

Inspection Report Summary

Department: Shipping

Machine: Shipping Department

Pass / Fail: 85% Passed / 15% Failed

Time to Conduct Audit: 22 minutes

Auditor: Bailey Carey

Inspected Date: Feb 28, 2025

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	Activity Task	Hazard	Sev	Exp	Avd	Total	Current Safeguards	Corrective Action	WO Num	Assigned to
1	Third Party Protection - Trailers coming and going from dock zones	Potential for pedestrian and traffic collisions and catastrophic crush when caught between docks	2	2	2	PR18	Outside pedestrian traffic controlled with signage and school time pedestrian traffic controlled with plant employed crossing guard. Protocols for employees not to be in loading areas, otherwise traffic control barricades and hi-vis vests/jackets	Pass		
2	Third Party & Employee protection -	unexpected freeze up of equipment (including safety equipment)	2	2	2	PR1	Glycol system installed, system contained in	Pass		

	extreme weather conditions	rendering them inoperable, such as the sprinkler system				o	heated room with closable door			
3	Employee exposure to extreme cold weather conditions	Winter climate exposure to frostbite and hypothermia	2	2	2	PR18	Company provided clothing and winter wear to protect from cold elements	Pass		
4	Employee and third party protection from pedestrian/lift-truck exposure	Catastrophic crush hazard to pedestrians versus mobile equipment	2	2	2	PR18	Blue (Red) light strategy and application, entry to zone through safe access point at north west end of department	Pass		
5	Employee and third party protection from trailer movement while unloading/loading	Catastrophic crush hazard to lift-truck operator if trailer pulls away from docks while lift-truck entering/exiting trailer	2	2	2	PR18	Dock locks installed and operational and redundant use of wheel chocks by tractor drivers	Fail - Dock locks are currently being ordered and will be installed by maintenance team	N/A	

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	Question	Corrective Action	Pass/Fail	Work Order Number	Assigned to
1	Safe Work Procedure posted?		Pass		
2	Are all Emergency Stops clearly marked and functioning properly?	We need an additional Emergency Exit sign pointing down the hall to the exit	Fail	N/A	

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1	Are Emergency Exits clear and unobstructed?		Pass		
2	Are Emergency Exits clearly identified?		Pass		
3	Are Fire Extinguishers/Fire Control Equipment clearly visible and identified?		Pass		
4	Have the Fire Extinguishers/Fire Control Equipment been recently inspected?		Pass		
5	Are the Eyewash Stations working and clean, and unobstructed?		Pass		

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6	Are all the sprinkler heads in your location unobstructed?		Pass		
7	Is Access to the Electrical Panels clear and unobstructed?		Pass		
8	Are carts in good condition?		N/A		
9	Is the lighting all functioning properly and adequate for the area?		Pass		
10	Are noise levels adequate with PPE, any high impulse or continual noise?		Pass		

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11	Is the temperature in the area comfortable to work in?		Pass		
12	Are all air quality systems working (dust, fumes or vapour present)?		Pass		
13	Is the housekeeping (floor and work surfaces) sufficient for the area?	I have staff coming in for a cleaning shift Sunday March 2	Fail	N/A	
14	Are the employees using their PPE?		Pass		
15	Are all controlled substances labelled in accordance with GHS standards?		N/A		

Initials	General Manager	Production Manager	Supervisor	Employee
				