

WORKPLACE INSPECTION CHECKLIST

Names of Inspectors: Stephanie Lourie

Location Inspected: 785 St. Clair Street Chatham ON N7L 0E9

Date: January 6th, 2026

General	Yes	No	Notes
Floors: clean, dry, free from debris, clutter and trip hazards	Y		
Signs are posted when floors are wet (e.g., when floors are washed, spills)	Y		
Hallways are clear and unobstructed	Y		
Stairs and landings kept clear and unobstructed	Y		
Stairwells adequately lit; steps, treads, etc., in good condition	Y		
Furniture/office equipment secure from tipping; appropriate for work being done	Y		
Exits, Entrances and Exterior Parking Lot	Yes	No	Notes
Doors are not blocked	Y		
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit	Y		
Walkways and parking lots are free from snow, ice, water, grease, etc.	Y		
Outdoor stairs made of grating so that water and snow cannot build up on them	Y		
Environment	Yes	No	Notes
Lighting levels adequate; work areas free from glare	Y		

Air quality adequate	Y		
Temperature and humidity adequate	Y		

Health and Safety Bulletin Board	Yes	No	Notes
Postings:			
▪ Occupational Health and Safety Act and Regulations	Y		
▪ Policies: Health and Safety; Violence and Harassment	Y		
▪ “Prevention Starts Here” poster	Y		
▪ WSIB “In Case of Injury” poster	Y		
▪ Employment Standards Act poster	Y		
▪ Name of Joint Health and Safety Committee members	Y		
▪ Workplace Inspection Reports	Y		

Fire Protection and Warning Systems	Yes	No	Notes
Emergency lighting: adequate lighting, tested and record of annual inspection	Y		
Portable fire extinguishers: appropriate type, readily available and inspected	Y		
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	Y		
Fire/emergency alarm systems operational; fire exit signs lit	Y		
Fire and evacuation plan is posted	Y		
Workers know the plan (ask a worker)	Y		

Hygiene and First Aid	Yes	No	Notes
Washrooms are clean (chemicals are stored)	Y		

Washing facility available (soap, warm water)	Y		
First aid kits: supply inventory; treatment log; first aid training manual	Y		
First aid certificates are posted and valid	Y		
Employees know how to get first aid when needed (ask a worker)	Y		

Material Handling and Storage	Yes	No	Notes
Materials are neatly and safely stored	Y		
Storage shelves are loaded only to capacity and heavy, awkward items are lower	Y		
Step/ladders have non-slip surfaces and are in good condition. Secured when stored	Y		
Step/ladders are positioned and secured safely when in use (observe worker)	Y		
Hazardous Substances	Yes	No	Notes
Hazardous substances are properly labelled, stored and disposed of (observe)			N/A – No Hazardous Materials in Workplace
A safety data sheet (SDS) for each product is available and accessible (ask worker)			
WHMIS training: Safe use and storage of hazardous substances (ask worker)			
Flammable products stored properly			
Personal Protective Equipment (PPE)	Yes	No	Notes
PPE is available and worn (observe)	Y		
PPE is maintained (ask worker)	Y		
Training in PPE use and care (ask worker)	Y		

Electrical	Yes	No	Notes
Extension cords are secured and in good condition (no exposed wires or bent prongs)	Y		
Clear access to electrical panels and no combustible material stored/posted within 24 inches around	Y		

Security	Yes	No	Notes
Emergency numbers for internal and external contacts are easily available	Y		
Visitor/contractor rules are in place	Y		
Safety measures are in place for anyone working alone or remote (ask worker)	Y		
Training on workplace violence and harassment (ask worker)	Y		

Other	Yes	No	Notes

Air quality adequate	Y		
Temperature and humidity adequate	Y		

Health and Safety Bulletin Board	Yes	No	Notes
Postings:			
▪ Occupational Health and Safety Act and Regulations	Y		
▪ Policies: Health and Safety; Violence and Harassment	Y		
▪ “Prevention Starts Here” poster	Y		
▪ WSIB “In Case of Injury” poster	Y		
▪ Employment Standards Act poster	Y		
▪ Name of Joint Health and Safety Committee members	Y		
▪ Workplace Inspection Reports	Y		

Fire Protection and Warning Systems	Yes	No	Notes
Emergency lighting: adequate lighting, tested and record of annual inspection	Y		
Portable fire extinguishers: appropriate type, readily available and inspected	Y		
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	Y		
Fire/emergency alarm systems operational; fire exit signs lit	Y		
Fire and evacuation plan is posted	Y		
Workers know the plan (ask a worker)	Y		

Hygiene and First Aid	Yes	No	Notes
Washrooms are clean (chemicals are stored)	Y		

Washing facility available (soap, warm water)	Y		
First aid kits: supply inventory; treatment log; first aid training manual	Y		
First aid certificates are posted and valid	Y		
Employees know how to get first aid when needed (ask a worker)	Y		

Material Handling and Storage	Yes	No	Notes
Materials are neatly and safely stored	Y		
Storage shelves are loaded only to capacity and heavy, awkward items are lower	Y		
Step/ladders have non-slip surfaces and are in good condition. Secured when stored	Y		
Step/ladders are positioned and secured safely when in use (observe worker)	Y		
Hazardous Substances	Yes	No	Notes
Hazardous substances are properly labelled, stored and disposed of (observe)			N/A – No Hazardous Materials in Workplace
A safety data sheet (SDS) for each product is available and accessible (ask worker)			
WHMIS training: Safe use and storage of hazardous substances (ask worker)			
Flammable products stored properly			
Personal Protective Equipment (PPE)	Yes	No	Notes
PPE is available and worn (observe)	Y		
PPE is maintained (ask worker)	Y		
Training in PPE use and care (ask worker)	Y		

Electrical	Yes	No	Notes
Extension cords are secured and in good condition (no exposed wires or bent prongs)	Y		
Clear access to electrical panels and no combustible material stored/posted within 24 inches around	Y		

Security	Yes	No	Notes
Emergency numbers for internal and external contacts are easily available	Y		
Visitor/contractor rules are in place	Y		
Safety measures are in place for anyone working alone or remote (ask worker)	Y		
Training on workplace violence and harassment (ask worker)	Y		

Other	Yes	No	Notes

WORKPLACE INSPECTION CHECKLIST

Names of Inspectors: Stephanie Lourie

Location Inspected: 785 St. Clair Street Chatham ON N7L 0E9

Date: December 10th, 2025

General	Yes	No	Notes
Floors: clean, dry, free from debris, clutter and trip hazards	Y		
Signs are posted when floors are wet (e.g., when floors are washed, spills)	Y		
Hallways are clear and unobstructed	Y		
Stairs and landings kept clear and unobstructed	Y		
Stairwells adequately lit; steps, treads, etc., in good condition	Y		
Furniture/office equipment secure from tipping; appropriate for work being done	Y		
Exits, Entrances and Exterior Parking Lot	Yes	No	Notes
Doors are not blocked	Y		
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit	Y		
Walkways and parking lots are free from snow, ice, water, grease, etc.	Y		
Outdoor stairs made of grating so that water and snow cannot build up on them	Y		
Environment	Yes	No	Notes
Lighting levels adequate; work areas free from glare	Y		

WORKPLACE INSPECTION CHECKLIST

Names of Inspectors: Stephanie Lourie

Location Inspected: 785 St. Clair Street Chatham ON N7L 0E9

Date: November 7th, 2025

General	Yes	No	Notes
Floors: clean, dry, free from debris, clutter and trip hazards	Y		
Signs are posted when floors are wet (e.g., when floors are washed, spills)	Y		
Hallways are clear and unobstructed	Y		
Stairs and landings kept clear and unobstructed	Y		
Stairwells adequately lit; steps, treads, etc., in good condition	Y		
Furniture/office equipment secure from tipping; appropriate for work being done	Y		
Exits, Entrances and Exterior Parking Lot	Yes	No	Notes
Doors are not blocked	Y		
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit	Y		
Walkways and parking lots are free from snow, ice, water, grease, etc.	Y		
Outdoor stairs made of grating so that water and snow cannot build up on them	Y		
Environment	Yes	No	Notes
Lighting levels adequate; work areas free from glare	Y		

Air quality adequate	Y		
Temperature and humidity adequate	Y		

Health and Safety Bulletin Board	Yes	No	Notes
Postings:			
▪ Occupational Health and Safety Act and Regulations	Y		
▪ Policies: Health and Safety; Violence and Harassment	Y		
▪ “Prevention Starts Here” poster	Y		
▪ WSIB “In Case of Injury” poster	Y		
▪ Employment Standards Act poster	Y		
▪ Name of Joint Health and Safety Committee members	Y		
▪ Workplace Inspection Reports	Y		

Fire Protection and Warning Systems	Yes	No	Notes
Emergency lighting: adequate lighting, tested and record of annual inspection	Y		
Portable fire extinguishers: appropriate type, readily available and inspected	Y		
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	Y		
Fire/emergency alarm systems operational; fire exit signs lit	Y		
Fire and evacuation plan is posted	Y		
Workers know the plan (ask a worker)	Y		

Hygiene and First Aid	Yes	No	Notes
Washrooms are clean (chemicals are stored)	Y		

Washing facility available (soap, warm water)	Y		
First aid kits: supply inventory; treatment log; first aid training manual	Y		
First aid certificates are posted and valid	Y		
Employees know how to get first aid when needed (ask a worker)	Y		

Material Handling and Storage	Yes	No	Notes
Materials are neatly and safely stored	Y		
Storage shelves are loaded only to capacity and heavy, awkward items are lower	Y		
Step/ladders have non-slip surfaces and are in good condition. Secured when stored	Y		
Step/ladders are positioned and secured safely when in use (observe worker)	Y		
Hazardous Substances	Yes	No	Notes
Hazardous substances are properly labelled, stored and disposed of (observe)			N/A – No Hazardous Materials in Workplace
A safety data sheet (SDS) for each product is available and accessible (ask worker)			
WHMIS training: Safe use and storage of hazardous substances (ask worker)			
Flammable products stored properly			
Personal Protective Equipment (PPE)	Yes	No	Notes
PPE is available and worn (observe)	Y		
PPE is maintained (ask worker)	Y		
Training in PPE use and care (ask worker)	Y		

Electrical	Yes	No	Notes
Extension cords are secured and in good condition (no exposed wires or bent prongs)	Y		
Clear access to electrical panels and no combustible material stored/posted within 24 inches around	Y		

Security	Yes	No	Notes
Emergency numbers for internal and external contacts are easily available	Y		
Visitor/contractor rules are in place	Y		
Safety measures are in place for anyone working alone or remote (ask worker)	Y		
Training on workplace violence and harassment (ask worker)	Y		

Other	Yes	No	Notes

WORKPLACE INSPECTION CHECKLIST

Names of Inspectors: Stephanie Lourie

Location Inspected: 785 St. Clair Street Chatham ON N7L 0E9

Date: October 7th, 2025

General	Yes	No	Notes
Floors: clean, dry, free from debris, clutter and trip hazards	Y		
Signs are posted when floors are wet (e.g., when floors are washed, spills)	Y		
Hallways are clear and unobstructed	Y		
Stairs and landings kept clear and unobstructed	Y		
Stairwells adequately lit; steps, treads, etc., in good condition	Y		
Furniture/office equipment secure from tipping; appropriate for work being done	Y		
Exits, Entrances and Exterior Parking Lot	Yes	No	Notes
Doors are not blocked	Y		
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit	Y		
Walkways and parking lots are free from snow, ice, water, grease, etc.	Y		
Outdoor stairs made of grating so that water and snow cannot build up on them	Y		
Environment	Yes	No	Notes
Lighting levels adequate; work areas free from glare	Y		

Air quality adequate	Y		
Temperature and humidity adequate	Y		

Health and Safety Bulletin Board	Yes	No	Notes
Postings:			
▪ Occupational Health and Safety Act and Regulations	Y		
▪ Policies: Health and Safety; Violence and Harassment	Y		
▪ “Prevention Starts Here” poster	Y		
▪ WSIB “In Case of Injury” poster	Y		
▪ Employment Standards Act poster	Y		
▪ Name of Joint Health and Safety Committee members	Y		
▪ Workplace Inspection Reports	Y		

Fire Protection and Warning Systems	Yes	No	Notes
Emergency lighting: adequate lighting, tested and record of annual inspection	Y		
Portable fire extinguishers: appropriate type, readily available and inspected	Y		
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	Y		
Fire/emergency alarm systems operational; fire exit signs lit	Y		
Fire and evacuation plan is posted	Y		
Workers know the plan (ask a worker)	Y		

Hygiene and First Aid	Yes	No	Notes
Washrooms are clean (chemicals are stored)	Y		

Washing facility available (soap, warm water)	Y		
First aid kits: supply inventory; treatment log; first aid training manual	Y		
First aid certificates are posted and valid	Y		
Employees know how to get first aid when needed (ask a worker)	Y		

Material Handling and Storage	Yes	No	Notes
Materials are neatly and safely stored	Y		
Storage shelves are loaded only to capacity and heavy, awkward items are lower	Y		
Step/ladders have non-slip surfaces and are in good condition. Secured when stored	Y		
Step/ladders are positioned and secured safely when in use (observe worker)	Y		
Hazardous Substances	Yes	No	Notes
Hazardous substances are properly labelled, stored and disposed of (observe)			N/A – No Hazardous Materials in Workplace
A safety data sheet (SDS) for each product is available and accessible (ask worker)			
WHMIS training: Safe use and storage of hazardous substances (ask worker)			
Flammable products stored properly			
Personal Protective Equipment (PPE)	Yes	No	Notes
PPE is available and worn (observe)	Y		
PPE is maintained (ask worker)	Y		
Training in PPE use and care (ask worker)	Y		

Electrical	Yes	No	Notes
Extension cords are secured and in good condition (no exposed wires or bent prongs)	Y		
Clear access to electrical panels and no combustible material stored/posted within 24 inches around	Y		

Security	Yes	No	Notes
Emergency numbers for internal and external contacts are easily available	Y		Internal Contacts not listed – External contacts listed
Visitor/contractor rules are in place	Y		
Safety measures are in place for anyone working alone or remote (ask worker)	Y		
Training on workplace violence and harassment (ask worker)	Y		

Other	Yes	No	Notes

WORKPLACE INSPECTION CHECKLIST

Names of Inspectors: Stephanie Lourie

Location Inspected: 785 St. Clair Street Chatham ON N7L 0E9

Date: September 9th, 2025

General	Yes	No	Notes
Floors: clean, dry, free from debris, clutter and trip hazards	Y		
Signs are posted when floors are wet (e.g., when floors are washed, spills)	Y		
Hallways are clear and unobstructed	Y		
Stairs and landings kept clear and unobstructed	Y		
Stairwells adequately lit; steps, treads, etc., in good condition	Y		
Furniture/office equipment secure from tipping; appropriate for work being done	Y		
Exits, Entrances and Exterior Parking Lot	Yes	No	Notes
Doors are not blocked	Y		
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit	Y		
Walkways and parking lots are free from snow, ice, water, grease, etc.	Y		
Outdoor stairs made of grating so that water and snow cannot build up on them	Y		
Environment	Yes	No	Notes
Lighting levels adequate; work areas free from glare	Y		

Air quality adequate	Y		
Temperature and humidity adequate	Y		

Health and Safety Bulletin Board	Yes	No	Notes
Postings:		N	IN PROGRESS
<ul style="list-style-type: none"> ▪ Occupational Health and Safety Act and Regulations 			
<ul style="list-style-type: none"> ▪ Policies: Health and Safety; Violence and Harassment 			
<ul style="list-style-type: none"> ▪ “Prevention Starts Here” poster 			
<ul style="list-style-type: none"> ▪ WSIB “In Case of Injury” poster 			
<ul style="list-style-type: none"> ▪ Employment Standards Act poster 			
<ul style="list-style-type: none"> ▪ Name of Joint Health and Safety Committee members 			
<ul style="list-style-type: none"> ▪ Workplace Inspection Reports 			

Fire Protection and Warning Systems	Yes	No	Notes
Emergency lighting: adequate lighting, tested and record of annual inspection	Y		
Portable fire extinguishers: appropriate type, readily available and inspected	Y		
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	Y		
Fire/emergency alarm systems operational; fire exit signs lit	Y		
Fire and evacuation plan is posted		N	IN PROGRESS
Workers know the plan (ask a worker)		N	IN PROGRESS

Hygiene and First Aid	Yes	No	Notes
Washrooms are clean (chemicals are stored)	Y		

Washing facility available (soap, warm water)	Y		
First aid kits: supply inventory; treatment log; first aid training manual	Y		
First aid certificates are posted and valid		N	IN PROGRESS
Employees know how to get first aid when needed (ask a worker)	Y		

Material Handling and Storage	Yes	No	Notes
Materials are neatly and safely stored	Y		
Storage shelves are loaded only to capacity and heavy, awkward items are lower	Y		
Step/ladders have non-slip surfaces and are in good condition. Secured when stored	Y		
Step/ladders are positioned and secured safely when in use (observe worker)	Y		
Hazardous Substances	Yes	No	Notes
Hazardous substances are properly labelled, stored and disposed of (observe)			N/A – No Hazardous Materials in Workplace
A safety data sheet (SDS) for each product is available and accessible (ask worker)			
WHMIS training: Safe use and storage of hazardous substances (ask worker)			
Flammable products stored properly			
Personal Protective Equipment (PPE)	Yes	No	Notes
PPE is available and worn (observe)	Y		
PPE is maintained (ask worker)	Y		
Training in PPE use and care (ask worker)	Y		

Electrical	Yes	No	Notes
Extension cords are secured and in good condition (no exposed wires or bent prongs)	Y		
Clear access to electrical panels and no combustible material stored/posted within 24 inches around	Y		

Security	Yes	No	Notes
Emergency numbers for internal and external contacts are easily available		N	IN PROGRESS
Visitor/contractor rules are in place	Y		
Safety measures are in place for anyone working alone or remote (ask worker)	Y		
Training on workplace violence and harassment (ask worker)	Y		

Other	Yes	No	Notes

WORKPLACE INSPECTION CHECKLIST

Names of Inspectors:

Stephanie Laurie

Location Inspected:

785 St. Clair Street

Date:

August 12th, 2025

General	Yes	No	Notes
Floors: clean, dry, free from debris, clutter and trip hazards	✓		
Signs are posted when floors are wet (e.g., when floors are washed, spills)	N/A		
Hallways are clear and unobstructed	✓		
Stairs and landings kept clear and unobstructed	✓		
Stairwells adequately lit; steps, treads, etc., in good condition	✓		
Furniture/office equipment secure from tipping; appropriate for work being done	✓		
Exits, Entrances and Exterior Parking Lot	Yes	No	Notes
Doors are not blocked	✓		
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit	✓		
Walkways and parking lots are free from snow, ice, water, grease, etc.	✓		
Outdoor stairs made of grating so that water and snow cannot build up on them	✓		
Environment	Yes	No	Notes
Lighting levels adequate; work areas free from glare	✓		

Air quality adequate	✓		
Temperature and humidity adequate	✓		
Noise levels appropriate, signs indicating hearing protection required where noise levels are high	✓		

Health and Safety Bulletin Board	Yes	No	Notes
Postings:	N/A		Currently in progress.
▪ Occupational Health and Safety Act and Regulations			
▪ Policies: Health and Safety; Violence and Harassment			
▪ "Prevention Starts Here" poster			
▪ WSIB "In Case of Injury" poster			
▪ Employment Standards Act poster			
▪ Name of Joint Health and Safety Committee members			
▪ Workplace Inspection Reports			

Fire Protection and Warning Systems	Yes	No	Notes
Emergency lighting: adequate lighting, tested and record of annual inspection	✓		
Portable fire extinguishers: appropriate type, readily available and inspected	✓		
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	✓		
Fire/emergency alarm systems operational; fire exit signs lit	✓		
Fire and evacuation plan is posted	✓		
Workers know the plan (ask a worker)	✓		

Hygiene and First Aid	Yes	No	Notes
Washrooms are clean (chemicals are stored)	✓		
Washing facility available (soap, warm water)	✓		
First aid kits: supply inventory; treatment log; first aid training manual	✓		
First aid certificates are posted and valid	✓		
Employees know how to get first aid when needed (ask a worker)	✓		

Material Handling and Storage	Yes	No	Notes
Materials are neatly and safely stored	✓		
Storage shelves are loaded only to capacity and heavy, awkward items are lower	✓		
Step/ladders have non-slip surfaces and are in good condition. Secured when stored	✓		
Step/ladders are positioned and secured safely when in use (observe worker)	✓		

Hazardous Substances	Yes	No	Notes
Hazardous substances are properly labelled, stored and disposed of (observe)	N/A		
A safety data sheet (SDS) for each product is available and accessible (ask worker)			
WHMIS training: Safe use and storage of hazardous substances (ask worker)			
Flammable products stored properly			

Personal Protective Equipment (PPE)	Yes	No	Notes
PPE is available and worn (observe)	✓		
PPE is maintained (ask worker)	✓		
Training in PPE use and care (ask worker)	✓		

Electrical	Yes	No	Notes
Extension cords are secured and in good condition (no exposed wires or bent prongs)	✓		
Machines properly grounded	✓		
Clear access to electrical panels and no combustible material stored/posted within 24 inches around	✓		
Tools and Machinery	Yes	No	Notes
Proper training given in the safe use of tools	✓		
Manufacturers' manuals available for all tools	✓		
Security	Yes	No	Notes
Emergency numbers for internal and external contacts are easily available	✓		
Visitor/contractor rules are in place	✓		
Safety measures are in place for anyone working alone or remote (ask worker)	✓		
Training on workplace violence and harassment (ask worker)	✓		
Other	Yes	No	Notes

WORKPLACE INSPECTION CHECKLIST

Names of Inspectors:

Stephanie Louie

Location Inspected:

785 St. Clair Street Chatham

Date:

July 6th, 2025 July 7th, 2025

General	Yes	No	Notes
Floors: clean, dry, free from debris, clutter and trip hazards	✓		
Signs are posted when floors are wet (e.g., when floors are washed, spills)	N/A		
Hallways are clear and unobstructed	✓		
Stairs and landings kept clear and unobstructed	✓		
Stairwells adequately lit; steps, treads, etc., in good condition	✓		
Furniture/office equipment secure from tipping; appropriate for work being done	✓		
Exits, Entrances and Exterior Parking Lot	Yes	No	Notes
Doors are not blocked	✓		
Routes, signs and doors clearly marked; exit signs easy to see; outside entrances and parking lots are clearly lit	✓		
Walkways and parking lots are free from snow, ice, water, grease, etc.	✓		
Outdoor stairs made of grating so that water and snow cannot build up on them	✓		
Environment	Yes	No	Notes
Lighting levels adequate; work areas free from glare	✓		

Air quality adequate	✓		
Temperature and humidity adequate	✓		
Noise levels appropriate, signs indicating hearing protection required where noise levels are high	✓		

Health and Safety Bulletin Board	Yes	No	Notes
Postings:		✓	→ in the process of creating Bulletin Board awaiting approval of placement.
▪ Occupational Health and Safety Act and Regulations			
▪ Policies: Health and Safety; Violence and Harassment			
▪ "Prevention Starts Here" poster			
▪ WSIB "In Case of Injury" poster			
▪ Employment Standards Act poster			
▪ Name of Joint Health and Safety Committee members			
▪ Workplace Inspection Report			

Fire Protection and Warning Systems	Yes	No	Notes
Emergency lighting: adequate lighting, tested and record of annual inspection	✓		
Portable fire extinguishers: appropriate type, readily available and inspected	✓		
Fire exit doors: in good repair, unlocked and free from obstruction (both sides)	✓		
Fire/emergency alarm systems operational; fire exit signs lit	✓		
Fire and evacuation plan is posted		✓	→ In progress.
Workers know the plan (ask a worker)		✓	

Hygiene and First Aid	Yes	No	Notes
Washrooms are clean (chemicals are stored)	✓		
Washing facility available (soap, warm water)	✓		
First aid kits: supply inventory; treatment log; first aid training manual	✓		
First aid certificates are posted and valid		✓	→ awaiting bulletin board.
Employees know how to get first aid when needed (ask a worker)		✓	

Material Handling and Storage	Yes	No	Notes
Materials are neatly and safely stored	✓		
Storage shelves are loaded only to capacity and heavy, awkward items are lower	✓		
Step/ladders have non-slip surfaces and are in good condition. Secured when stored	✓		
Step/ladders are positioned and secured safely when in use (observe worker)	✓		

Hazardous Substances	Yes	No	Notes
Hazardous substances are properly labelled, stored and disposed of (observe)			N/A
A safety data sheet (SDS) for each product is available and accessible (ask worker)			no hazardous substances.
WHMIS training: Safe use and storage of hazardous substances (ask worker)			in the building
Flammable products stored properly			

Personal Protective Equipment (PPE)	Yes	No	Notes
PPE is available and worn (observe)	✓		
PPE is maintained (ask worker)	✓		
Training in PPE use and care (ask worker)	✓		

Electrical	Yes	No	Notes
Extension cords are secured and in good condition (no exposed wires or bent prongs)	✓		
Machines properly grounded	✓		
Clear access to electrical panels and no combustible material stored/posted within 24 inches around	✓		

Tools and Machinery	Yes	No	Notes
Proper training given in the safe use of tools			NOT APPLICABLE
Manufacturers' manuals available for all tools			

Security	Yes	No	Notes
Emergency numbers for internal and external contacts are easily available		✓	in progress
Visitor/contractor rules are in place	✓		
Safety measures are in place for anyone working alone or remote (ask worker)	✓		
Training on workplace violence and harassment (ask worker)	✓		

Other	Yes	No	Notes