

322 King Street West  
Health & Safety Inspection Form

3rd Floor

Date of inspection: 03-27-2025

Inspectors: ~~Alae Davis~~, ~~Karen Doyle~~

Karen King / Becky Rodmell

A. General		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. Exits and Entrances		Satisfactory	Requires Action	Not Checked
(1) Doors are not blocked	X	✓		
(2) Routes, signs and doors clearly marked; exit signs east 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	✓		
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	X	✓		
(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 Harassment	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	✓		
E. Fire Protection and Warning Systems		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 aer 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	X	✓		
* Pads expiry date	X	✓		
* Battery expiry date	X	✓		
(8) Measures are in lace 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		✓		X
(7) Racks and platforms loaded only within the limits of their capacity		✓		X
(8) Forklift operators are trained (ask worker)		✓		X
<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 Chords 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) Electrical cords not pinched, strained, or run underneath carpeting		✓		X
(4) At least 1m of clear space provided in front of all electrical panels		✓		X
(5) All electrical openings including knockouts covered		✓		X

[illegible]

[illegible]

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

**Date of inspection: 2025-06-26**

**Inspectors: Áine Davis and Becky Rodmell**

<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 east 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 Standarts 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 sdes)	X		
(4) Fie/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 aer 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	x		
* Pads expiry date	x		
* Battery expiry date	x		
(8) Measures are in lace 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	x		
(7) Racks and platforms loaded only within the limits of their capacity	x		
(8) Forklift operators are trained (ask worker)	x		
<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 Chords only used temporarily; are secured and in good condition	x		
(no exposed wires or bent prongs)	x		
(2) Is the area free from exposed wiring/frayed cords	x		
(3) Electrical cords not pinched, strained, or run underneath carpeting	x		
(4) At least 1m of clear space provided in front of all electrical panels	x		
(5) All electrical openings including knockouts covered	x		

[illegible]

322 King Street West  
Health & Safety Inspection Form

Date of inspection: 2024-08-12  
Inspectors: Aine Davis

A. General	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. Exits and Entrances	Satisfactory	Requires Action	Not Checked
(1) Doors are not blocked	X ✓		
(2) Routes, signs and doors clearly marked; exit signs east 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 ✓		
C. Environment	Satisfactory	Requires Action	Not Checked
(1) Lighting levels adequate; work areas free from glare	X ✓		
(2) Air quality adequate	X ✓	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 ✓		
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 Harassment	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 ✓		
E. Fire Protection and Warning Systems	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>				
(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 aer 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	X	✓		
* Pads expiry date	X	✓		
* Battery expiry date	X	✓		
(8) Measures are in lace to prevent the spread of disease	X	✓		
<b>G. Material Handling and Storage</b>				
(1) Materials are neatly and safely stored	X	✓		
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	2 Ticket has been put in 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	X	✓		
(7) Racks and platforms loaded only within the limits of their capacity	X	✓		
(8) Forklift operators are trained (ask worker)	X	✓		
<b>H. Hazardous Substances</b>				
(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>				
(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>				
(1) Extension Chords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)	Satisfactory	✓	Requires Action	Not Checked
(2) Is the area free from exposed wiring/frayed cords		✓		
(3) Electrical cords not pinched, strained, or run underneath carpeting		✓		
(4) At least 1m of clear space provided in front of all electrical panels		✓		
(5) All electrical openings including knockouts covered		✓		



[illegible]

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Health & Safety Inspection Form

Date of inspection: 2024-08-12  
Inspectors: Aine Davis

A. General	Satisfactory	Requires Action	Not Checked
(1) Floors: clean, dry, free from debris, clutter and trip hazards	X ✓		
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(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 east 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 ✓		
C. Environment	Satisfactory	Requires Action	Not Checked
(1) Lighting levels adequate; work areas free from glare	X ✓		
(2) Air quality adequate	X ✓	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 ✓		
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 Harassment	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 ✓		
E. Fire Protection and Warning Systems	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>				
(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	✓		
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(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	X	✓		
* Pads expiry date	X	✓		
* Battery expiry date	X	✓		
(8) Measures are in lace to prevent the spread of disease	X	✓		
<b>G. Material Handling and Storage</b>				
(1) Materials are neatly and safely stored	X	✓		
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower	2 Ticket has been put in 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	X	✓		
(7) Racks and platforms loaded only within the limits of their capacity	X	✓		
(8) Forklift operators are trained (ask worker)	X	✓		
<b>H. Hazardous Substances</b>				
(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>				
(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>				
(1) Extension Chords only used temporarily; are secured and in good condition (no exposed wires or bent prongs)	Satisfactory	✓	Requires Action	Not Checked
(2) Is the area free from exposed wiring/frayed cords		✓		
(3) Electrical cords not pinched, strained, or run underneath carpeting		✓		
(4) At least 1m of clear space provided in front of all electrical panels		✓		
(5) All electrical openings including knockouts covered		✓		



[illegible]