

Date: _____	Location: _____	Inspectors: (Print Names) _____
Time: _____	C.P.C.: _____	C.U.P.W./S.T.T.P.: _____

This list is intended only as a reminder. Identify other unsafe conditions and unsafe acts and determine appropriate corrective action. Please explain fully why something is not satisfactory, attach pages if needed, diagrams, injuries info, etc. Please retain and Post a copy on the Health & Safety Board after the Tour is done and signed.

HOUSEKEEPING:
 Accumulation of Materials, Trip Hazards, General Storage, Handicap Access, Protruding Objects, Exposed Wiring, Electrical Fixtures, Waste Areas, Condition of Furniture (building and street) Sanitation Facilities, Hazardous Material Management, Hazardous Goods, Hazardous Warnings, Aisles and Corridors, Accumulation of Dust, Food and Beverages Areas.

EQUIPMENT:
 Safety Devices and Guards in Place
 Safe Operating Procedures Observed
 General Conditions, (Servicability)
 Work Permits,
 Tags or Lock Outs Used,
 Regular Preventative Maintenance Followed.

1.0 GENERAL FACILITY (INSIDE)	S	NS	N/A	COMMENTS	ACTION
1.1 LIGHTING (General)					
Adequate Lighting, Burnt Out Bulbs, Flickering Bulbs					
1.2 EMERGENCY EXITS (General)					
Access to All Exits Maintained					
Lights in Signs Operational					
Doors open and close freely					
1.3 AISLES AND ACCESS (General)					
All routes to exits kept clear					
All Material Handling Routes Marked and Clear					
All Pedestrian Walkways Clear					
1.4 MATERIAL STORAGE / MAIL STORAGE (General)					
Mail is stored in a safe manner					
Store Rooms / Supplies stored in a safe manner					
1.5 WALKING SURFACES (General)					
All floors, stairs and docks free of slipping an trip hazards					
1.6 ELECTRICAL SERVICES (General)					
All electrical outlets / switches work					
All electrical cords are maintained and safely used					
1.7 GUARD RAILS / BARRIERS (General)					
Guard Rails/Barriers/Stair Railings in place and maintained					

2.0 EQUIPMENT AND SUPPLIES (INSIDE)		S	NS	N/A	COMMENTS	ACTION
2.1	MOBILE EQUIPMENT (General)					
	All rolling stock moves freely					
	All the wheels are free of string.					
	Binnies and Carts					
	C-22's / C-39's / c-40's / Bakers Racks					
2.2	MAIL CONTAINERS (General)					
	Bags, sufficient supply, good repair, no damaged items.					
	Trays, sufficient supply, good repair, no damaged items.					
	Mono's, good repair, no damaged items.					
2.3	FIRE EQUIPMENT (General)					
	Access to Fire Extinguishers/Hoses not Blocked					
	Fire Extinguishers, tagged and charged					
	Fire Extinguishers, checked monthly					
	Number of Fire Extinguishers					
2.4	EMERGENCY LIGHTING (General)					
	Lights are in place & not obstructed					
	Lights were manually tested					
2.5	FIRST AID KITS (General)					
	Secured, and not blocked.					
	Clean and in Order, with record book					
	Needs to be restocked.					
	Stretcher available.					
	Names of First Aiders Posted by Kit.					
2.6	EQUIPMENT / CHEMICAL LABELING (General)					
	Supplies are properly labeled.					
	Cleaner's Supplies are labeled and stored properly.					
2.7	TOOL STORAGE / CONDITION (General)					
	Supplies are properly labeled.					
2.8	SORTATION CASES (General)					
	L/C Cases (list walk# for repairs)					
	L/C Bunks (list walk# for repairs)					
	P04 Short & Long Cases (identify)					
	P04 Oversize Cases (identify)					
	Fatigue Mats					
	A/O's equipment					
	Misc. Equipment (list if a problem)					
2.9	SUPPLIES (General)					
	Dog Spray					

Sun Screen					
Super Soles					

3.0 PROCEDURES / POSTINGS		S	NS	N/A	COMMENTS	ACTION
3,1 POSTED ITEMS						
	Canada Labour Code Part II is Posted.					
	W.S.I.B. Poster is Posted.					
	Canada Post Corporation Safety Policy is Posted.					
	Health & Safety Rep Names & Work Phone #'s are Posted.					
	Health & Safety Minutes are Posted.					
	Names and Work Phone #'s of First Aiders are Posted.					
	Emergency Procedures are Posted.					
	Smoking Rules are being enforced (designated areas only).					
3,2 MATERIAL HANDLING EQUIPMENT (MHE)						
	Hand Pumps					
	Battery Assisted Hand Pumps					
	Ergo Lifts					
	Motorized MHE (list serial #'s for repairs)					
	MMHE Daily Safety Check Sheets being kept.					
	All operators have appropriate training and Badge/License.					
	Weight Limits are being adhered to for equipment & drops.					
	Mobile Equipment is Pushed not Pulled when possible.					
3,3 HOUSE KEEPING (General)						
	Garbage is removed, including plastic ties & rubber bands.					
	Floors and areas are being kept clean by the cleaners.					
	Kitchen areas are kept clean.					
	Snow Removal, Parking Lot, entrance and sidewalks.					

4.0 WORK AREAS		S	NS	N/A	COMMENTS	ACTION
4,1 DOCK						
	Dock Area					
	Dock Doors					
	Wheel Chocks / Trailer Locks					
	Dock Ramps / Scissor Lifts / Dock Plates					
	Bag Storage					
	Equipment Storage					
4,2 LETTER CARRIER SORTATION						
	Congested					
	Air Quality / Lighting					

S=SATISFACTORY, NS=NOT SATISFACTORY, N/A=NOT APPLICABLE

Work Place Health and Safety Committee.

	Temperature / heat / cold				
	RR & SS Area (not all locations)				
4,3	DRS / RTS AREA				
	Comments				
	Equipment				
4,4	TURNAROUND AREA				
	Comments				
4,5	SECURITY / REGISTRATION AREA				
	Comments				
4,6	FINAL SORT AREA				
	Comments				
4,7	BOX SORTATION AREA				
	Comments				
4,8	RECEIVER ROOM / PUBLIC MAIL DROP AREA				
	Comments				
4,9	CUSTOMER LOBBY AREA				
	Comments				
4.10	WICKET COUNTER AREA				
	Comments				
4,11	VAULT AREA				
	Comments				
4.12	OFFICE AREA				
	Comments				
4.13	LUNCHROOM AREA				
	Comments				
	Tables & Chairs				
	Clean				
4.14	LOCKER ROOMS				
	Male				
	Female				
	Comments, Lockers, Chairs.				
4.15	MALE WASHROOM AREAS				
	Male Washrooms				
	Male Sinks				
	Clean				
4.16	FEMALE WASHROOM AREAS				
	Female Washrooms				
	Female Sinks				
	Clean				

