

322 King Street West
Health & Safety Inspection Form

Date of inspection: 2023-07-06

Inspectors: Áine

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 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		
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 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		
F. Hygiene and First Aid	Satisfactory	Requires Action	Not Checked
(1) Washrooms and kitchens are clean	x		
(2) Washing facility available (soap, warm water)	x		
(3) First aid kits: supply inventory; treatment log; first aid training manual		x	
(4) First aid certificates are posted and valid		x	
(5) Emergency eyewash (or showers) available and in working order		x	
(6) Employees know how to get first aid when needed (ask a worker)	x		
(7) Defibrillator	x		
* Pads expiry date			
* Battery expiry date			
(8) Measures are 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			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
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)	x		
(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)	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]

Mirvish Productions/TicketKing Monthly Health and Safety Inspection Checklist

Inspection Completed By: KARYN K, KAREN L.

Date: JAN 17/28 Floor: 3RD

Office Spaces:	Inspected	Actions Required/Notes
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 fall 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	✗	Band aids
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

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