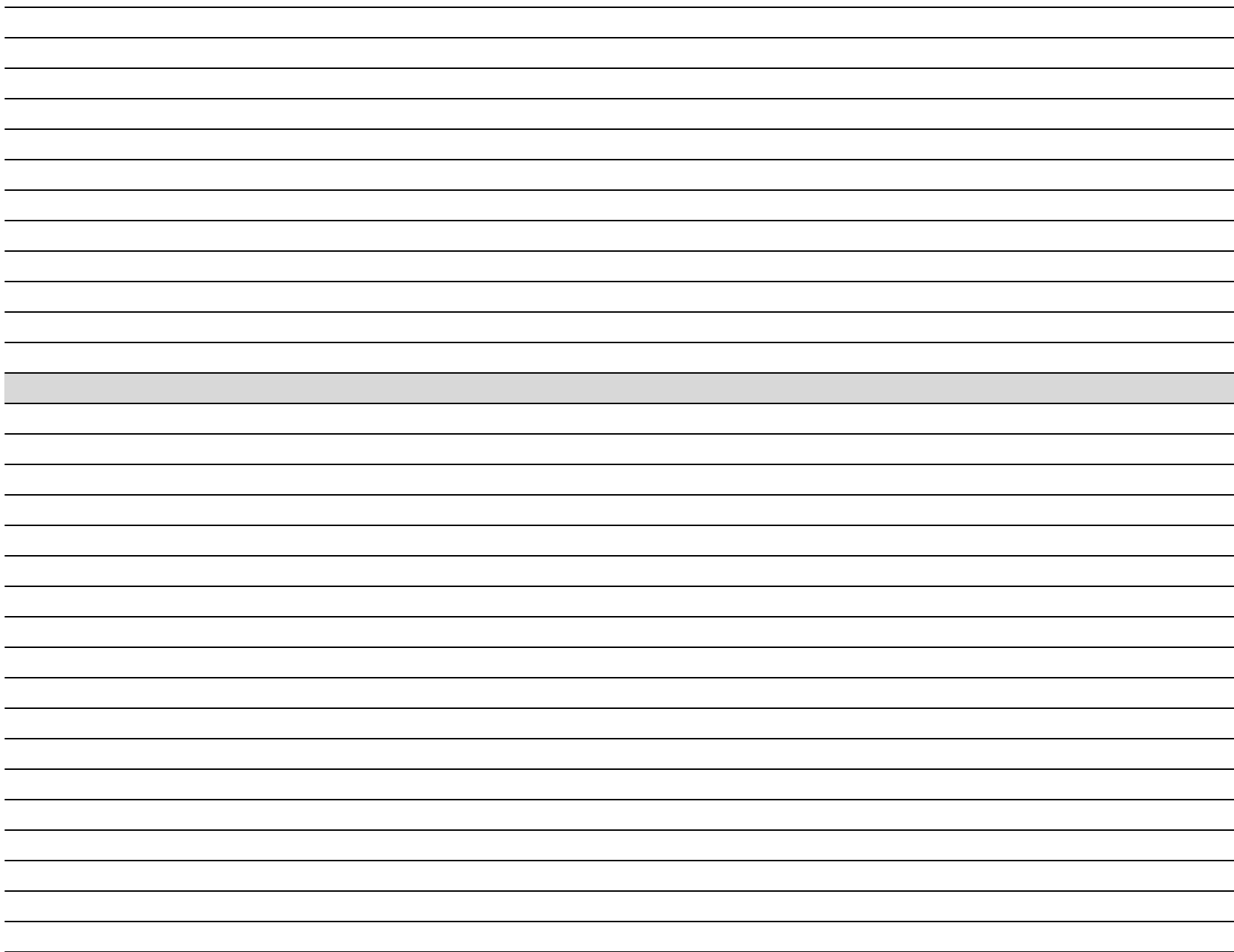
Better headsets for sound on 3rd? Idea.

FIRE SAFETY LOG - Discuss y/n questions with Jim/Mark

Add it to Portal

Keep feedback log internally - Y/N form Intranet

Waiting on Introtel for Emergency Message



[illegible]















**322 King Street West**  
**Health & Safety Inspection Form**

**Date of Inspection:** 22-Feb-22

**Inspectors:** Paul Terceira

<b>A. General</b>	Satisfactory	Requires Action	Not Checked
(1) Floors: clean, dry, free from debris, clutter and trip hazards	X		
(2) Signs are posted when floors are wet (when floors are washed, spills)	X		
(3) Aisles are marked, clear and unobstructed	X		
(4) Stairs and landings are kept clear and unobstructed	X		
(5) Stairwells adequately lit; steps, threads, etc., in good condition	X		
(6) Furniture/office equipment secure from tipping; appropriate for work being done	X		
(7) Pest Control	X		
<b>B. Exits and Entrances</b>	Satisfactory	Requires Action	Not Checked
(1) Doors are not blocked	X		
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit	X		
(3) Walkways are free from snow, ice, water, grease, etc.	X		
(4) Outdoors stairs made of grating so that water and snow cannot build up on them	No		
<b>C. Environment</b>	Satisfactory	Requires Action	Not Checked
(1) Lighting levels adequate; work areas free from glare	X		
(2) Air quality adequate	X		
(3) Temperature and humidity adequate?	X		
(4) Noise levels appropriate, signs indicating hearing protection required where noise levels are high	X		
(5) Workers trained in use of personal protective equipment (PPE)	X		
<b>D. Health and Safety Bulletin Board Postings:</b>	Satisfactory	Requires Action	Not Checked
* Occupational Health and safety Act and Regulations	X		
* Policies: Health and Safety; Violence and Harrassment	X		
* "Prevention Starts Here" poster	X		
* WSIB "In Case of Injury" poster	X		
* Employment Standards Act poster	X		
* Name of health and safety representative	X		
* Workplace Inspection report	X		

<b>E. Fire Protection and Warning Systems</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency lighting; adequate lighting, tested and record of annual inspection	X		
(2) Portable fire extinguishers: appropriate type, readily available and inspected	X		
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	X		
(4) Fire/emergency alarm systems operational; fire exit signs lit	X		
(5) Fire and evacuation plan is posted	X		
(6) Workers know the plan (ask a worker)	X		
<b>F. Hygiene and First Aid</b>	Satisfactory	Requires Action	Not Checked
(1) Washrooms and kitchens are clean	X		
(2) Washing facility available (soap, warm water)	X		
(3) First aid kits: supply inventory; treatment log; first aid training manual	X		
(4) First aid certificates are posted and valid	X		
(5) Emergency eyewash (or showers) available and in working order	X		
(6) Employees know how to get first aid when needed (ask a worker)	X		
(7) Defibrillator			
* Pads expiry date	11/4/2025		
* Battery expiry date	5/21/2025		
(8) Are measures in place to prevent the spread of disease	X		
<b>G. Material Handling and Storage</b>	Satisfactory	Requires Action	Not Checked
(1) Materials are neatly and safely stored	X		
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	X		
(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored	X		
(4) Step/ladders are positioned and secured safely when in use (observe worker)	X		
(5) Work done above 3m follows "Working from Heights" policy and procedures	X		
(6) Dock boards (bridge plates) used when loading or unloading from dock to truck			N/A
(7) Racks and platforms loaded only within the limits of their capacity	X		
(8) Forklift operators are trained (ask worker)			N/A
<b>H. Hazardous Substances</b>	Satisfactory	Requires Action	Not Checked
(1) Hazardous substances are properly labelled, stored and disposed of (observe)	X		
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	X		
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	X		
(4) Flammable products stored properly	X		

<b>I. Personal Protective Equipment (PPE)</b>	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)	X		
(2) PPE is maintained (ask worker)	X		
(3) Training in PPE use and care (ask worker)	X		
<b>J. Electrical</b>	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)	X		
(2) Is the area free from exposed wiring/frayed cords	X		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	X		
(4) Is at least 1m of clear space provided in front of all electrical panels		X	
(5) Are all electrical openings including knockouts covered	X		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	X		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	X		
(8) Is overloading of outlets/power strips avoided	X		
<b>K. Tools and Machinery</b>	Satisfactory	Requires Action	Not Checked
(1) Guarding and safety devices in place			N/A
(2) Start/Stop switches clearly marked and easy to reach			N/A
(3) Safe operating procedures available			N/A
(4) Lockout procedures available			N/A
(5) Defective tools are tagged and removed from service			N/A
(6) Proper training given in the safe use of tools and machinery			N/A
(7) Manufacturer's manuals available for all tools and machinery			N/A
<b>H. Security</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency numbers for internal and external contacts are easily available	X		
(2) Visitor/contractor rules are in place	X		
(3) Working with money: Safe procedures and emergency procedures are in place	X		
(4) Training on workplace violence and harrassment (ask worker)	X		

Notes:

J4 / Third floor storage closet by Chris' office has items stored in front of electrical panel.



**322 King Street West**  
**Health & Safety Inspection Form**

**Date of Inspection:** 24-Jan-22  
**Inspectors:** Tony Lopez & Paul Terceira

<b>A. General</b>	Satisfactory	Requires Action	Not Checked
(1) Floors: clean, dry, free from debris, clutter and trip hazards	X		
(2) Signs are posted when floors are wet (when floors are washed, spills)	X		
(3) Aisles are marked, clear and unobstructed	X		
(4) Stairs and landings are kept clear and unobstructed	X		
(5) Stairwells adequately lit; steps, threads, etc., in good condition	X		
(6) Furniture/office equipment secure from tipping; appropriate for work being done	X		
(7) Pest Control	X		
<b>B. Exits and Entrances</b>	Satisfactory	Requires Action	Not Checked
(1) Doors are not blocked	X		
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit	X		
(3) Walkways are free from snow, ice, water, grease, etc.	X		
(4) Outdoors stairs made of grating so that water and snow cannot build up on them	No		
<b>C. Environment</b>	Satisfactory	Requires Action	Not Checked
(1) Lighting levels adequate; work areas free from glare	X		
(2) Air quality adequate	X		
(3) Temperature and humidity adequate?	X		
(4) Noise levels appropriate, signs indicating hearing protection required where noise levels are high	X		
(5) Workers trained in use of personal protective equipment (PPE)	X		
<b>D. Health and Safety Bulletin Board Postings:</b>	Satisfactory	Requires Action	Not Checked
* Occupational Health and safety Act and Regulations	X		
* Policies: Health and Safety; Violence and Harrassment	X		
* "Prevention Starts Here" poster	X		
* WSIB "In Case of Injury" poster	X		
* Employment Standards Act poster	X		
* Name of health and safety representative	X		
* Workplace Inspection report	X		



<b>E. Fire Protection and Warning Systems</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency lighting; adequate lighting, tested and record of annual inspection	X		
(2) Portable fire extinguishers: appropriate type, readily available and inspected	X		
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	X		
(4) Fire/emergency alarm systems operational; fire exit signs lit	X		
(5) Fire and evacuation plan is posted	X		
(6) Workers know the plan (ask a worker)	X		
<b>F. Hygiene and First Aid</b>	Satisfactory	Requires Action	Not Checked
(1) Washrooms and kitchens are clean	X		
(2) Washing facility available (soap, warm water)	X		
(3) First aid kits: supply inventory; treatment log; first aid training manual	X		
(4) First aid certificates are posted and valid	X		
(5) Emergency eyewash (or showers) available and in working order	X		
(6) Employees know how to get first aid when needed (ask a worker)	X		
(7) Defibrillator			
* Pads expiry date	11/4/2025		
* Battery expiry date	5/21/2025		
(8) Are measures in place to prevent the spread of disease	X		
<b>G. Material Handling and Storage</b>	Satisfactory	Requires Action	Not Checked
(1) Materials are neatly and safely stored	X		
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	X		
(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored	X		
(4) Step/ladders are positioned and secured safely when in use (observe worker)	X		
(5) Work done above 3m follows "Working from Heights" policy and procedures	X		
(6) Dock boards (bridge plates) used when loading or unloading from dock to truck			N/A
(7) Racks and platforms loaded only within the limits of their capacity	X		
(8) Forklift operators are trained (ask worker)			N/A
<b>H. Hazardous Substances</b>	Satisfactory	Requires Action	Not Checked
(1) Hazardous substances are properly labelled, stored and disposed of (observe)	X		
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	X		
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	X		
(4) Flammable products stored properly	X		

<b>I. Personal Protective Equipment (PPE)</b>	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)	X		
(2) PPE is maintained (ask worker)	X		
(3) Training in PPE use and care (ask worker)	X		
<b>J. Electrical</b>	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)	X		
(2) Is the area free from exposed wiring/frayed cords	X		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	X		
(4) Is at least 1m of clear space provided in front of all electrical panels	X		
(5) Are all electrical openings including knockouts covered	X		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	X		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	X		
(8) Is overloading of outlets/power strips avoided	X		
<b>K. Tools and Machinery</b>	Satisfactory	Requires Action	Not Checked
(1) Guarding and safety devices in place			N/A
(2) Start/Stop switches clearly marked and easy to reach			N/A
(3) Safe operating procedures available			N/A
(4) Lockout procedures available			N/A
(5) Defective tools are tagged and removed from service			N/A
(6) Proper training given in the safe use of tools and machinery			N/A
(7) Manufacturer's manuals available for all tools and machinery			N/A
<b>H. Security</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency numbers for internal and external contacts are easily available	X		
(2) Visitor/contractor rules are in place	X		
(3) Working with money: Safe procedures and emergency procedures are in place	X		
(4) Training on workplace violence and harrassment (ask worker)	X		

Notes:



**322 King Street West**  
**Health & Safety Inspection Form**

**Date of Inspection:** 27-Jul-22

**Inspectors:** Karyn King, Karen Leighton, Tom Kituku, Aine Davis

<b>A. General</b>	Satisfactory	Requires Action
(1) Floors: clean, dry, free from debris, clutter and trip hazards	x	
(2) Signs are posted when floors are wet (when floors are washed, spills)	x	
(3) Aisles are marked, clear and unobstructed	x	
(4) Stairs and landings are kept clear and unobstructed	x	
(5) Stairwells adequately lit; steps, threads, etc., in good condition	x	
(6) Furniture/office equipment secure from tipping; appropriate for work being done	x	
(7) Pest Control	x	
<b>B. Exits and Entrances</b>	Satisfactory	Requires Action
(1) Doors are not blocked	x	
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit		Yes
(3) Walkways are free from snow, ice, water, grease, etc.	x	
(4) Outdoors stairs made of grating so that water and snow cannot build up on them	x	
<b>C. Environment</b>	Satisfactory	Requires Action
(1) Lighting levels adequate; work areas free from glare		Yes
(2) Air quality adequate	x	
(3) Temperature and humidity adequate?	x	
(4) Noise levels appropriate, signs indicating hearing protection required where noise levels are high	x	
(5) Workers trained in use of personal protective equipment (PPE)	x	
<b>D. Health and Safety Bulletin Board Postings:</b>	Satisfactory	Requires Action
* Occupational Health and safety Act and Regulations	x	
* Policies: Health and Safety; Violence and Harrassment	x	
* "Prevention Starts Here" poster	x	
* WSIB "In Case of Injury" poster	x	
* Employment Standards Act poster	x	
* Name of health and safety representative	x	
* Workplace Inspection report	x	

<b>E. Fire Protection and Warning Systems</b>	Satisfactory	Requires Action
(1) Emergency lighting; adequate lighting, tested and record of annual inspection		
(2) Portable fire extinguishers: appropriate type, readily available and inspected	x	
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	x	
(4) Fire/emergency alarm systems operational; fire exit signs lit		
(5) Fire and evacuation plan is posted		Yes
(6) Workers know the plan (ask a worker)		Yes
<b>F. Hygiene and First Aid</b>	Satisfactory	Requires Action
(1) Washrooms and kitchens are clean		Yes
(2) Washing facility available (soap, warm water)	x	
(3) First aid kits: supply inventory; treatment log; first aid training manual	x	
(4) First aid certificates are posted and valid	x	
(5) Emergency eyewash (or showers) available and in working order	x	
(6) Employees know how to get first aid when needed (ask a worker)	x	
(7) Defibrillator		Yes
* Pads expiry date		
* Battery expiry date		
(8) Are measures in place to prevent the spread of disease	x	
<b>G. Material Handling and Storage</b>	Satisfactory	Requires Action
(1) Materials are neatly and safely stored	x	
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	x	
(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored		
(4) Step/ladders are positioned and secured safely when in use (observe worker)		
(5) Work done above 3m follows "Working from Heights" policy and procedures		
(6) Dock boards (bridge plates) used when loading or unloading from dock to truck		
(7) Racks and platforms loaded only within the limits of their capacity		
(8) Forklift operators are trained (ask worker)		
<b>H. Hazardous Substances</b>	Satisfactory	Requires Action
(1) Hazardous substances are properly labelled, stored and disposed of (observe)		
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)		
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	x	
(4) Flammable products stored properly		

<b>I. Personal Protective Equipment (PPE)</b>	Satisfactory	Requires Action
(1) PPE is available and worn (observe)		
(2) PPE is maintained (ask worker)	x	
(3) Training in PPE use and care (ask worker)		
<b>J. Electrical</b>	Satisfactory	Requires Action
(1) Extension cords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)		
(2) Is the area free from exposed wiring/frayed cords	x	
(3) Are electrical cords not pinched, strained, or run underneath carpeting	x	
(4) Is at least 1m of clear space provided in front of all electrical panels	x	
(5) Are all electrical openings including knockouts covered	x	
(6) Do all electrical outlets and switches have faceplates installed/no cracks	x	
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	x	
(8) Is overloading of outlets/power strips avoided	x	
<b>K. Tools and Machinery</b>	Satisfactory	Requires Action
(1) Guarding and safety devices in place		
(2) Start/Stop switches clearly marked and easy to reach		
(3) Safe operating procedures available		
(4) Lockout procedures available		
(5) Defective tools are tagged and removed from service		
(6) Proper training given in the safe use of tools and machinery		
(7) Manufacturer's manuals available for all tools and machinery		
<b>H. Security</b>	Satisfactory	Requires Action
(1) Emergency numbers for internal and external contacts are easily available		Yes
(2) Visitor/contractor rules are in place	x	
(3) Working with money: Safe procedures and emergency procedures are in place	x	
(4) Training on workplace violence and harrassment (ask worker)	x	

Notes:

Inspection by **Áine Davis**

B2: the emergency exit signs (green) in the bathroom halls on 4th have begun to spin on their own. I am always readjusting them. Maybe we should

C1: Glare - Kevin working on new blinds... TL? I gave him the model number a few months ago. Do we need this on 3rd too?

E1: In regards to B2- Are they working if they are moving if the power goes out? Worth checking or overkill? Fire drill upcoming,

E4: same thoughts as above

E6: Do all employees know the new gathering point for fire drill?

F1: Sensors on toilets in women's barely work, flush button temperamental. Worth asking about?

H1: About 5 accidental calls to 911 per month.



This image shows a full page of white paper with horizontal ruling lines. There are two solid gray rectangular bands at the top and bottom of the page, serving as headers or footers. The central area between these bands contains numerous evenly spaced horizontal lines for writing.

[illegible]

Not Checked
X
X
Not Checked
Not Checked
N/A
N/A
N/A
N/A
N/A
N/A
N/A
Not Checked
X
X
X

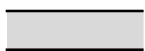
\_\_\_\_\_

\_\_\_\_\_

Not Checked
X
X
Not Checked
N/A
Not Checked
N/A
N/A
N/A
N/A
N/A
N/A
N/A
Not Checked



ould check if all do this? Then speak to Kevin about fixing.



322 King Street West  
Health & Safety Inspection Form

Date of Inspection: 27-Jul-22  
Inspectors: Karyn King, Karen Leighton, Desiree Proveau, Tom Kituku, Aine Davis

A. General	Satisfactory	Requires Action	Not Checked	Notes
(1) Floors: clean, dry, free from debris, clutter and trip hazards	X			
(2) Signs are posted when floors are wet (when floors are washed,spills)	X			
(3) Aisles are marked, clear and unobstructed	X			
(4) Stairs and landings are kept clear and unobstructed	X			
(5) Stairwells adequately lit; steps, threads, etc., in good condition	X			
(6) Furniture/office equipment secure from tipping; appropriate for work being done	X			
(7) Pest Control	X			
B. Exits and Entrances	Satisfactory	Requires Action	Not Checked	
(1) Doors are not blocked	X			
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit	X			
(3) Walkways are free from snow, ice, water, grease, etc.	X			
(4) Outdoors stairs made of grating so that water and snow cannot build up on them	n/a			
C. Environment	Satisfactory	Requires Action	Not Checked	
(1) Lighting levels adequate; work areas free from glare	X			
(2) Air quality adequate	X			
(3) Temperature and humidity adequate?	X			
(4) Noise levels appropriate, signs indicating hearing protection required where noise levels are high	No			
(5) Workers trained in use of personal protective equipment (PPE)	X			
D. Health and Safety Bulletin Board Postings:	Satisfactory	Requires Action	Not Checked	
* Occupational Health and safety Act and Regulations	X			
* Policies: Health and Safety; Violence and Harrassment	X			
* "Prevention Starts Here" poster	X			
* WSIB "In Case of Injury" poster	X			
* Employment Standards Act poster	X			
* Name of health and safety representative	X			
* Workplace Inspection report		X		

<b>E. Fire Protection and Warning Systems</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency lighting; adequate lighting, tested and record of annual inspection	x		
(2) Portable fire extinguishers: appropriate type, readily available and inspected	x		
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	x		
(4) Fire/emergency alarm systems operational; fire exit signs lit	x		
(5) Fire and evacuation plan is posted		Yes	
(6) Workers know the plan (ask a worker)		Yes	
<b>F. Hygiene and First Aid</b>	Satisfactory	Requires Action	Not Checked
(1) Washrooms and kitchens are clean	x		
(2) Washing facility available (soap, warm water)	x		
(3) First aid kits: supply inventory; treatment log; first aid training manual	x		
(4) First aid certificates are posted and valid	x		
(5) Emergency eyewash (or showers) available and in working order	x		
(6) Employees know how to get first aid when needed (ask a worker)	x		
(7) Defibrillator			
* Pads expiry date	x		
* Battery expiry date	x		
(8) Are measures in place to prevent the spread of disease	x		
<b>G. Material Handling and Storage</b>	Satisfactory	Requires Action	Not Checked
(1) Materials are neatly and safely stored	x		
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	x		
(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored	n/a		
(4) Step/ladders are positioned and secured safely when in use (observe worker)	n/a		
(5) Work done above 3m follows "Working from Heights" policy and procedures	n/a		
(6) Dock boards (bridge plates) used when loading or unloading from dock to truck	n/a		
(7) Racks and platforms loaded only within the limits of their capacity	n/a		
(8) Forklift operators are trained (ask worker)	n/a		
<b>H. Hazardous Substances</b>	Satisfactory	Requires Action	Not Checked
(1) Hazardous substances are properly labelled, stored and disposed of (observe)			x
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)			x
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	x		
(4) Flammable products stored properly			x

<b>I. Personal Protective Equipment (PPE)</b>	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)	n/a		



(2) PPE is maintained (ask worker)	n/a		
(3) Training in PPE use and care (ask worker)	n/a		
<b>J. Electrical</b>	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)	n/a		
(2) Is the area free from exposed wiring/frayed cords	x		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	x		
(4) Is at least 1m of clear space provided in front of all electrical panels	x		
(5) Are all electrical openings including knockouts covered	x		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	x		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	x		
(8) Is overloading of outlets/power strips avoided	x		
<b>K. Tools and Machinery</b>	Satisfactory	Requires Action	Not Checked
(1) Guarding and safety devices in place	n/a		
(2) Start/Stop switches clearly marked and easy to reach	n/a		
(3) Safe operating procedures available	n/a		
(4) Lockout procedures available	n/a		
(5) Defective tools are tagged and removed from service	n/a		
(6) Proper training given in the safe use of tools and machinery	n/a		
(7) Manufacturer's manuals available for all tools and machinery	n/a		
<b>H. Security</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency numbers for internal and external contacts are easily available	x		
(2) Visitor/contractor rules are in place	x		
(3) Working with money: Safe procedures and emergency procedures are in place	x		
(4) Training on workplace violence and harrassment (ask worker)	x		

Notes:	
Inspection by	Karen Leighton & Karyn King





**322 King Street West**  
**Health & Safety Inspection Form**

**Date of Inspection:** 22-Mar-22  
**Inspectors:** Paul Terceira & Will Phillips

<b>A. General</b>	Satisfactory	Requires Action	Not Checked
(1) Floors: clean, dry, free from debris, clutter and trip hazards	X		
(2) Signs are posted when floors are wet (when floors are washed, spills)	X		
(3) Aisles are marked, clear and unobstructed	X		
(4) Stairs and landings are kept clear and unobstructed	X		
(5) Stairwells adequately lit; steps, threads, etc., in good condition	X		
(6) Furniture/office equipment secure from tipping; appropriate for work being done	X		
(7) Pest Control	X		
<b>B. Exits and Entrances</b>	Satisfactory	Requires Action	Not Checked
(1) Doors are not blocked	X		
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit	X		
(3) Walkways are free from snow, ice, water, grease, etc.	X		
(4) Outdoors stairs made of grating so that water and snow cannot build up on them	No		
<b>C. Environment</b>	Satisfactory	Requires Action	Not Checked
(1) Lighting levels adequate; work areas free from glare	X		
(2) Air quality adequate	X		
(3) Temperature and humidity adequate?	X		
(4) Noise levels appropriate, signs indicating hearing protection required where noise levels are high	X		
(5) Workers trained in use of personal protective equipment (PPE)	X		
<b>D. Health and Safety Bulletin Board Postings:</b>	Satisfactory	Requires Action	Not Checked
* Occupational Health and safety Act and Regulations	X		
* Policies: Health and Safety; Violence and Harrassment	X		
* "Prevention Starts Here" poster	X		
* WSIB "In Case of Injury" poster	X		
* Employment Standards Act poster	X		
* Name of health and safety representative	X		
* Workplace Inspection report	X		

<b>E. Fire Protection and Warning Systems</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency lighting; adequate lighting, tested and record of annual inspection	X		
(2) Portable fire extinguishers: appropriate type, readily available and inspected	X		
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	X		
(4) Fire/emergency alarm systems operational; fire exit signs lit	X		
(5) Fire and evacuation plan is posted	X		
(6) Workers know the plan (ask a worker)	X		
<b>F. Hygiene and First Aid</b>	Satisfactory	Requires Action	Not Checked
(1) Washrooms and kitchens are clean	X		
(2) Washing facility available (soap, warm water)	X		
(3) First aid kits: supply inventory; treatment log; first aid training manual	X		
(4) First aid certificates are posted and valid	X		
(5) Emergency eyewash (or showers) available and in working order	X		
(6) Employees know how to get first aid when needed (ask a worker)	X		
(7) Defibrillator			
* Pads expiry date	11/4/2025		
* Battery expiry date	5/21/2025		
(8) Are measures in place to prevent the spread of disease	X		
<b>G. Material Handling and Storage</b>	Satisfactory	Requires Action	Not Checked
(1) Materials are neatly and safely stored	X		
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	X		
(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored	X		
(4) Step/ladders are positioned and secured safely when in use (observe worker)	X		
(5) Work done above 3m follows "Working from Heights" policy and procedures	X		
(6) Dock boards (bridge plates) used when loading or unloading from dock to truck			N/A
(7) Racks and platforms loaded only within the limits of their capacity	X		
(8) Forklift operators are trained (ask worker)			N/A
<b>H. Hazardous Substances</b>	Satisfactory	Requires Action	Not Checked
(1) Hazardous substances are properly labelled, stored and disposed of (observe)	X		
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	X		
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	X		
(4) Flammable products stored properly	X		

<b>I. Personal Protective Equipment (PPE)</b>	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)	X		
(2) PPE is maintained (ask worker)	X		
(3) Training in PPE use and care (ask worker)	X		
<b>J. Electrical</b>	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)	X		
(2) Is the area free from exposed wiring/frayed cords	X		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	X		
(4) Is at least 1m of clear space provided in front of all electrical panels	X		
(5) Are all electrical openings including knockouts covered	X		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	X		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	X		
(8) Is overloading of outlets/power strips avoided	X		
<b>K. Tools and Machinery</b>	Satisfactory	Requires Action	Not Checked
(1) Guarding and safety devices in place			N/A
(2) Start/Stop switches clearly marked and easy to reach			N/A
(3) Safe operating procedures available			N/A
(4) Lockout procedures available			N/A
(5) Defective tools are tagged and removed from service			N/A
(6) Proper training given in the safe use of tools and machinery			N/A
(7) Manufacturer's manuals available for all tools and machinery			N/A
<b>H. Security</b>	Satisfactory	Requires Action	Not Checked
(1) Emergency numbers for internal and external contacts are easily available	X		
(2) Visitor/contractor rules are in place	X		
(3) Working with money: Safe procedures and emergency procedures are in place	X		
(4) Training on workplace violence and harrassment (ask worker)	X		

Notes:

