

Workplace Inspection Report – The Anglican Parish of _____

- Hazard Type A** = Serious hazard requiring immediate attention/ stop work
- Hazard Type B** = Hazard requiring action as soon as possible (e.g., torn or frayed carpets)
- Hazard Type C** = Hazard requiring action

					Walk-through Inspection	
Item to be checked	Yes/ No	Hazard Type A/B/C	Description & Recommended Corrective/ Preventive Action	Supervisor	Date Notified	Date Completed
Stairwells Specify: _____						
Adequate lighting						
Steps and handrail in good condition (e.g. slip/ trip hazards)						
Exit sign illuminated						
Door to outside latches properly and has a panic bar						
Uneven steps marked with yellow paint until repaired or replaced						
Emergency lighting tested and operational						
Nothing stored on landings, etc.						
Hallways, Rooms & Stages Specify: _____						
Adequate lighting						
Electrical cords, switch & receptacle covers, electrical appliances, conduit in good condition						
Child-resistant covers on electrical receptacles						
Floor in good condition (no slip & trip hazards; without leaks, protruding nails, loose boards, curled mats, loose tiles, etc)						
Proper stacking and storage of materials (e.g. cardboard)						
No leaks or spills						
No evidence of infestation						
Proper storage of hazardous materials						
Clear exit route						
Fire alarm pull stations are accessible & emergency instructions posted						
Fire extinguisher in place and fully pressurized						
No accumulation of combustibile materials						
Exit sign illuminated						
Wet floor signs used when cleaning						
Emergency lighting tested and operational.						

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Washrooms						Specify: _____	
Adequate lighting							
Electrical cords, switch & receptacle covers, electrical appliances, conduit in good condition							
Floor in good condition (no slip & trip hazards; without leaks, protruding nails, loose boards, curled mats, loose tiles, etc)							
Fixtures in good condition							
No leaks or spills							
Overall cleanliness is good							
Clear exit route							
No mould							
Cubicles are stable							
No evidence of infestation							
Ground Fault Circuit Interrupt (GFCI) receptacles installed in outlets near sinks/ baths/ showers functioning properly							
Kitchen						Specify: _____	
Adequate lighting							
Electrical cords, switch & receptacle covers, electrical appliances, conduit in good condition							
Floor in good condition (no slip & trip hazards; without leaks, protruding nails, loose boards, curled mats, loose tiles, etc)							
Emergency Contact list posted							
First Aid Kit present and stocked							
Fire alarm pull stations are accessible & emergency instructions posted							
Fire extinguisher in place and fully pressurized							
No accumulation of grease on oven and stove							
Overall cleanliness is good							
Proper stacking and storage materials							
No evidence of infestation							
Clear exit routes							
No accumulation of combustible materials							
Knives and other sharp implements properly stored							

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<i>Kitchen</i> (continued) Specify: _____						
Food Safety Guidelines posted						
Ventilation hoods are appropriate and in good condition. Fire suppression systems inspected & maintained. (if present)						
Proper storage of hazardous materials						
No accumulation of garbage						
Proper disposal containers						
Ground Fault Circuit Interrupt (GFCI) receptacles installed in outlets near sinks/ baths/ showers functioning properly						
<i>Boiler Room</i> Specify: _____						
Adequate lighting						
Clear exit route						
Electrical cords, switch & receptacle covers, electrical appliances, conduit in good condition						
Floor in good condition (no slip & trip hazards; without leaks, protruding nails, loose boards, curled mats, loose tiles, etc)						
Fire extinguisher in place and fully pressurized						
Proper storage of materials						
Proper storage of hazardous materials						
No accumulation of combustible materials						
No exposed insulation						
Appropriate insulation type (e.g. not asbestos)						
Furnace inspection records readily available.						
No evidence of water/ steam/ exhaust gas damage						
<i>Office</i> Specify: _____						
Adequate lighting						
Electrical cords, switch & receptacle covers, electrical appliances, conduit in good condition						
Floor in good condition (no slip & trip hazards; without leaks, protruding nails, loose boards, curled mats, loose tiles, etc)						

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Office (continued) Specify: _____						
Proper stacking and storage of materials and equipment						
No accumulation of combustible materials						
At least 2 clear exit route						
Fire alarm pull stations are accessible & have posted instructions						
Stairs and banisters in good condition						
Office furniture ergonomically suitable and in good condition						
Air quality is good and well ventilated						
Security system is working properly with posted procedures						
Sanctuary & Nave Specify: _____						
Adequate lighting						
Electrical cords, switch & receptacle covers, electrical appliances, conduit in good condition						
Child-resistant covers on electrical receptacles						
Floor in good condition (no slip & trip hazards; without leaks, protruding nails, loose boards, curled mats, etc)						
Proper stacking and storage of materials and equipment						
Pews and kneelers in good condition (e.g. no protruding nails)						
Stairs and handrails are in good condition						
Emergency exit plan is posted						
No accumulation of combustible materials						
No leaks or spills						
No evidence of infestation						
Proper storage of hazardous materials						
Exit signs are illuminated & emergency lighting tested and operational.						
Clear exit routes						
Fire alarm pull stations are accessible & have posted instructions						
Fire extinguishers in place and fully pressurized						
Sprinkler system is functioning properly						
Anti-slip mats in damp/ wet work areas						

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Grounds Specify: _____						
Walkways are clear and in good condition						
Personal Protective Equipment is present with clear instructions						
Security Lighting is functioning properly						
No holes or trip hazards						
No Ice, Icicles & Snow						
Clear exit routes						
No accumulation of garbage						
No fallen or unstable tree limbs						
Fencing is in good condition						
Proper waste & recycling storage						
Outdoor tables/ benches are in good condition						
Machinery is in good repair						
Staff using machinery are properly trained						
Staff have proper protection from the elements (sun, cold)						
Storage Shed Specify: _____						
Hazardous materials are properly labeled						
Equipment and machinery is in good condition						
Shed is secured and access limited						
No evidence of leaks or spills						
Liquids are contained properly						
Personal Protective Equipment is present with clear instructions						
Supplies and materials are stored properly on shelves						
Hazardous Materials Specify: _____						
Proper labeling on containers						
Hazardous material (WHMIS) inventory complete						
Proper storage and disposal of materials						
Current Material Safety Data Sheets for all hazardous materials are present and complete						

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Hazardous Materials (continued) Specify: _____						
Personal Protective Equipment is present with clear instructions						
Flammable and combustible liquids are stored in sealed containers in a special cabinet designed for this purpose						
Fire Safety and Security Specify: _____						
Locations of the fire extinguishers clearly marked						
Fire extinguishers are properly installed						
Fire extinguisher types suitable for hazards in the parish						
Fire extinguisher (inspected monthly by parish and annually by fire department or licensed contractor)						
Employees are trained to use the fire extinguisher						
Proper storage of flammable and combustible materials (away from heat)						
Proper storage of dangerously reactive chemicals (away from ignition sources)						
Space heaters shut off automatically when tipped over						
Smoke, fire, carbon monoxide and burglar alarms are in good condition						
Propane or butane is stored in secure, well-ventilated areas outside of buildings, and not in or adjacent to exits.						
Fire safety plan is up-to-date.						
Parking Specify: _____						
Adequate lighting in parking spots and walkways at night						
Level and graded parking areas						
Security system is working properly with posted procedures						
Parking lot is free from snow, ice and debris						
Proper signs posted (e.g. no parking in fire routes, etc.)						

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First Aid Specify: _____						
Adequate and complete first aid kit						
Accessible and clearly labeled kit						
First aid kit inspected & refilled after every use						
Complete and up to date first aid log						
Emergency contact list posted with first aid kit						
Readily available accident report forms						
Other Items to be Inspected Specify: _____						
Health and Safety Bulletin Board present and up to date						
A copy of the Occupational Health & Safety Act is posted						
Emergency contact list is posted by all public phones						
WSIB's <i>In Case of Injury</i> poster is posted in all public spaces						

Inspected by: _____

Reviewed by Churchwarden or Supervisor _____

Signature: _____ Date: _____

Signature: _____ Date: _____