## 322 King Street West Health & Safety Inspection Form

Date of inspection: 2023-07-06

Inspectors: Áine

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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)	x		
(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	х		
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; ouside 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 apprpriate, 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	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 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	х		
(3) Fire exit doors: in good repair, unlocked and free from obstruction (both sdes)	х		
(4) Fie/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)	х		
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 training manual		х	
(4) First aid certificates are posted and valid		х	
(5) Emergency eyewash (or showers) availiable and in working order		х	
(6) Employees know how to get first aid when needed (ask a worker)	х		
(7) Defibrilator	х		
* Pads expiry date			
* Battery expiry date			
(8) Measures are 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			x
(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			х
(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
H. Hazardous Substances	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		
I. Personal Protective Equipment (PPE)	Satisfactory	Requires Action	Not Checked
(1) PPE is available and worn (observe)	x		
(2) PPE is maintained (ask worker)	х		
(3) Training in PPE use and care (ask worker)	x		
J. Electrical	Satisfactory	Requires Action	Not Checked
(1) Extension Chords only used temporarily; are secured and in good condition	x		
(no exposed wires or bent prongs)	х		
(2) Is the area free from exposed wiring/frayed cords	х		
(3) Electrical cords not pinched, strained, or run underneath carpeting			х
(4) At least 1m of clear space provided in front of all electrical panels			х
(5) All electrical openings including knockouts covered			x

(6) All electrical outlets and switches have faceplates installed/no cracks			x
(7) All multi-outlet power strips ULC listed and equiped with circuit breakers			х
(8) Overloading of outlets/power strips avoided			х
K. Tools and Machinery	Satisfactory	Requires Action	Not Checked
(1) Guarding and safety devices in place			x
(2) Start/stop switches clearly marked and easy to reach			x
(3) Safe operating procedures available			x
(4) Lockout procedures available			x
(5) Defective tools are tagged and removed from service			x
(6) Proper training given in the safe use of tools and machinery			х
(7) Manufacturere's manuals available for all tools and machinery			х
H. Security	Satisfactory	Requires Action	Not Checked
(1) Emergency numbers for internal and external contacts are easily available	х		
(2) Visitor/contrator 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:			
First aid kit: Bandaids old, dry, don't stick			
First aid certificates not up to date on board			
One emergency eye wash bottle was used accidentally to treat a wound (happened off site), down one			
Name of health and safety committee still not up to date on the portal, not up to date on boards			
Far more memebers from 3rd floor than 4th floor (one + HR)			
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## Mirvish Productions/TicketKing Monthly Health and Safety Inspection Checklist

Date: JAN 17/23Floor: 3RD Inspection Completed By: KARYN K, KAREN L. Office Spaces: Inspected Floors are free of slip, trip, or fall hazards and are clean Walkways are unobstructed Desks, filing cabinets, and shelving are stable and not overloaded with materials Furniture and equipment is in good working condition Controlled substances have proper labelling and MSDS available Exits are unobstructed Electrical outlets are not overburdened Wall and ceiling fixtures are fastened securely Fire extinguishers are up to date on inspections Other: Kitchen/Washrooms: Kitchen and washrooms are clean and orderly Floors are free of slip, trip, and fll hazards and are clean Walkways are unobstructed Shelving and cupboards are secure and not overloaded Equipment and kitchen furniture are in good working condition Controlled substances have proper labelling and MSDS available Exits are unobstructed Electrical outlets are not overburdened Wall and ceiling fixtures are fastened securely Fire extinguishers are up to date on inspections Other: First Aid Kit: First aid kit has been recently restocked Ensure AED battery is not low and that expiry is not imminent Action Required: Run AED diagnostic Other: Posting Requirements: "In Case of Injury at Work" poster First Aid certificates of trained workers AED certificates for trained workers "What You Should Know About the Ontario Employment Standards Act" poster The Occupational Health and Safety Act Health and Safety Policy **Emergency numbers** List of JHSC members JHSC meeting minutes JHSC inspection reports Emergency evacuation plan Floor plan with emergency exits Violence and Harassment Policy Other: Ergonomics: Chair height is appropriate Back of chair supports lower back Monitor is at the appropriate height, angle, and distance from employee Mouse and keyboard are in a comfortable position Other: Air Quality: Is the air too hot or too cold? Is the air too dry or too humid? Are there any strong perfumes or colognes? Other:

## 322 King Street West 4th Floor Health & Safety Inspection Form

Date of inspection: 2023-01-18

Inspectors: Áine Davis

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)	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	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 east to see; ouside 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	х		
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 apprpriate, 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			
* Policies: Health and Safety; Violence and Harrassment			
* "Prevention Starts Here" poster			
* WSIB "In Case of Injury" poster			
* Employment Standarts Act poster			
*Name of health and safety representitive			
* Workplace inspection report			
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 sdes)	х		
(4) Fie/emergency alarm systems operational; fire exit signs lit	х		

(5) Fire and evacuation plan is posted	х		
(6) Workers know the plan (ask a worker)		х	
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 training manual	х		
(4) First aid certificates are posted and valid	х		
(5) Emergency eyewash (or showers) availiable and in working order	х		
(6) Employees know how to get first aid when needed (ask a worker)	х		
(7) Defibrilator	х		
* Pads expiry date	х		
* Battery expiry date	х		
(8) Measures are in lace to prevent the spread of disease	х		
G. Material Handling and Storage	Satisfactory	Requires Action	Not Checked
(1) Materials are neatly and safely stored			n/a
(2) Storage shelves are loaded only to capacity and heavy, awkward items are lower			n/a
(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)	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 Chords only used temporarily; are secured and in good condition	х		
(no exposed wires or bent prongs)	х		
(2) Is the area free from exposed wiring/frayed cords	х		
(3) Electrical cords not pinched, strained, or run underneath carpeting	х		
(4) At least 1m of clear space provided in front of all electrical panels	х		
(5) All electrical openings including knockouts covered	х		

(6) All electrical outlets and switches have faceplates installed/no cracks	Х		
(7) All multi-outlet power strips ULC listed and equiped with circuit breakers	х		
(8) Overloading of outlets/power strips avoided	х		
K. Tools and Machinery	Satisfactory	Requires Action	Not Checked
(1) Guardng 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) Manufacturere'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/contrator 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:			
re: bathrooms - Ordered paper that is said to obsorb scents, has not arrived yet, coming from France.			
re: bathrooms - Kevin's team does not yet have a solution for the 4th floor bathroom mold smell - perhaps a dehumie	difyer		
re: kitchens - Monthly fridge cleans have been helping the overstuffing			
re: visitors - need new passes			