

# YOUR COMPANY

## Health & Safety Audit



ROOSEVELT AVENUE

WEDNESDAY OCT 07, 2020

### SUMMARY

A few actions and documents to fill in for complete compliance

### Communication

#### Information

Q#	QUESTION	RESPONSE
1.	Health and safety meetings are held monthly and minutes are recorded and posted?	YES
2.	The Occupational Health and Safety Regulation (the Regulation) is available and accessible to employees?	YES
3.	Management responsibilities are posted?	YES
4.	Employee responsibilities are posted?	NO
5.	An up-to-date health and safety policy statement is posted?	YES
6.	A fire procedure is posted?	YES

### Prevention

#### Incidents

Q#	QUESTION	RESPONSE
7.	Fire exits and signs are in place?	YES
8.	Fire exits are accessible?	YES
9.	Fire extinguishers are checked annually?	YES



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Inspection dates in labels

10. Emergency lighting is operable?	YES
11. A fire drill is conducted annually?	YES
12. The exhaust and grease ventilation system is cleaned on a regular basis and marked with a sticker?	NO
13. Plugs and cords on all electrical equipment are in good repair?	NO
14. Emergency phone numbers are posted on all phones?	YES
15. Accidents are investigated using an Incident Investigation Form and followed up on to prevent recurrence?	YES
16. Lockout capacity for all electrical panels and lockout procedures are posted?	YES
17. Circuit breaker panels are clearly marked and labelled?	YES

## Strains and Sprains

Q#	QUESTION	RESPONSE
18.	Loads are carried close to the body between waist and chest level?	YES
19.	Heavy items are stored between waist and shoulder heights?	YES
20.	High reach areas have been identified and appropriately equipped (for example, with footstools, steps at pass through, and ladders)?	YES
21.	Preventing Strains and Sprains posters are up? <b>Need to order more info posters</b>	NO
22.	Work areas are clear and well organized?	YES
23.	Wet Floor signs are available and used?	YES



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24.	Floors and carpets are in good condition?	YES
25.	Footwear is slip resistant, closed toe, and in good condition?	YES

## Chemical hazards

Q#	QUESTION	RESPONSE
26.	Workplace labels are used on chemicals removed from their original containers (including spray bottles)?	YES
27.	Goggles are available and used when mixing chemicals? <b>Need more goggles</b>	NO
28.	Accidents are investigated using an Incident Investigation Form and followed up on to prevent recurrence?	YES
29.	All CO2 tanks are chained and secured to prevent falling over?	YES

30. All chemicals are covered, labelled, and stored away from food and food-service storage areas?

NO

Some labelling issues

## Serious Burns

Q# QUESTION

RESPONSE

31. Hot oil and disposal procedures are posted?

YES

32. Hot oil and disposal procedures are followed?

YES

33. Employees fill fry baskets away from hot oil and not directly over top?

YES

## Records

### Records and Statistics

Q# QUESTION

RESPONSE

34. The number of accidents is reviewed monthly?

YES

35. Maintenance records are available?

NO

Please provide records

36. All the Accidents and Incidents are recorded

NO

## Safety

### First Aid

Q# QUESTION

RESPONSE

37. A first aid certificate holder is on duty at all times?

YES

38. An appropriate first aid kit is accessible to all employees, and is kept clean, dry, and fully stocked according to Regulation standards?

YES

39. A first aid log book is complete, up-to-date, and kept in the first aid kit?

YES

40. First aid certificate holders are identified by posted hard copies of certificates

YES

## DECLARATION



Auditor  
(Adrian Becker)



Person Incharge  
(Thomas J)

# Instant audit reports

Insightful and professional looking reports on a click

## Instant & professional

At the end of an audit, automatically generate neat-looking branded reports in your preferred format.

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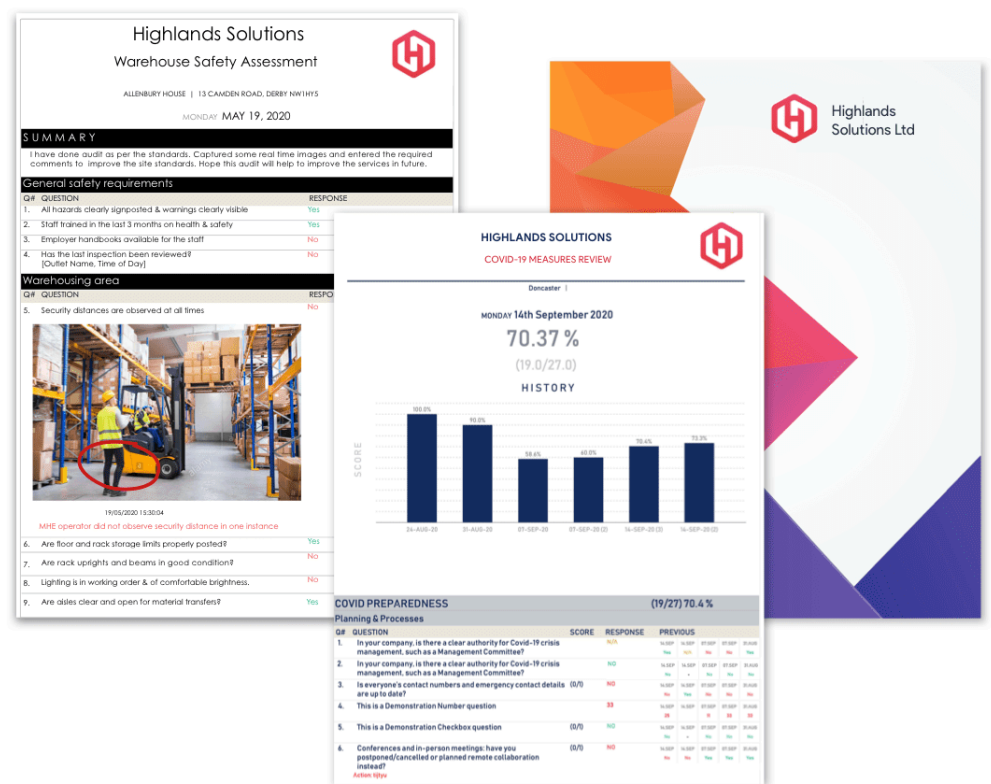
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# Summary reports for management

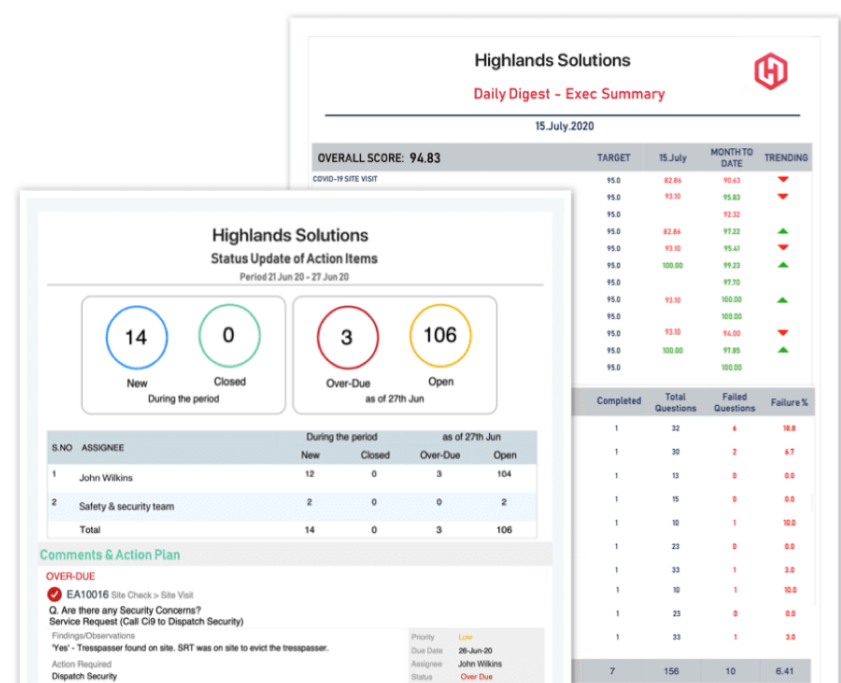
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