Date of Inspection: 20-Apr-22

Inspectors: Karyn King, Karen Leighton, Desiree Proveau, Tom Kituku, Aine Davis

A. General Satisf	Satisfactory F	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)	<u></u>	
(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. Exits and Entrances Satisf	Satisfactory F	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	1/4	
C. Environment Satisf	Satisfactory F	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)	<u> </u>	
D. Health and Safety Bulletin Board Postings: satisf	Satisfactory F	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 representitive x		
* Workplace Inspection report		

		<	(4) Flammable products stored properly
		<	(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)
			(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)
			(1) Hazardous substances are properly labelled, stored and disposed of (observe)
ction	Requires Action	Satisfactory	H. Hazardous Substances
		NIA	(8) Forklift operators are trained (ask worker)
		NIA	(7) Racks and platforms loaded only within the limits of their capacity
		NA	(6) Dock boards (bridge plates) used when loading or unloading from dock to truck
		NA	(5) Work done above 3m follows "Working from Heights" policy and procedures
		2/14	(4) Step/ladders are positioned and secured safely when in use (observe worker)
		2/12	(3) Step/ladders have non-slip surfaces and are in good condition. Secured when stored
Y DONE	BEING		(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower
		<	(1) Materials are neatly and safely stored
tion	Requires Action	Satisfactory	G. Material Handling and Storage
		<	(8) Are measures in place to prevent the spread of disease
			* Battery expiry date
			* Pads expiry date
			(7) Defibrilator
	,	<	(6) Employees know how to get first aid when needed (ask a worker)
		<	(5) Emergency eyewash (or showers) available and in working order
ob Soor	COMING	W.	(4) First aid certificates are posted and valid
		<	(3) First aid kits: supply inventory; treatment log; first aid traing manual
		<	(2) Washing facility available (soap, warm water)
		<	(1) Washrooms and kitchens are clean
tion	Requires Action	Satisfactory	F. Hygiene and First Aid
	X	A.	(6) Workers know the plan (ask a worker)
	X	N.	(5) Fire and evacuation plan is posted
		<	(4) Fire/emergency alarm systems operational; fire exit signs lit
		<	(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)
		<	(2) Portable fire extinguishers: appropriate type, readily available and inspected
		<	(1) Emergency lighting; adequate lighting, tested and record of annual inspection
tion	Requires Action	Satisfactory	E. Fire Protection and Warning Systems

I. Personal Protective Equipment (PPE)	Satisfactory	Requires Action
(1) PPE is available and worn (observe)	K	
(2) PPE is maintained (ask worker)	<	
(3) Training in PPE use and care (ask worker)	<	
J. Electrical Sa	Satisfactory	Requires Action
(1) Extension cords only used temporarily; are secured and in good condition	1	
	1110	
(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	<	į
(6) Do all electrical outlets and switches have faceplates installed/no cracks	<	
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	San	
(8) Is overloading of outlets/power strips avoided	<	
K. Tools and Machinery	Satisfactory	Requires Action
devices in place	2/2	
(2) Start/Stop switches clearly marked and easy to reach	NA	
(3) Safe operating procedures available	NA	
(4) Lockout procedures available	2/14	
(5) Defective tools are tagged and removed from service	NA	
(6) Proper training given in the safe use of tools and machinery	SIA	
(7) Manufacturer's manuals available for all tools and machinery	NICH	
H. Security	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 harrassment (ask worker)	<	

Date of Inspection: 22-May-26

nspectors: Karyn King, Karen Leighton, Desiree Proveau, Tom Kituku, Aine Davis

4. General s	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	<		
3. Exits and Entrances	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	<		
C. Environment s	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		×	
(5) Workers trained in use of personal protective equipment (PPE)	<		
D. Health and Safety Bulletin Board Postings:	Satisfactory	Requires Action	Not Checked
* Occupational Health and safety Act and Regulations	×		
* Policies: Health and Safety; Violence and Harrassment	×		
* "Prevention Starts Here" poster	×		
* WSIB "In Case of Injury" poster	×		
* Employment Standards Act poster	×		
* Name of health and safety representitive	×	×	
* Workplace Inspection report	×		

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

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

Date of Inspection: 22 - Sept - 22

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

A. General	Satisfactory	Requires Action	Not Checked
(1) Floors: clean, dry, free from debris, clutter and trip hazards	х		
(2) Signs are posted when floors are wet (when floors are washed,spills)	х		
(3) Aisles are marked, clear and unobstructed	х		
(4) Stairs and landings are kept clear and unobstructed	х		
(5) Stairwells adequately lit; steps, threads, etc., in good condition	х		
(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	х		
C. Environment	Satisfactory	Requires Action	Not Checked
(1) Lighting levels adequate; work areas free from glare	х		
(2) Air quality adequate	x		
(3) Temperature and humidity adequate?	х		
(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)	х		
D. Health and Safety Bulletin Board Postings:	Satisfactory	Requires Action	Not Checked
* Occupational Health and safety Act and Regulations	х		
* Policies: Health and Safety; Violence and Harrassment	х		
* "Prevention Starts Here" poster	х		
* WSIB "In Case of Injury" poster	х		
* Employment Standards Act poster	х		

		1	1
* Name of health and safety representitive	X		
* Workplace Inspection report	х		
E. Fire Protection and Warning Systems	Satisfactory	Requires Action	Not Checked
(1) Emergency lighting; adequate lighting, tested and record of annual inspection			х
(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			х
(5) Fire and evacuation plan is posted	x		
(6) Workers know the plan (ask a worker)	x		
F. Hygiene and First Aid	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 traing 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) Defibrilator		Yes	
* Pads expiry date			
* Battery expiry date			
(8) Are measures in place to prevent the spread of disease	x		
G. Material Handling and Storage	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
	-		

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

I. Personal Protective Equipment (PPE)	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)			х
(2) PPE is maintained (ask worker)	x		
(3) Training in PPE use and care (ask worker)			х
J. Electrical	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition			N/A
(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		
K. Tools and Machinery	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 harrassment (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

Date of Inspection: 22-Feb-22

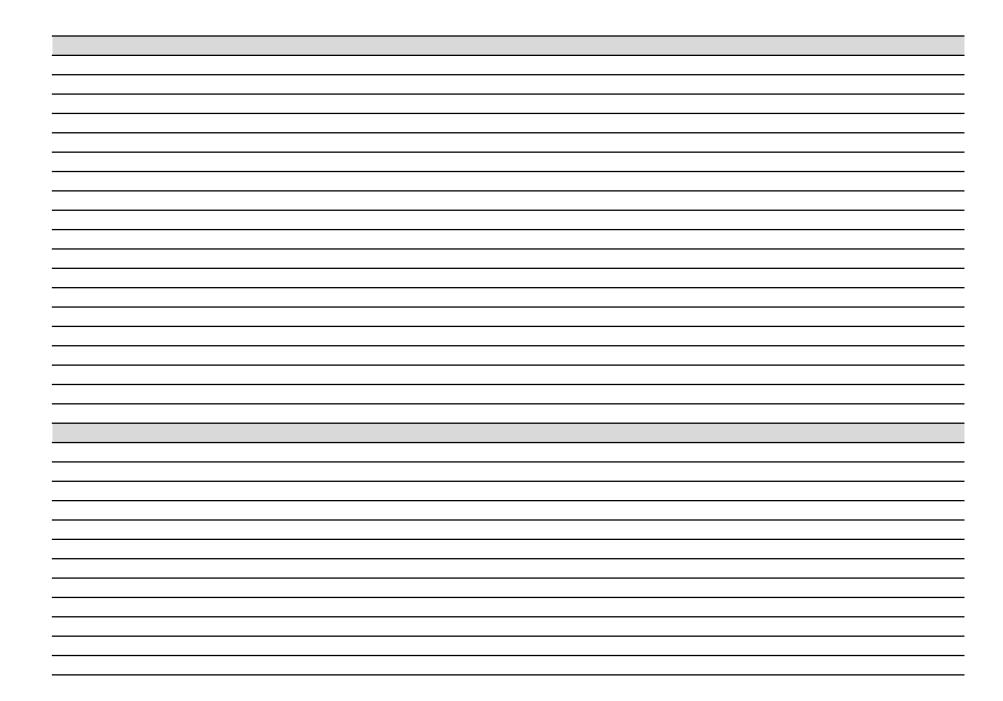
Inspectors: Paul Terceira

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

(1) Emergency lighting; adequate lighting, tested and record of annual inspection (2) Portable fire extitinguishers: 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) (7) Fyeline and First Aid (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing manual (4) First aid kits: supply inventory; treatment log; first aid traing manual (5) Emergency eyewash (or showers) available and in working order (6) Employees know how to get first aid when needed (ask a worker) (7) Defibrilator (8) Pads expiry date (8) Are measures in place to prevent the spread of disease (9) Materials are neatly and safely stored (1) Materials are neatly and safely stored (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 (5) Work done above 3m follows "Working from Heights" policy and procedures (8) Forklift operators are trained (ask worker) (8) Forklift operators are trained (ask worker) (8) Forklift operators are properly labelled, stored and disposed of (observe) (8) A safety data sheet (SDS) for each product is available and accessible (ask worker) (2) A safety data sheet (SDS) for each product is available and accessible (ask worker)		1	I	T
(1) Emergency lighting; adequate lighting, tested and record of annual inspection (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) (6) Workers know the plan (ask a worker) (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing 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) Defibrilator (8) Pads expiry date (8) Are measures in place to prevent the spread of disease (9) Materials are neatly and safely stored (1) Materials are neatly and safely stored (2) Storage shelves are loaded only to capacity and heavy, awkward items are lower (3) 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 (5) Work done above 3m follows "Working from Heights" policy and procedures (5) Work done above 3m follows "Working from Heights" policy and procedures (5) Work done above 3m follows "Working from Heights" policy and procedures (5) Work done above 3m follows "Working from Heights" policy and procedures (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) (9) A safety data sheet (SDS) for each product is available and accessible (ask worker)				
(1) Emergency lighting; adequate lighting, tested and record of annual inspection x (2) Portable fire extitinguishers: 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 (6) Workers know the plan (ask a worker) F. Hygiene and First Aid (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing 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) *Pads expiry date 8 attery expiry date 8 attery expiry date 8 Are measures in place to prevent the spread of disease **C. Material Handling and Storage (1) Materials are neatly and safely stored (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) Fook 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) X N/A H. 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) X C. As aftery data sheet (SDS) for each product is available and accessible (ask worker)				
(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) (7) Experience and First Aid (8) Satisfactory (1) Washing facility available (soap, warm water) (8) First aid kits: supply inventory; treatment log; first aid traing manual (9) First aid certificates are posted and valid (14) First aid certificates are posted and valid (15) Emergency eyewash (or showers) available and in working order (16) Employees know how to get first aid when needed (ask a worker) (7) Defibrilator (8) Battery expiry date (8) Are measures in place to prevent the spread of disease (9) As measures in place to prevent the spread of disease (9) Materials are neatly and safely stored (1) Materials are neatly and safely stored (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 have non-slip surfaces and are in good condition. Secured when stored (5) Work done above 3m follows "Working from Heights" policy and procedures (8) Ock 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) (8) Forklift operators are trained (ask worker) (9) A safety data sheet (SDS) for each product is available and accessible (ask worker) (1) A safety data sheet (SDS) for each product is available and accessible (ask worker)			Requires Action	Not Checked
33 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 (6) Workers know the plan (ask a worker) X (6) Workers know the plan (ask a worker) X (7) Endigene and First Aid (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing 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) Defibrilator * Pads expiry date (8) Are measures in place to prevent the spread of disease K G. Material Handling and Storage (1) Materials are neatly and safely stored (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) (8) Forklift operators are trained (ask worker) (9) A safety data sheet (SDS) for each product is available and accessible (ask worker) (2) A safety data sheet (SDS) for each product is available and accessible (ask worker)		Х		
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	(1) Hazardous substances are properly labelled, stored and disposed of (observe)	х		
	(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	х		
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker) x x	(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	х		
(4) Flammable products stored properly		х		

I. Personal Protective Equipment (PPE)	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)	х		
(2) PPE is maintained (ask worker)	х		
(3) Training in PPE use and care (ask worker)	х		
J. Electrical	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition	x		
(no exposed wires or bent prongs)			
(2) Is the area free from exposed wiring/frayed cords	х		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	х		
(4) Is at least 1m of clear space provided in front of all electrical panels		х	
(5) Are all electrical openings including knockouts covered	х		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	х		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	х		
(8) Is overloading of outlets/power strips avoided	х		
K. Tools and Machinery	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	Х		
(2) Visitor/contractor rules are in place	х		
(3) Working with money: Safe procedures and emergency procedures are in place	X		
(4) Training on workplace violence and harrassment (ask worker)	х		

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



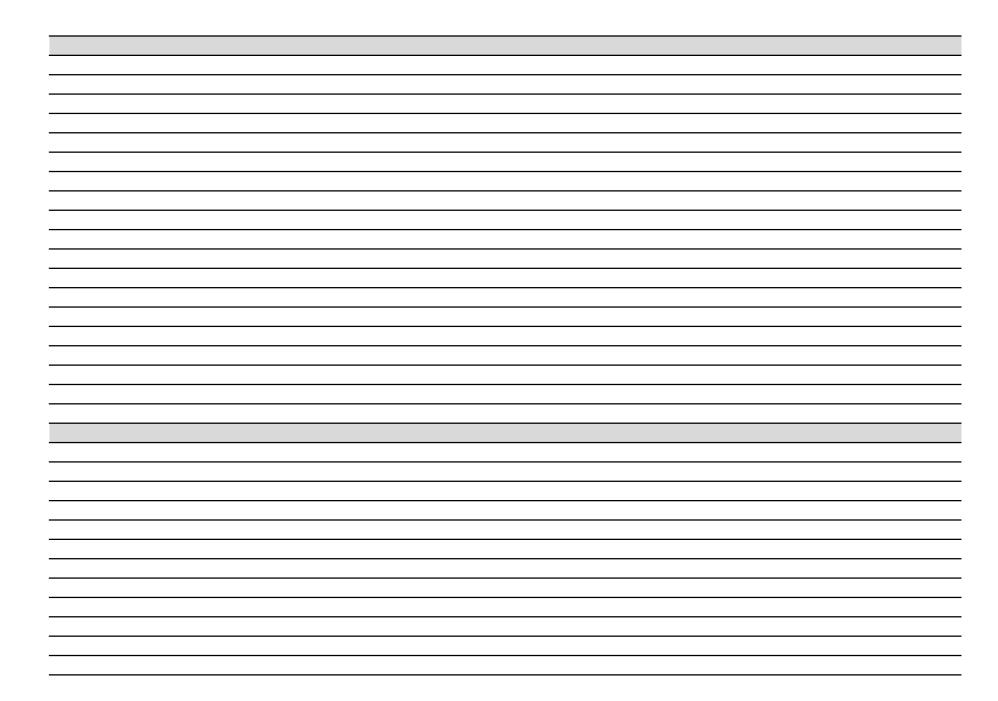
Date of Inspection: 24-Jan-22 Inspectors: Tony Lopez & Paul Terceira

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

(1) Emergency lighting; adequate lighting, tested and record of annual inspection (2) Portable fire extitinguishers: 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) (7) Fyeline and First Aid (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing manual (4) First aid kits: supply inventory; treatment log; first aid traing manual (5) Emergency eyewash (or showers) available and in working order (6) Employees know how to get first aid when needed (ask a worker) (7) Defibrilator (8) Pads expiry date (8) Are measures in place to prevent the spread of disease (9) Materials are neatly and safely stored (1) Materials are neatly and safely stored (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 (5) Work done above 3m follows "Working from Heights" policy and procedures (8) Forklift operators are trained (ask worker) (8) Forklift operators are trained (ask worker) (8) Forklift operators are properly labelled, stored and disposed of (observe) (8) A safety data sheet (SDS) for each product is available and accessible (ask worker) (2) A safety data sheet (SDS) for each product is available and accessible (ask worker)		1	I	T
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(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	H. Hazardous Substances	Satisfactory	Requires Action	Not Checked
	(1) Hazardous substances are properly labelled, stored and disposed of (observe)	х		
	(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	х		
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker) x x	(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	х		
(4) Flammable products stored properly		х		

I. Personal Protective Equipment (PPE)	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)	X	nequii es y ietieni	Trot direction
(2) PPE is maintained (ask worker)	х		
(3) Training in PPE use and care (ask worker)	х		
J. Electrical	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition	х		
(no exposed wires or bent prongs)			
(2) Is the area free from exposed wiring/frayed cords	х		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	х		
(4) Is at least 1m of clear space provided in front of all electrical panels	х		
(5) Are all electrical openings including knockouts covered	х		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	х		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	х		
(8) Is overloading of outlets/power strips avoided	х		
K. Tools and Machinery	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	х		
(2) Visitor/contractor rules are in place	х		
(3) Working with money: Safe procedures and emergency procedures are in place	х		
(4) Training on workplace violence and harrassment (ask worker)	х		

Notes:			



Date of Inspection: 27-Jul-22

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

A. General	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)	х	
(3) Aisles are marked, clear and unobstructed	х	
(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
(1) Doors are not blocked	х	
(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	
C. Environment	Satisfactory	Requires Action
(1) Lighting levels adequate; work areas free from glare		Yes
(2) Air quality adequate	х	
(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)	х	
D. Health and Safety Bulletin Board Postings:	Satisfactory	Requires Action
* Occupational Health and safety Act and Regulations	x	
* Policies: Health and Safety; Violence and Harrassment	х	
* "Prevention Starts Here" poster	x	
* WSIB "In Case of Injury" poster	x	
* Employment Standards Act poster	х	
* Name of health and safety representitive	x	
* Workplace Inspection report	х	

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E. Fire Protection and Warning Systems	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
F. Hygiene and First Aid	Satisfactory	Requires Action
(1) Washrooms and kitchens are clean		Yes
(2) Washing facility available (soap, warm water)	Х	
(3) First aid kits: supply inventory; treatment log; first aid traing manual	х	
(4) First aid certificates are posted and valid	х	
(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) Defibrilator		Yes
* Pads expiry date		
* Battery expiry date		
(8) Are measures in place to prevent the spread of disease	х	
G. Material Handling and Storage	Satisfactory	Requires Action
(1) Materials are neatly and safely stored	х	
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	х	
(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)		
H. Hazardous Substances	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)	х	
(4) Flammable products stored properly		
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I. Personal Protective Equipment (PPE)	Satisfactory	Requires Action
(1) PPE is available and worn (observe)		
(2) PPE is maintained (ask worker)	х	
(3) Training in PPE use and care (ask worker)		
J. Electrical	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	х	
(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	х	
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	x	
(8) Is overloading of outlets/power strips avoided	x	
K. Tools and Machinery	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		
H. Security	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	х	
(4) Training on workplace violence and harrassment (ask worker)	х	

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 be should b
C1. Claus Kayiin washiin and way blinds T121 and bire the washeld number of favore washing as Day washeld as 2nd tas 2
C1: Glare - Kevin workin gon 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 ae moving if the power goes out? Worth checking or overkill? Firedrill upcoming,
E4: same thoughts as above
E6: Do all employees know the new gathering point for fire drill?
F1: Sensors on toilets in womens barely work, flush button tempromental . Worth asking about?
11. Schools on tollets in womens safety work, hash satten templomentar. Worth asking about.
H1: About 5 accidental calls to 911 per month.

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The best of the decision of the Residence of the
ıld check if all do this? Then speak to Kevin about fixing.

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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

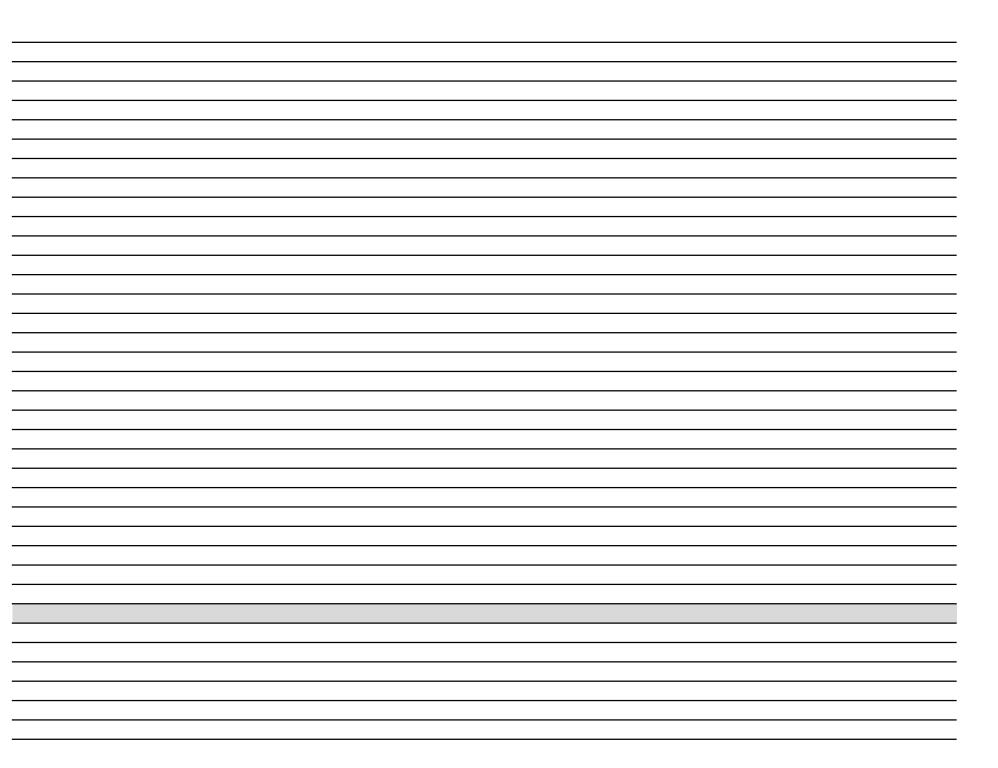
A. General	Satisfactory	Requires Action	Not Checked
(1) Floors: clean, dry, free from debris, clutter and trip hazards	Х		
(2) Signs are posted when floors are wet (when floors are washed,spills)	Х		
(3) Aisles are marked, clear and unobstructed	Х		
(4) Stairs and landings are kept clear and unobstructed	Х		
(5) Stairwells adequately lit; steps, threads, etc., in good condition	Х		
(6) Furniture/office equipment secure from tipping; appropriate for work being done	Х		
(7) Pest Control	Х		
B. Exits and Entrances	Satisfactory	Requires Action	Not Checked
(1) Doors are not blocked	Х		
(2) Routes, signs and doors clearly marked; exit signs easy to see; outside entrances clearly lit	Х		
(3) Walkways are free from snow, ice, water, grease, etc.	Х		
(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	Х		
(2) Air quality adequate	Х		
(3) Temperature and humidity adequate?	Х		
(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)	Х		
D. Health and Safety Bulletin Board Postings:	Satisfactory	Requires Action	Not Checked
* Occupational Health and safety Act and Regulations	Х		
* Policies: Health and Safety; Violence and Harrassment	Х		
* "Prevention Starts Here" poster	Х		
* WSIB "In Case of Injury" poster	Х		
* Employment Standards Act poster	Х		
* Name of health and safety representitive	Х		
* Workplace Inspection report		х	

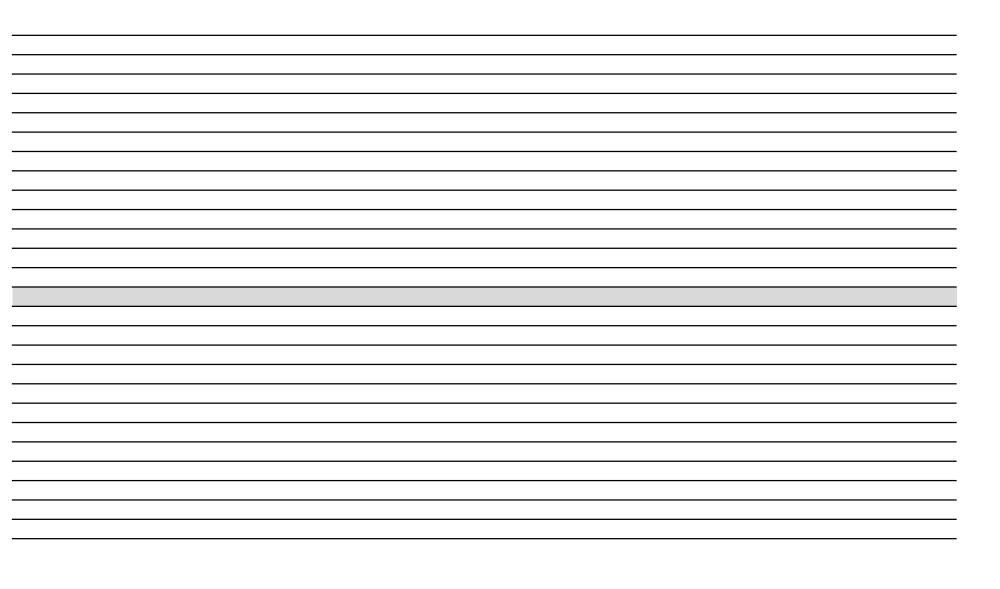
E. Fire Protection and Warning Systems	Satisfactory	Requires Action	Not Checked
(1) Emergency lighting; adequate lighting, tested and record of annual inspection	х		
(2) Portable fire extinguishers: appropriate type, readily available and inspected	Х		
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	Х		
(4) Fire/emergency alarm systems operational; fire exit signs lit	х		
(5) Fire and evacuation plan is posted		Yes	
(6) Workers know the plan (ask a worker)		Yes	
F. Hygiene and First Aid	Satisfactory	Requires Action	Not Checked
(1) Washrooms and kitchens are clean	Х		
(2) Washing facility available (soap, warm water)	х		
(3) First aid kits: supply inventory; treatment log; first aid traing manual	х		
(4) First aid certificates are posted and valid	Х		
(5) Emergency eyewash (or showers) available and in working order	х		
(6) Employees know how to get first aid when needed (ask a worker)	х		
(7) Defibrilator			
* Pads expiry date	х		
* Battery expiry date	х		
(8) Are measures in place to prevent the spread of disease	х		
G. Material Handling and Storage	Satisfactory	Requires Action	Not Checked
(1) Materials are neatly and safely stored	х		
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	х		
(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		
H. Hazardous Substances	Satisfactory	Requires Action	Not Checked
(1) Hazardous substances are properly labelled, stored and disposed of (observe)			х
(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)			х
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	х		
(4) Flammable products stored properly			х

I. Personal Protective Equipment (PPE)	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		
J. Electrical	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition	n/a		
(no exposed wires or bent prongs)			
(2) Is the area free from exposed wiring/frayed cords	х		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	х		
(4) Is at least 1m of clear space provided in front of all electrical panels	х		
(5) Are all electrical openings including knockouts covered	х		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	х		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	х		
(8) Is overloading of outlets/power strips avoided	х		
K. Tools and Machinery	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	х		
(2) Visitor/contractor rules are in place	х		
(3) Working with money: Safe procedures and emergency procedures are in place	х		
(4) Training on workplace violence and harrassment (ask worker)	х		

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

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

(1) Emergency lighting; adequate lighting, tested and record of annual inspection (2) Portable fire extitinguishers: 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) (7) Fyeline and First Aid (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing manual (4) First aid kits: supply inventory; treatment log; first aid traing manual (5) Emergency eyewash (or showers) available and in working order (6) Employees know how to get first aid when needed (ask a worker) (7) Defibrilator (8) Pads expiry date (8) Are measures in place to prevent the spread of disease (9) Materials are neatly and safely stored (1) Materials are neatly and safely stored (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 (5) Work done above 3m follows "Working from Heights" policy and procedures (8) Freeling of the procedures of truck (7) Racks and platforms loaded only within the limits of their capacity (8) Forklift operators are trained (ask worker) (8) Forklift operators are properly labelled, stored and disposed of (observe) (8) As affety data sheet (SDS) for each product is available and accessible (ask worker) (2) A safety data sheet (SDS) for each product is available and accessible (ask worker)		1	I	T
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(1) Emergency lighting; adequate lighting, tested and record of annual inspection x (2) Portable fire extitinguishers: 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 (6) Workers know the plan (ask a worker) F. Hygiene and First Aid (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing 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) *Pads expiry date 8 attery expiry date 8 attery expiry date 8 Are measures in place to prevent the spread of disease **C. Material Handling and Storage (1) Materials are neatly and safely stored (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) Fook 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) X N/A H. 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) X C. As aftery data sheet (SDS) for each product is available and accessible (ask worker)				
(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 (8) Workers know the plan (ask a worker) (9) Workers know the plan (ask a worker) (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing 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) Defibrilator (8) Battery expiry date (9) Are measures in place to prevent the spread of disease (9) Are measures in place to prevent the spread of disease (9) Are measures in place to prevent the spread of disease (9) Afterial Handling and Storage (1) Materials are neatly and safely stored (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 (5) Work done above 3m follows "Working from Heights" policy and procedures (8) 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) (8) Forklift operators are trained (ask worker) (9) A safety data sheet (SDS) for each product is available and accessible (ask worker) (2) A safety data sheet (SDS) for each product is available and accessible (ask worker)			Requires Action	Not Checked
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(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) X (6) Workers know the plan (ask a worker) X (7) Endigene and First Aid (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing 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) Defibrilator * Pads expiry date (8) Are measures in place to prevent the spread of disease K G. Material Handling and Storage (2) Storage shelves are loaded only to capacity and heavy, awkward items are lower (3) 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) (8) Forklift operators are trained (ask worker) (9) A safety data sheet (SDS) for each product is available and accessible (ask worker) (8) A safety data sheet (SDS) for each product is available and accessible (ask worker) (2) A safety data sheet (SDS) for each product is available and accessible (ask worker)		Х		
(5) Fire and evacuation plan is posted (6) Workers know the plan (ask a worker) F. Hygiene and First Aid Satisfactory Requires Action Not Ch (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing 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) Defibrilator * Pads expiry date (8) Are measures in place to prevent the spread of disease (9) Are measures in place to prevent the spread of disease (1) Materials are neatly and safely stored (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 (1) Hazardous substances (2) A safety data sheet (SDS) for each product is available and accessible (ask worker) (2) A safety data sheet (SDS) for each product is available and accessible (ask worker) (2) A safety data sheet (SDS) for each product is available and accessible (ask worker)		Х		
(6) Workers know the plan (ask a worker) F. Hygiene and First Aid (1) Washrooms and kitchens are clean (2) Washing facility available (soap, warm water) (3) First aid kits: supply inventory; treatment log; first aid traing 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) Defibrilator * Pads expiry date * Battery expiry date (8) Are measures in place to prevent the spread of disease (9) Materials are neatly and safely stored (1) Materials are neatly and safely stored (2) Storage shelves are loaded only to capacity and heavy, awkward items are lower (4) 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 (1) Hazardous substances (2) A safety data sheet (SDS) for each product is available and accessible (ask worker) x Satisfactory Requires Action Not Che N/A Not Che 1) Hazardous substances Satisfactory Requires Action Not Che N/A Not Che 1) Hazardous substances		Х		
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(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	H. Hazardous Substances	Satisfactory	Requires Action	Not Checked
	(1) Hazardous substances are properly labelled, stored and disposed of (observe)	х		
	(2) A safety data sheet (SDS) for each product is available and accessible (ask worker)	х		
(3) WHMIS training: Safe use and storage of hazardous substances (ask worker) x x	(3) WHMIS training: Safe use and storage of hazardous substances (ask worker)	х		
(4) Flammable products stored properly		х		

I. Personal Protective Equipment (PPE)	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)	X	nequii es y ietieni	Trot direction
(2) PPE is maintained (ask worker)	х		
(3) Training in PPE use and care (ask worker)	х		
J. Electrical	Satisfactory	Requires Action	Not Checked
(1) Extension cords only used temporarily; are secured and in good condition	х		
(no exposed wires or bent prongs)			
(2) Is the area free from exposed wiring/frayed cords	х		
(3) Are electrical cords not pinched, strained, or run underneath carpeting	х		
(4) Is at least 1m of clear space provided in front of all electrical panels	х		
(5) Are all electrical openings including knockouts covered	х		
(6) Do all electrical outlets and switches have faceplates installed/no cracks	х		
(7) Are all multi-outlet power strips ULC listed and equiped with circuit breakers	х		
(8) Is overloading of outlets/power strips avoided	х		
K. Tools and Machinery	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	х		
(2) Visitor/contractor rules are in place	х		
(3) Working with money: Safe procedures and emergency procedures are in place	х		
(4) Training on workplace violence and harrassment (ask worker)	х		

Notes:			

