

APPENDIX A3

SITE INSPECTION REPORT

STATION: Fort Nelson	INSPECTION DATE:
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	Yes	No
1. The buildings, structures, steps, paths, ramps, rails, etc. are in good condition.		
2. Protective devices, machinery, instruments, tools, etc. are in good condition.		
3. Electrical systems are in good condition (wires, cables, lights in working order; extension cables not frayed).		
4. Fence in good condition.		
5. The fence gates are in good condition and working properly.		
6. Entrances and exits to and from work areas are all free of obstruction.		
7. The property is well-maintained in the summer (lawn mowed, undergrowth and weeds removed).		
8. The property is well-maintained in winter (roads, entrances and steps cleared of snow; abrasive materials used on icy surfaces).		
9. There are no rodents inside the buildings.		
10. Sanitary equipment (toilets, sinks) is clean and in good working order and there are sufficient supplies.		
11. Heating cables for water pipes are in good working order.		
12. Drinking water is available.		
13. Fire extinguishers are in place and in good working order and have been inspected within the past year.		
14. First-aid kits are available and are in good condition (including inventory list and usage guide).		
15. WHMIS* and material safety data sheets (MSDS) are up to date.		

16. Helium cylinders are safely stored and secured.		
17. The HOGEN system is working (if applicable).		
18. The intruder alarm system is in place and operational.		
19. The fire alarm system is in place and operational.		
20. Inflammable products are stored in an appropriate cabinet.		
21. The emergency plan is in place: <ul style="list-style-type: none"> a) Evacuation procedures are posted b) Emergency telephone numbers are posted 		
22. No-smoking signs in place.		
23. Emergency lights are in working order and illuminate the exits.		
24. There are no leaks in the mechanical equipment room.		
25. Ventilation, lighting and noise levels are acceptable.		
26. Housekeeping maintenance is done regularly and properly.		
27. Insects are kept to a minimum (particularly flies).		
28. The heating system works properly.		
29. The air-conditioning system works properly.		
30. The site, buildings and instruments are in good general condition.		
31. The mercury recovery kit is available and in good condition.		
32. Mercury thermometers are properly stored to protect them from any damage.		
33. Controlled products are listed and the list is readily available and kept up to date (no older than 3 years).		
34. Personal safety equipment, particularly for the following risks, is in good condition: <ul style="list-style-type: none"> a) Filling balloons (ear and eye protection) 		

b) Mercury recovery kit (including gloves)		
c) Battery activation (protective gloves and glasses)		
35. Used glycol is stored in appropriate and properly labelled recovery containers.		
36. Electric tools are in good condition and have user manuals.		
37. The eye wash system is ready for use and the liquid contents' expiry date not exceeded.		
38. A disposal management system for glycol, oil and battery acid is in place and adhered to.		

* Workplace Hazardous Materials Information System

NOTE:

1. If NO is checked next to any item, an explanation is required.
2. If item is not applicable N/A, an explanation is required.