

Hazard Assessment and Control

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Hazard Assessment and Control

Overview

A hazard means a situation, activity or substance that may be dangerous to the health or safety (may cause an injury, illness or loss) of employees, students, volunteers and visitors. Hazards are often grouped into three categories: physical, chemical and biological.

Principals and non-school based department heads are responsible for identifying and evaluating hazards in their facility. If a hazard cannot be eliminated, the employer must use controls to reduce the hazard to a level as low as reasonably achievable.

Legislative Requirements

Under provincial workplace health and safety legislation, the principal or non-school based department head is required to identify hazards and take every reasonable measure in the workplace to reduce them to acceptable levels.

Hazard Assessment, Elimination and Control

Hazard Assessment

1. An employer must assess a work site and identify existing or potential hazards before work begins at the work site.
2. An employer must prepare a report of the results of hazard assessment and the methods used to control or eliminate the hazards identified.
3. An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on the report.
4. An employer must ensure that the hazard assessment is repeated:
 - i. at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions.
 - ii. when a new work process is introduced.
 - iii. when a work process or operation changes.
 - iv. before the construction of a new work site.

Employee Participation

1. If reasonably practicable, an employer must involve affected employees in the hazard assessment and in the control or elimination of the hazards identified.
2. An employer must ensure that employees affected by the hazards identified in a hazard assessment report are informed of the hazards and the methods used to control or eliminate the hazards.

Hazard Elimination and Control

1. If an existing or potential hazard to employees is identified during a hazard assessment, an employer must take measures in accordance with this section to:

- i. eliminate the hazards.
 - ii. or if elimination is not reasonably practicable, control the hazard.
2. If reasonably practicable, an employer must eliminate or control a hazard through the use of engineering controls (see page 3.9).
3. If a hazard cannot be eliminated under subsection 2, the employer must use administrative controls to reduce the hazard to a level as low as reasonably achievable (see page 3.10).
4. If the hazard cannot be eliminated or controlled under subsections 2 or 3, the employer must ensure that the appropriate personal protective equipment is used by employees affected by the hazard.
5. If the hazard cannot be eliminated or controlled under subsections 2, 3 or 4, the employer may use a combination of engineering controls, administrative controls or personal protective equipment if there is a greater level of employee safety because a combination is used.

Hazard Identification and Control Example

A custodian has to clean graffiti off a locker. The product that he plans to use is an aerosol called *Graffiti Remover*. The last time that the custodian used this product in similar circumstances, he suffered from headache and nausea. What should be done?

Step One: *Identify the hazard.* Clearly, this application of this particular product causes a risk to the health and safety of the custodian from inhalation of the aerosol vapours.

Step Two: *Evaluate the hazard.* How do you know this hazard is serious? Refer to the SDS for more information. The Material Safety Data Sheets (SDS) should tell you how to eliminate or reduce the hazard.

Step Three: *Report the hazard.* Who do you report the hazard to? Complete the Hazard Report Form and submit it to your direct supervisor.

Step Four: *Eliminate or reduce the hazard.* Possible options include:

- Find an alternative product that does not produce toxic vapours.
- Provide some form of ventilation that will reduce the hazard to acceptable levels.
- Provide the custodian with appropriate personal protective equipment and train him in the proper use of it. Refer to the SDS to determine necessary Personal Protective Equipment (PPE).

Reminder: follow-up is necessary as part of the reduction process.

Hazard Identification and Control Compliance

Hazard identification and control is judged for compliance from a *prevention* standard. The questions a government inspector would ask are:

- Are on-site inspections and surveys being done on a regular basis at the workplace?
- Are potential hazards and inherent safety risks being identified and pointed out to employees?
- Are work processes and controls in place to reduce or eliminate the potential hazards and safety risks?
- Is there adequate on-site supervision and direction if the hazards pose a high risk?

- Is there appropriate consideration given to the age and condition of the workplace and the equipment used?
- Are periodic in-depth audits conducted to determine if due diligence is being demonstrated?
- Is there active involvement by employees in identifying and controlling hazards?
- Is the hazard assessment in writing and available to employees at the site affected by the hazard?
- Have as many identified hazards as possible been eliminated or controlled?
- Have appropriate controls been identified and developed for each hazard?

If the answers to the above questions are YES, then there is compliance.

Principals and non-school based department heads demonstrate compliance by ensuring:

- Protection for employees from possible hazards by using reasonable measures to eliminate or reduce the hazard.
- Position Hazard Assessments for higher risk positions.
- Required medical assessments.
- Appropriate PPE are used.
- Controls are working.
- Suitable training for employees is provided so that they are competent to perform hazardous work.
- Time is provided for regular hazard evaluations of the workplace.
- There is a process for receiving input from employees about specific acts or conditions that should be monitored for hazards.
- Immediate feedback is provided to employees when unsafe acts or conditions have been identified.
- Follow-up on agreed upon corrective actions and methods to prevent hazards.

Following their orientation, employees should know:

- The risks at the workplace.
- Physical and health hazards at their workplace.
- The basic safe work practices for any hazardous tasks they perform.

Emergency Control of Hazard

If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of employees:

- Only those employees competent in correcting the condition, and the minimum number necessary to correct the condition, may be exposed to the hazard.
- Every reasonable effort must be made to control the hazard while the condition is being corrected.

Guidelines for Meeting Legislative Requirements

The process of hazard identification, evaluation, reporting and reduction is commonly referred to as risk management. To meet regulatory requirements, each workplace shall implement a systematic, ongoing program of risk management utilizing Hazard Reports, Site Inspections, Position Hazard Assessments and Task Hazard Analysis. It is not sufficient to wait until an accident happens. Although the identification of hazards is one of the most complex and time-consuming parts of an Occupational Health and Safety Program, it is one of the most important steps.

A. Hazard Identification

Hazards are often grouped into three categories:

(i) Physical Hazards

- Lifting and handling loads such as manual materials handling
- Highly repetitive motions
- Slipping and tripping hazards
- Moving parts of machinery such as belts, flywheels, pinch points
- Working at heights such as from mezzanine floors, on roofs or from an elevated work platform.
- Pressurized systems such as piping vessels, boilers
- Vehicle usage
- Fire
- Electricity such as poor wiring, worn cords, high energy danger
- Excess noise such as portable hand held tools, compressors, engines
- Inadequate lighting
- Extreme temperatures
- Vibration
- Workplace violence
- Workplace conditions

(ii) Chemical Hazards

- Chemicals such as battery acid, solvent
- Dusts from grinding, sanding, asbestos removal
- Fumes such as welding fumes
- Vapours and mists such as solvents, cleaning products, spray painting

(iii) Biological Hazards

- Fungi, bacteria and moulds
- Blood and body fluids
- Sewage

Three sources of hazards are:

(i) People

Lack of training, poor communication or other factors may cause behaviour that is a source of hazards.

(ii) Equipment and Materials

The equipment, tools and materials used in the job process can be sources of hazards. Some items are inherently hazardous and others become hazardous over time due to inadequate maintenance, storage or disposal.

(iii) Environment

The overall workplace, including factors such as facility layout, ventilation and lighting, walking surfaces and other variables can all be sources of hazards.

The four processes the Division will use to identify hazards are:

(i) Employee Health and Safety Concerns / Input

(ii) Inspections

(iii) Division Audits

(iv) Workplace Assessments

1. Employee Health and Safety Concerns / Input

Hazards can be identified as a result of the following:

- Input by employees about hazards that they are exposed to when carrying out particular tasks or activities. Often, the person who knows most about the hazards of any job is the one who does the work. This is an integral part of the Position Hazard Assessment process.
- Concerns expressed by employees.
- Issues discussed at in-service training or from sharing of hazard experiences of other workplaces.
- Analysis of workers' compensation claims for lost-time accidents.
- Analysis of Hazard Report Forms (see *Forms* at the end of this section).
- Medical assessments for employees as legislatively required.
- An outcome of an accident/incident. See Section 12 of the manual, *Accident/Incident Reporting and Investigation*.

Clearly, there are a wide variety of methods for determining the hazards that workplace employees may be exposed to. To meet legislated requirements, the principal and non-school based department heads shall be diligent in exploring every opportunity to reduce the risk of injury or health problems. All of the above sources should be utilized on a regular basis.

Every employee should be encouraged to regularly review the tasks he/she performs from a safety point of view. This process is termed *task hazard analysis*. When hazards are identified it will facilitate the development of safe work practices.

Medical Assessments

Special medical assessments may be required by legislation under certain circumstance. The Division will identify, as part of the hazard assessment process, those employee positions where individuals will require special medical assessments. All applicable employees shall be notified by the Division.

The Division will determine the process for when and how health assessments are conducted and the Division may direct employees to special physicians. The medical examination portion of the assessment shall only be carried out by a physician.

2. Inspections

Government Inspections

The government has the right to inspect the workplace. Under the Alberta Occupational Health and Safety Act, Regulation and Code, an officer has a very wide range of powers and can:

- Enter into or on any workplace at any reasonable hour to inspect.
- Ask the principal or non-school based department head to produce any records, books, plans or other documents which relate to the health and safety of employees, examine or copy them or remove them or take them temporarily for the purpose of making copies.
- Inspect, seize or take samples of any material, product, tool or appliance, or equipment being produced, used or found in or on the workplace which is being inspected.
- Make tests and take photographs or recordings in respect to any workplace.
- Interview and obtain statements from employees at the workplace.
- Stop the work if, in the opinion of the officer, it is unhealthy, unsafe or may pose a danger for employees.
- Order the principal or non-school based department head to take specific measures to ensure that the work will be carried out in a healthy and safe manner.

It is against the law to interfere with an officer's duty to exercise the above powers.

Anytime a Workplace Health and Safety inspection occurs, the principal or non-school based department heads shall notify the Director of Business and Operations as well as the Superintendent. If a principal or non-school based department head has concerns about a workplace inspection and cannot resolve them with the officer they should, notify their immediate supervisor and Director of Business and Operations.

A government inspection should not be viewed as an intrusion but rather as another form of insurance.

- If the inspector finds that there is not compliance with one or more regulations, an order will be issued identifying the hazard and directing corrective action.
- If the inspector gives the workplace a favourable report, it does not necessarily mean that the workplace is safe and free of hazards. Inspections tend to identify unsafe conditions more readily than unsafe behavior.

- Since most major causes of workplace accidents are due to unsafe work behaviours, it is important for the principal and non-school based department head to regularly schedule and conduct workplace inspections.

Internal Workplace Inspections

Regular workplace inspections are one of the most effective ways in which the Division can identify hazards in the workplace. Principals or non-school based department heads must ensure that they are participating in planned inspections conducted annually, and more frequently, if there are serious hazards that need to be monitored. The principal or non-school based department head should schedule **when** these workplace inspections are going to occur, **what** process will be involved in conducting these inspections and **who** will be involved in the process. The larger and more complex the facility the more employee involvement may be required e.g., larger school with CTS labs, science labs, etc. compared to small elementary school (See *Appendix I - Conducting Inspections*).

Division inspections are also conducted by the Division Health and Safety Committee. A spot inspection is a way to ensure that our sites are meeting current standards. It is a great opportunity for dialogue to occur between site staff and the Division safety team. These inspections are not to be seen as punitive, but as an educational opportunity.

3. Division Audits

Audits are a comprehensive and objective tool to verify that workplace safety systems actually work as intended and meet regulatory requirements. Audits may be conducted by Division staff or by a hired third party contractor. A Division audit will be conducted on a regular basis to address the roles and actions of all employees and to assess the health and safety compliance across the Division. The main target groups for internal audits are schools with employees new to the principal role and schools that did not demonstrate the Division standard during a spot inspection.

4. Workplace Assessments

Hazard assessments in the workplace, such as those for noise or air quality, can indicate not only where there are problems in the workplace that exceed exposure guidelines, but also how many employees may be affected. More information on noise assessments can be found in Section 8 of the manual *Hearing Conservation*. For information regarding assessments for air quality monitoring and other environmental workplace concerns, principals or non-school based department heads should contact a Division Health and Safety Officer.

B. Hazard Evaluation and Classification

The purpose of hazard evaluation or classification is to prioritize hazard concerns and thereby ensure that the response is commensurate with the risk. Some of the hazards that are identified at the workplace will be high risk and they should be ranked first and dealt with urgently. Others will be low risk and low probability so the people who are exposed may only need to be advised.

For every hazardous situation, the following should be considered:

- What harm could this do to employees, students or visitors?

- How is the person protected from harm?
- Can the hazard be removed?
- Can the person's exposure be reduced or eliminated?

A system of hazard classification can also assist in making these decisions.

Principals and non-school based department heads should work together with employees who are working in the area being evaluated, as they are most familiar with the hazards of the job.

Hazards can be classified as High, Medium or Low.

High Hazard

A condition or practice likely to cause *permanent* disability, loss of life or body part and/or extensive loss of structure, equipment and material. Immediate action required to address these situations.

Example 1: A guard missing on a table saw.

Action: Power should be disconnected, blade removed and saw not used until guard is replaced.

Example 2: Maintenance employees servicing a large sump pump in an unventilated deep pit, with a gasoline motor running.

Action: Stop work until appropriate confined space procedures are in place.

Medium Hazard

A condition or practice likely to cause injury or illness resulting in *temporary* disability and/or property damage that is disruptive but not extensive.

Example 1: A leaking water pipe in a hallway or washroom.

Action: Place warning signs, contain leak and have repaired as soon as possible.

Example 2: A broken tread at the bottom of stairs.

Action: Place warning signs and leave in place until repair work completed.

Low Hazard

A condition or practice likely to cause minor, *non-disabling* injury or illness and/or non-disruptive property damage.

Example 1: A carpenter handling rough lumber without gloves.

Example 2: A custodian using mild cleaning products without adequate ventilation.

If additional help is needed to clarify any specific hazard classification, contact your Principal or the Director of Business and Operations.

Some standards for high risk activities are specifically set by regulation:

Example: If employees shall work in a confined space, the Occupational Health and Safety Act Regulation and Code requires that a code of practice and orientation for all employees who enter a confined space shall be completed.

Remember: In order to comply with legislation and demonstrate due diligence, all hazard assessment and analysis shall be documented. (See Forms at the end of this section).

C. Hazard Reporting

Hazard reports shall be used to alert principals and non-school based department heads to any hazardous conditions or work procedures found daily by employees and others at the workplace. Hazard reports fill in the gaps between regular inspections, allowing principals and non-school based department heads to become aware of, and address hazards as they occur in the workplace. They also identify near-miss situations, which must also be documented under the legislation. (See Section 12, *Accident/Incident Reporting and Investigation*).

Employees, volunteers, contractors and subcontractors shall notify the principal or non-school based department head directly or through their immediate supervisor of any hazards they see by completing a Hazard Report Form. Hazard Report Form, which can be found at the end of this section (*Forms*) should be used to report hazards.

This report should be signed by the originator and by the principal or non-school based department head who carry out the follow-up investigation. The originator should be advised of the outcome.

All **high** and **medium** hazards reported should be immediately investigated and controlled. They should also be entered on the Electronic Accident/Incident Reporting System. This would satisfy the legislative requirements of near-miss reporting.

Written Hazard Report Forms will be forwarded to Central Office for uploading into Docushare.

D. Hazard Reduction

There are three basic approaches to reducing or controlling hazards:

1. Engineering controls
2. Administrative controls
3. Personal protective equipment.

Engineering Controls

The following engineering controls use a preventive approach, which helps to reduce employee, visitor, volunteer and student injuries and inefficient work practices:

- **Elimination**
This is the complete removal of the hazard.
- **Substitution**
This method is frequently used with hazardous chemicals.
Example: Many custodial chemicals have been replaced with non-hazardous alternatives, e.g., bleach - a disinfectant - has been replaced with non-toxic quaternary ammonia bactericides.
- **Change or alteration of a process**
Example: Use micro-samples of chemicals for scientific experiments, which will minimize the potential risk of adverse effects.
- **Ventilation**

This may include local exhaust, general or dilution ventilation. The term *local* means a specific machine or location. General ventilation is used to control air quality in an entire room or area.

Examples: Fume hoods remove fumes, thereby minimizing exposure to toxic materials; the dust collecting system used to remove sawdust in a wood-working lab.

- **Isolation**

This includes enclosure and special control methods for unique hazards that require separating employees from the hazard.

Example: Enclosing hazard with plexiglass, use of guards on machinery.

Administrative Controls

- **Preventive Maintenance**

Preventive maintenance is a procedure or practice that involves the regular scheduled inspection and servicing of equipment or machinery prior to use. By replacing worn parts before they fail, the risk of loss or injury can be significantly reduced.

- **Housekeeping**

Poor housekeeping results in increased accidents and injuries and decreased productivity. It can be as damaging as the most severe accident.

The term *housekeeping* is more than just cleaning. Housekeeping is an orderly arrangement of work operations, tools, equipment, storage facilities and supplies.

Good housekeeping shall be planned and promoted just as carefully and completely as any other activity affecting or requiring the participation and cooperation of all employees and students.

- **Purchasing Controls**

Health and safety considerations should always be applied to the procurement of goods or services. The best buys are not the least expensive, but those that will be cost-effective and will not harm employees or other people, property or physical property assets. Sometimes purchasing limited quantities can reduce wastage due to expiring shelf life.

- **Signs**

Signs should be used to restate critical rules and regulations, to assist employees in complying with high risk procedural requirements and to reinforce written rules and regulations at the point of control.

- **Scheduling of Employees**

Tasks should be scheduled to minimize employees' exposure to hazards.

- **Installation of Warning and Alarm Systems**

Alarm systems are used to alert employees to emergency situations that could occur throughout the workplace.

Personal Protective Equipment (PPE)

Since PPE is the *last line of defense*, it is extremely important for it to be used properly and in accordance with established standards. For more information refer to Section 7, *Personal Protective Equipment* in this manual.

E. Position Hazard Assessments

Division tasks are classified as being a low, medium or high hazard tasks based on a matrix that considers the *severity* (potential consequences of exposure), *probability* (likelihood of an incident occurring), and *Frequency* (degree of exposure to the hazard).

- The continuum that is used regarding the severity of the task is based on the potential consequences of exposure, and ranges from low (minor injury) to medium (lost time injury) to high (catastrophic injury).
- The continuum that is used regarding the probability that a hazardous incident will occur, is based on the expected occurrences and ranges from low (not likely) to medium (possible) to high (highly likely).
- The continuum that is used regarding the frequency of the task ranges from low (Rarely (monthly)) to medium (often (weekly)) to high (regularly (daily)).

Each Division task was classified as a low, medium or high hazard task based on the above descriptions and tables below:

The matrix is used to determine which class of hazard exists for each activity/ task. To assess the level of risk associated with a hazard, the **severity** (S) of the consequences associated with the hazard, **probability** (P) of incident or injury occurring, and **frequency** (F) of the exposure to the identified hazard are determined. The associated values for each component are added to determine whether risk is Low, Medium or High.

Potential Consequence of the Hazard				Likelihood of Risk Occurring	
Values	Severity (S)	Probability (P)	Frequency (F)	Total Risk (S+P+ F)	Risk
1	Minor injury (first aid)	Unlikely	Rarely (such as several times a year)	3	Low (L) - Unlikely chance
2	Serious (lost time)	Possible	Often (such as weekly to monthly)	4-6	Medium (M) - Reasonable chance
3	Catastrophic injury (permanent disability)	Highly likely	Regularly (such as daily)	7-9	High (H) - Very likely chance

Note: Great care must be taken when mitigating a High risk. This may include consulting your JHSC team prior to work to remove or minimize the hazard.

Training Requirements

All new or present employees should be trained so they have a clear understanding of hazard identification and control in the workplace.

Training should occur:

- At regular intervals.
- When new work processes or equipment are introduced into the workplace.

Implementation Process

Getting Started

Principals and non-school based department heads shall identify health and safety concerns by:

- Reviewing and modifying Position Hazard Assessments with employees involved in higher risk positions and establish a schedule for re-evaluation.
- Training employees in hazard identification and reporting techniques.
- Having employees who do the same work, consult in identifying job hazards.
- Arranging for support from supervisors/consultants as required.
- Assigning responsibility for investigating and correcting reported hazards.

Ongoing Activities

Principals and non-school based department heads shall:

- For all higher hazard tasks, review the written Task Hazard Analysis and the related safe work practices.
- Re-evaluate Position Hazard Assessments periodically (yearly) or whenever a change is made that significantly affects the health and safety of the employee doing the work.
- Ensure all hazard reporting documentation is being filed and kept in DocuShare Occupational Health and Safety Section for reference, follow-up and review.
- Include identification of hazards or potential hazards as part of their daily routines.
- Ensure that all steps are followed for WHMIS/TDG as outlined in Section 6, *Chemical Hazards*, including a review and follow-up in areas where improvement is needed.
- Conduct regular assessments for specific areas in which hazards have been noted or where it is required by regulation, e.g., noise, air monitoring, waste.
- Monitoring to ensure that all employees apply health and safety information to their job situation.
- Schedule annual inspections. Hazard assessments need to be performed regularly, even when nothing has changed. This ensures that employees are following correct procedures and that equipment is in proper working condition. Inspections may be required more frequently, if special hazards or concerns need to be monitored.
- Constantly increase the number of trained employees who are available to participate as inspection team members. It is important to bring in new team members, who bring a fresh perspective to the inspection process.
- Have all team members evaluate and critique the inspection process. Incorporate changes as appropriate, so that continuous improvement is ensured.

- Ensure all inspection reports and follow-up action plans are being filed and kept in the DocuShare Occupational Health and Safety Section for reference and review.

Hazard Response

Principals and non-school based department heads should make every effort to address hazards locally.

Some hazards require Maintenance Department action but local action should be taken on a temporary basis to reduce or eliminate the hazard until permanent repairs can be made.

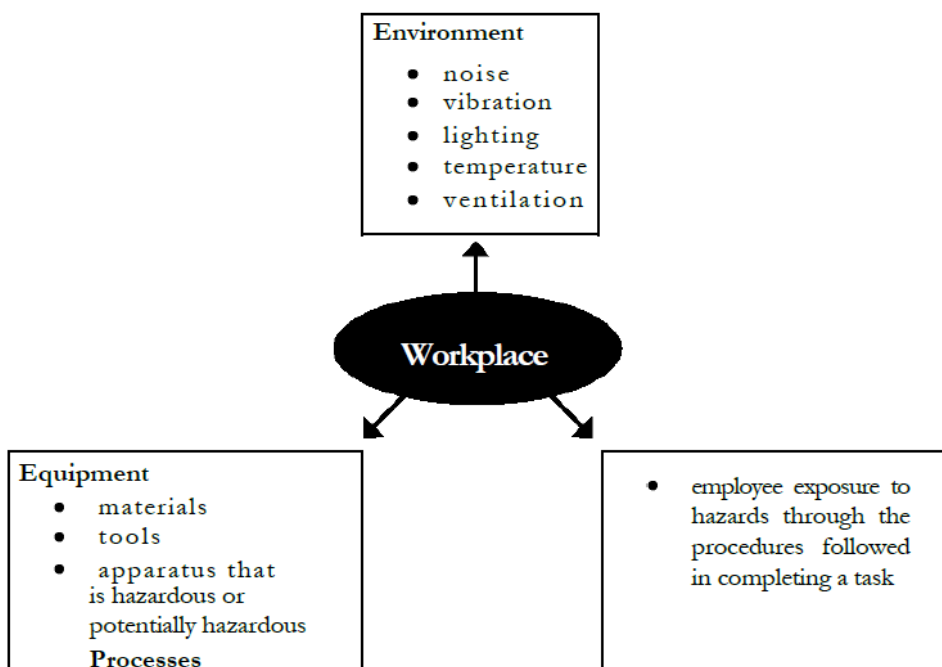
Note that the Maintenance Department receives hundreds of requests annually for repairs and must set priorities based on urgency, budget and available resources. It is essential that SchoolWorks Requests (SR) provide clear information to identify the nature and urgency of the hazard. Use the “long description” available to fully describe the hazard.

It is also essential that local action be taken while waiting for Maintenance Department repairs. Where local actions are not possible and the urgency of the hazard repair is great, the SR should be clear that a high hazard situation requiring Maintenance Department immediate action exists. Do not “cry wolf” by identifying all repairs as “urgent” or “high hazard” as this could result in delays in dealing with legitimate high hazard situations.

Appendix I: Conducting Internal Workplace Inspections

The principal or non-school based department head is accountable and must establish the timing, scope and objectives of the monthly inspection and process by which the inspection will be conducted.

The following three factors should be considered in conducting inspections:



Planned inspections help to identify:

- Equipment problems before a loss occur.
- Wear and abuse are two basic causes of accidents. Inspections help to determine when equipment and facilities have reached an unsafe state.
- Proper and/or unsafe/substandard employee actions.
- Employees don't always learn or remember to do work the right way. Inspections can uncover substandard practices as well as conditions. These might indicate inadequate knowledge and improper motivation.
- Any changes in the work environment, both positive and negative.
- Processes are often changed to use newer or different materials. Employee turn-over leads to more change. Most changes are gradual and their cumulative effects go unnoticed until they cause major problems.
- Effective supervisors give as much attention to positive performance as they do to substandard performance. Inspections provide excellent opportunities to note and reinforce positive factors, such as good housekeeping, consistent use of personal protective equipment, adherence to proper practices, and related acts and conditions.
- Hazards that have been identified and reported have had the appropriate corrective action taken.
- If school/department action has not addressed the hazard, follow-up may be required to request action at the Division level.

- Potential problems.
- Not every possible problem is recognized when planning a new facility or a modification. Hazards can even be overlooked during a safety analysis. The inspection provides a cross-check on oversights.

Planned inspections also provide supervisors with a picture of:

- Adequacy of preventive maintenance.
- Efficiency of work layout.
- Orderliness of workplace.
- Control of waste and damage.
- Safety of work areas.

Finally, inspections demonstrate the commitment of the Division and the value it places on the Occupational Health and Safety Program by verifying the safety of the workplace.

Planned inspections can be of the following various types:

- Housekeeping inspections
- Preventive maintenance inspections
- General safety and health inspections
- Legislated inspections, e.g., elevators, boilers, pressure vessels, fire extinguishers
- Pre-use inspections, e.g., new equipment, returning boiler to service

Workplace Inspection Forms have been developed and should be used in planned inspections (see Forms). Once completed, Workplace Inspection Forms should be filed in the DocuShare Occupational Health and Safety Section. They provide not only a record of the inspection process, but a reference base for future inspections.

Some elements of facility inspection are done at the Division level. Such things as elevators, stair lifts, alarm systems, and hoists are inspected regularly through the Division Maintenance Department. Records regarding these inspections are kept by the Maintenance Department and are available, if required, in the audit process.

Inspection Leader

The principal or non school-based department head is the inspection leader because of their awareness of the facility and the activities in the workplace.

The role of the leader is not to necessarily conduct the investigation, but to facilitate the inspection process. The leader should concentrate his/her efforts on ensuring that the inspection is conducted thoroughly and impartially, that any employee may have input in discussing the findings and recommendations and that expert knowledge is sought and obtained from Division personnel when necessary.

The principal or non school-based department head shall also be responsible for communicating findings and recommendations to employees and ensuring corrective actions are completed as required.

Team Approach

Depending on the size of the facility and the scope of the inspection requirements the principal or non-school based department head may add team members or delegate responsible members to assist with the inspection process. It is highly critical that the principal or non-school based department head involve employees with expertise in specific areas. Representatives from custodial, teaching and supervisory employee groups might be represented on an inspection team.

A team with members from as many different areas as possible will help to ensure that different points of view are represented and that all major hazards are inspected. In addition to physical plant inspections, the team may look at every job and work process at the workplace and, in particular, high hazard tasks and positions. Division expertise may be utilized if there is a particular hazard that the inspection team is concerned about.

The principal or non-school based department head is responsible for ensuring that team members are aware of Division Occupational Health and Safety expectations and have access to relevant information.

Inspection Procedure

Past inspection records can be an important tool and can be found in Docushare Occupational Health and Safety Section. These records have identified previous areas of concern and also show what past inspection teams have concentrated on and what areas were not inspected. The inspection report can draw attention to possible hazards, but the team should not simply repeat or copy previous inspections. The previous inspection reports should be used to determine whether recommendations were implemented and hazards addressed.

Review all accident/incident reports since the last inspection to confirm corrective measures have been implemented.

The inspection should follow these basic steps:

- Prepare a floor plan of the area to be inspected indicating known hazards and particular areas to be inspected, e.g., hazardous chemical product storage, particular machinery. The floor plan indicating hazards should be retained for future inspections. Include general use areas such as parking lots, staff rooms, storage areas and locker rooms.
- Listen to concerns of employees. Interview employees identified as working in high hazard positions.
- Use inspection forms for recording information clearly and immediately.
- When and where possible, observe employees carrying out hazardous tasks.
- Review relevant records, such as maintenance requests or inventory records for hazardous chemicals.
- Look for off-the-floor and out-of-the way items, e.g., cabinets, closed rooms.
- Identify existing unsafe conditions, including unnecessary clutter which creates a potential hazard.
- **Take immediate temporary actions if any serious risk is found, e.g., rope off area, post warning signs, lock-out equipment.**

- Pay particular attention to components most likely to develop potential hazards due to: stress, wear, impact, vibration, corrosion, chemical reaction, misuse, noise, energy, weather, heat, cold, electricity, radiation or pressure.
- Evaluate hazard controls (engineering controls, administrative controls, safe work procedures, personal protective equipment).
- To the extent possible, determine the cause(s) of hazardous conditions identified during the inspection and classify the hazard according to severity.

Inspection Follow-up

All inspection records, including checklists, worksheets, notes, minutes of meetings, reports, etc. shall be carefully filed and retained in the Docushare Occupational Health and Safety Section.

A report of findings and recommendations should be reviewed by the principal or non-school based department head and shared with any relevant employees. Serious hazards should be dealt with immediately. **It is imperative that local action be taken to reduce or eliminate the hazard, even if a service request (SR) has been input.** Corrective action must be initiated for all identified hazards and an action plan be put in place to ensure that corrective measures have been implemented.

The action plan should include:

- Prioritization of identified hazards.
- A time-line for corrective action (temporary or permanent).
- A list of individuals involved in corrective action.
- How the corrective action is to be accomplished, e.g., work orders.
- Follow-up process if corrective action not completed.

Sometimes corrective actions:

- Cannot be completed because of financial restrictions.
- Solve one problem but create another.
- Do not work.
- Only ease the problem, not correct it entirely.
- Worked very well and can be applied to other problem areas.

Hazards identified as high risk, must be addressed. It is critical that principals or non-school based department heads appropriately classify hazards (see page 3.8) to enable limited Division resources to be focused on high priority needs.

Corrective actions taken to control the hazards shall be shared and communicated to all employees.

Appendix II: Division Position Hazard Assessments

There are currently five Positions Hazard Assessments (PHA's) for the Division. They can be found on the Division DocuShare under →OH&S→Position Hazard Assessments or by clicking on the links below:

1. [General](#) (Teachers, Administrators, Office Workers, Education Assistants, etc.)
2. [Caretaker/Cleaner](#)
3. [CTS](#) (Career and Technology Studies)
4. [Science](#) (Teachers, Assistants, Technicians)
5. [Maintenance/Ground Worker](#)

Forms

“Good Catch” Hazard Report Form (Non-Injury/Near Miss)

Note: all Items and Sections noted in ***bold italics with an asterisk*** are required in order to submit an electronic hazard report. Principal/Non-school based department head shall be informed/review all reported hazards.

Date of Report: _____ Submitter's Name: _____

School/Building* _____ Specific Location: _____

Hazard Information* (Description of Hazard)

Hazard Classification*:

☐ Low

☐ Medium

☐ High

Low Hazard: A condition or practice likely to cause minor, non-disabling injury or illness and/or non-disruptive property damage

Medium Hazard: A condition or practice likely to cause injury or illness resulting in temporary disability or property damage that is not disruptive but extensive.

High Hazard: A condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure

Direct/Indirect Causes* (unsafe acts or conditions that lead directly to the incident/human or job factors that contribute directly to the unsafe act or conditions):

Corrective Action/Recommendation*: _____

Action taken by Whom: _____ Date Action Taken: _____

✂-----

Note: all Items and Sections noted in ***bold italics with an asterisk*** are required in order to submit an electronic hazard report. Principal/Non-school based department head shall be informed/review all reported hazards.

Date of Report: _____ Submitter's Name: _____

School/Building* _____ Specific Location: _____

Hazard Information* (Description of Hazard)

Hazard Classification*:

☐ Low

☐ Medium

☐ High

Low Hazard: A condition or practice likely to cause minor, non-disabling injury or illness and/or non-disruptive property damage

Medium Hazard: A condition or practice likely to cause injury or illness resulting in temporary disability or property damage that is not disruptive but extensive.

High Hazard: A condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure

Direct/Indirect Causes* (unsafe acts or conditions that lead directly to the incident/human or job factors that contribute directly to the unsafe act or conditions):

Corrective Action/Recommendation*: _____

Action taken by Whom: _____ Date Action Taken: _____

✂-----

Note: all Items and Sections noted in ***bold italics with an asterisk*** are required in order to submit an electronic hazard report. Principal/Non-school based department head shall be informed/review all reported hazards.

Date of Report: _____ Submitter's Name: _____

School/Building* _____ Specific Location: _____

Hazard Information* (Description of Hazard)

Hazard Classification*:

☐ Low

☐ Medium

☐ High

Low Hazard: A condition or practice likely to cause minor, non-disabling injury or illness and/or non-disruptive property damage

Medium Hazard: A condition or practice likely to cause injury or illness resulting in temporary disability or property damage that is not disruptive but extensive.

High Hazard: A condition or practice likely to cause permanent disability, loss of life or body part, or extensive loss of structure

Direct/Indirect Causes* (unsafe acts or conditions that lead directly to the incident/human or job factors that contribute directly to the unsafe act or conditions):

Corrective Action/Recommendation*: _____

Action taken by Whom: _____ Date Action Taken: _____

Hazard Report Form (Non-Injury/Near Miss)

The Hazard Report Form can be found in the Division SchoolWorks Hazard Reports→Hazard Report Form or by clicking on the link below:

[Hazard Report Form](#)

Task Hazard Analysis

To be completed by principals or non-school based department heads or their designates, with relevant employees.

Assessment Team Member(s): _____ Date: _____

Task	<i>Title</i>	
HAZARDS	Specifics	Possible Consequences
Physical	•	•
Chemical		
Biological		
CONTROLS	Do	
	Don't •	

Employee Signature: _____

Principal Signature: _____

This document must be filed in Docushare under the Occupational Health and Safety Section.

Worksite Inspection Forms

Classroom/Office Area/Staffroom/Infirmary Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical Outlets and Panels					
Furniture and Equipment					
Partitions/ Dividing Wall/Roll Down Shutters					
Emergency Signage					
Windows					
Mechanical					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords and Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
• Plants/animals					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Flooring

- Flooring intact and no tripping hazards from:
 - Torn or lifting carpet.
 - Loose or missing floor tiles.
 - Lifting or uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.
- Secondary lighting, if necessary, available and functional.
- Light covers are in place/not missing.

Electrical Outlets and Panels

- Plates and receptacles intact.
- Outlets functional.
- 1 m of clearance around all electrical panels.

Furniture and Equipment

- No outside/non-Division furnishings
- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.

Partitions/Dividing Walls/Roll Down Shutters

- Stable and not a falling hazard.
- Do not block exits or impede evacuation.
- Operational and in good repair

Emergency Signage

- Fire exit route map posted and visible.
- Ensure primary and secondary routes are drawn on the map. Each should be in a different colour.
- Lockdown signage placed in appropriate spot.

Windows

- Intact, no cracks or broken panes.
- Windows should not be painted or covered with combustible material.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed. Allow a minimum of 0.15m/6" of clearance.
- Furnaces intact and not obstructed. Allow a minimum of 1m of clearance.
- Sink (if present) is operational and has no leaks.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space. No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded). - Items safely and appropriately stored.
 - Cupboards are reasonably organized.
 - No unused and unnecessary materials in room.
 - Safe and secure storage of any hazardous products.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Cords are grounded and in good repair.
 - Appropriate use of power bars/no daisy chaining (eliminates or minimizes situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity.
- Walls:
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/black/green/white boards secure on walls and in tracks.
 - No combustible (paper, fabric, etc.) backing on bulletin boards
 - Free of damage that may be creating a hazard.
- Plants/Animals:
 - Must not be creating a hygiene or biological hazard.
 - Scheduled cleaning and maintenance program.
 - Appropriate for classroom (i.e. allergies, infection concerns).

Other

- Please include any additional items as required.

Hallways/Washrooms Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Emergency Systems					
Fixtures					
Passage Doors					
Security Gates					
Housekeeping <ul style="list-style-type: none">Cleanliness					
<ul style="list-style-type: none">Ceiling Tiles					
<ul style="list-style-type: none">Walls					
<ul style="list-style-type: none">Lockers					
<ul style="list-style-type: none">Boot Racks					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Hallways/Washrooms Inspection Information

Flooring

- Flooring intact and no tripping hazards
 - Loose or missing floor tiles.
 - Lifting sheet flooring.
 - Uneven flooring.
 - Floor mats in good repair.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working and in good repair.
- Lighting level adequate.

Emergency Systems

- Exit signage at each exterior entrance/exit.
- Emergency lights operative.
- Alarm system operative.
- Fire suppression equipment in place (extinguishers and hoses).
 - Ensure 1m of clearance around equipment

Fixtures

- Plumbing fixtures, dispensers, mirrors and stall partitions and doors in good repair.

Passage Doors

- In safe working order (panic bars and closures).
- Clear of combustible materials.
- Fire rated doors only propped open during the completion of a flow through activity

Security Gates

- In good working order (if present).

Housekeeping

- Cleanliness
 - No obvious hygiene problems.
 - Free from obstructions which might impede emergency evacuation. - Soap provided for hand washing.
- Ceiling Tiles
 - In place and in good condition.
 - Shall not be painted or covered in combustible material.
 - No hanging items from ceilings.
- Walls
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin boards secure on walls and in tracks.
 - No combustible backing (paper, fabric, etc.)
 - Free of damage that may be creating a hazard.

Lockers

- In good repair.
- Regular scheduled inspections and clean-up.

Boot Racks

- In good repair.
- Kept organized to eliminate obstructions in the hallway.

Other

- Please include any additional items as required.

Library/Computer Lab Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical Outlets					
Furniture and Equipment					
Emergency Signage					
Windows					
Mechanical					
Housekeeping <ul style="list-style-type: none"> • Cleanliness 					
<ul style="list-style-type: none"> • Storage of Materials & Equipment 					
<ul style="list-style-type: none"> • Extension Cords and Power Bars 					
<ul style="list-style-type: none"> • Ceiling Tiles 					
<ul style="list-style-type: none"> • Entrance/Exit Doors 					
<ul style="list-style-type: none"> • Walls 					
<ul style="list-style-type: none"> • Plants/animals 					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Library/Computer Lab Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Torn or lifting carpet.
 - Loose or missing floor tiles.
 - Lifting sheet flooring.
 - Uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical Outlets

- Plates and receptacles intact.
- Outlets functional.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units secure and carrying an appropriate load for design..
- Room configuration does not block exits or impede evacuation.
- Equipment such as computers and projectors on tables, desks or carts that provide adequate support and do not present a fall hazard.

Emergency Signage

- Fire exit route map posted and visible.

Windows

- Intact, no cracks or broken panes.
- Windows should not be painted or covered with combustible material.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Ventilation (not just a seasonal problem).

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - No obvious hygiene problems.

- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards are reasonably organized.
 - No unused and unnecessary materials in room.
 - Safe and secure storage of any hazardous products.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Walls:
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/black/green/white boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.
- Plants/Animals:
 - Must not be creating a hygiene or biological hazard.
 - Scheduled cleaning and maintenance program.
 - Appropriate for library/computer lab (i.e., allergies, infection concerns).

Other

- Please include any additional items as required.

Stairwells/Staircases Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Refer to *Inspection Form Information* for specific detail.

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Handrails					
Landings					
Stairway Lifts (if present)					
Movement Protocols					
Housekeeping • Cleanliness					
• Ceiling Tiles					
• Walls					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Stairwells/Staircases Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from broken or chipped stair treads.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate.

Handrails

- Intact and secure.

Landings

- Free from obstructions or materials that would create a hazard or impede evacuation.

Stairway Lifts (if present)

- In good working order.
- Inspected on a regular basis.

Movement Protocols

- During high traffic times, there are established protocols for how students, employees and volunteers are to move up and down stairs.

Housekeeping

- Cleanliness:
 - No obvious hygiene problems.
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Walls:
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.

Other

- Please include any additional items as required.

General Storage Rooms Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Refer to *Inspection Form Information* for specific detail.

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Housekeeping <ul style="list-style-type: none">Cleanliness					
<ul style="list-style-type: none">Storage of Materials and					
<ul style="list-style-type: none">Entrance/Exit Door					
Appropriate Usage					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

General Storage Rooms Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing floor tiles.
 - Uneven or lifting sheet flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which creates a tripping hazard.
 - No presence of food stuffs or materials which create biological hazards (i.e. mold, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Safe and secure storage of any hazardous products.
- Entrance/Exit Door:
 - Clear of obstructions.
 - Door opens and closes properly.
 - Fire rated doors only propped open during the completion of a flow through activity

Appropriate usage

- Is the space being used for the purpose it was designed?
 - If not, is the current usage safe and appropriate for the space?

Other

- Please include any additional items as required.

Mechanical Room Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Refer to *Inspection Form Information* for specific detail.

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Ceiling					
Lighting					
Guards					
Electrical Outlets and Panels					
Emergency					
• Eye Wash					
• First Aid Kit					
• Fire Extinguisher					
• Exits					
Restricted/ Confined Space Signage					
Lock out/ Tag out Kit					
Filters					
Intake/Exhaust					
Housekeeping					
• Cleanliness					
• Storage of Materials and					
• Entrance/Exit Door and Signage					
• Electrical Cords					
Appropriate Usage					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Mechanical Room Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing floor tiles.
 - Uneven or lifting sheet flooring.

Ceiling

- Ceiling intact and in good repair.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate.

Guards

- Guards in place and mounted correctly.
- Guarding effective

Electrical Outlets and Panels

- Plates and receptacles intact.
- Outlets functional.
- 1 m of clearance around all electrical panels.

Emergency

- Eye Wash
 - Accessible
 - Intact and not expired
- First Aid
 - Accessible
 - Fully stocked
 - First aider list and current year on or beside kit
- Fire Extinguisher
 - Accessible and mounted
 - Adequately charged
 - Checked monthly
 - Inspected annually
- Exits
 - Applicable signs illuminated
 - Map present with primary and secondary exit routes

Restricted/Confined Spaces

- Marked correctly as per map provided by construction and maintenance department

Lock out/Tag out Kit

- Accessible
- Properly stocked

Filters

- Accessible
- Cutting table free of obstructions
- Changed as per schedule

Intake/Exhaust

- Free of debris

Housekeeping

- Cleanliness:
 - Unnecessary clutter which creates a tripping hazard.
 - No presence of food stuffs or materials which create biological hazards (i.e. mold, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Must not be used as a general storage room
 - Safe and secure storage of any hazardous products.
- Entrance/Exit Door:
 - Evacuation routes clearly marked on map
 - Clear of obstructions.
 - Door opens and closes properly.
 - Fire rated doors only propped open during the completion of a flow through activity

Appropriate usage

- Is the space being used for the purpose it was designed?
 - If not, is the current usage safe and appropriate for the space?

Other

- Please include any additional items as required.

Art Room Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical Outlets					
Furniture and Equipment					
Emergency Signage					
Windows					
Mechanical					
Hazardous Chemicals					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords & Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
• Plants/animals					
• Kiln					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Art Room Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing floor tiles.
 - Uneven or Lifting sheet flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical Outlets

- Plates and receptacles intact.
- Outlets functional.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Kiln (if present) is operational and 1m area around kiln is clear of combustible material.
- Potter's wheel (if present) is operational and in good repair.

Emergency Signage

- Fire exit route map posted and visible.

Windows

- Intact, no cracks or broken panes.
- Windows should not be painted or covered with combustible material.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sink (if present) is operational and has no leaks.

Hazardous Chemicals

- Inventory list is current.
- SDS readily available and current (no more than three years old).
- Safe and secure storage.
- Proper labeling.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No presence of food stuffs or materials which could create biological hazards(i.e., mould, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards are reasonably organized.
 - No unused and unnecessary materials in room.
- Extension Cords/Power Bars:
 - Circuits not overloaded.

- Use of cords is not creating a tripping or fire hazard.
- Extension cords are grounded and in good repair.
- Appropriate uses of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Walls:
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/black boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.
- Plants/Animals:
 - Must not be creating a hygiene or biological hazard.
 - Scheduled cleaning and maintenance program.
 - Appropriate for school (i.e., allergies, infection concerns).
- Kiln
 - In place and in good condition
 - 1m of clearance from combustibles
 - Electrical cords are grounded and in good repair

Other

- Please include any additional items as required.

Music Room Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical Outlets					
Furniture and Equipment					
Emergency Signage					
Windows					
Mechanical					
Housekeeping					
• Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords & Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
Sound Reverberation					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Music Room Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Torn or lifting carpet.
 - Loose or missing floor tiles.
 - Uneven or Lifting sheet flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical Outlets

- Plates and receptacles intact.
- Outlets functional.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.

Emergency Signage

- Fire exit route map posted and visible.

Windows

- Intact, no cracks or broken panes.
- Windows should not be painted or covered in combustible material.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sink (if present) is operational and has no leaks.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards are reasonably organized.
 - No unused and unnecessary materials in room.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Walls:
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/black/green/white boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.

Sound Reverberation

- Quality of sound is not remarkably affected by surrounding surfaces

Other

- Please include any additional items as required.

Gyms/Change Rooms/Weight Rooms/Gym Storage Rooms Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical Outlets					
Dividing Walls/ Curtains					
Emergency Signage/Equipment					
Windows					
Fixtures					
Mechanical					
Bleachers					
Weight Room Procedures					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Entrance/Exit Doors					
• Walls					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Gyms/Change Rooms/Weight Rooms/Gym Storage Rooms Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing parquet flooring tiles.
 - Loose or lifting pieces of hardwood.
 - Protruding anchors, plates or covers.

Lighting

- Light fixtures operational and guards in place.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical Outlets and Panels

- Plates and receptacles intact.
- Outlets functional.
- 1m of clearance around panels.

Dividing Walls/Curtains

- Stable and not a falling hazard.
- Operational and in good repair.

Emergency Signage/Equipment

- Fire exit route map posted and visible.
- First Aid kit present and list of First Aiders posted.

Windows

- Intact, no cracks or broken panes.
- Windows should not be painted or covered in a combustible material.

Fixtures

- Plumbing fixtures and stall partitions in change rooms in good repair.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Ventilation fans operational and guards in place.

Bleachers

- Broken or loose parts which may create a hazard.
- Operation - can be moved in and out without problems.

Weight Room Procedures

- Rules posted regarding safe and appropriate use of equipment and weights.

Housekeeping

- **Cleanliness:**
 - Floor area and parameters of gym are clear and free from obstructions.
 - Unnecessary clutter in storage areas which does not provide safe access.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - No obvious hygiene problems, especially in areas such as change rooms and P.E. office areas.
- **Storage of Materials and Equipment:**
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and securely and appropriately stored.
 - Cupboards are reasonably organized.
 - No unnecessary materials stored in areas such as stages and storage rooms.
- **Entrance/Exit Door:**
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- **Walls:**
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/black boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.

Other

- Please include any additional items as required.

Note:

Physical Education equipment is inspected by the Division according to the following schedule:

- High Schools - twice a year
- Junior High Schools - once a year
- Elementary Schools - once every two years

When these inspections are completed the reports are provided to the school and areas of concern shall be addressed by school administration.

Drama Room/Theater Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical Outlets					
Furniture and Equipment					
Partitions/ Dividing Walls/ Curtains					
Emergency Signage					
Windows					
Mechanical					
Catwalks					
Hazardous Chemicals					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords and Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Drama Room/Theater Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Torn or lifting carpet.
 - Loose or missing floor tiles.
 - Uneven or Lifting sheet flooring.

Lighting

- Light fixtures operational and have no loose parts (including stage lighting).
- Light switches working, stage light system in good working order.
- Lighting level adequate for the majority of tasks performed in area.

Electrical Outlets and Panels

- Plates and receptacles intact and outlets functional.
- 1m of clearance around electrical panels

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Risers (if present) in good repair.
- Control booth secure.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Sound system in good working order.

Partitions/Dividing Walls/Curtains

- Stable and not a falling hazard.
- Do not block exits or impede evacuation.

Emergency Signage

- Fire exit route map posted and visible.
- Emergency exits identified with appropriate signage.

Windows

- Intact, no cracks or broken panes.
- Windows should not be painted or covered with combustible material.

Hazardous Chemicals

- Inventory list is current.
- SDS readily available and current (no more than three years old).
- Safe and secure storage.
- Proper labeling.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.

- Sink (if present) is operational and has no leaks.

Catwalks

- Appropriate safety rails present and intact.
- Restricted access to these areas (signage).

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Items safely and appropriately stored.
 - Cupboards are reasonably organized.
 - No unused and unnecessary materials in room(s).
 - Do not accumulate production materials that will not be used again
 - Safe and secure storage of any hazardous products.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate uses of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Walls:
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/black boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.

Other

- Please include any additional items as required.

Parking Lots/Sidewalks/Ramps Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Refer to *Inspection Form Information* for specific detail.

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Surfaces					
Stairs/Ramps					
Electrical Outlets					
Signage					
Access					
Electrical					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Parking Lot/Sidewalks/Ramps Inspection Form Information

Surfaces

- Surfaces intact and no tripping hazards from:
 - Broken concrete in sidewalks or asphalt in parking lots.
 - Drainage problems that create water and/or ice build-up.
- Sandbox (if present) is filled and used to address slippery access surfaces.

Stairs/Ramps

- Damaged stair treads that create tripping hazards.
- Handrails in place and secure.
- Clear of obstructions.

Signage

- Proper signage in place and visible (e.g., school zone, crosswalk, bus zone, designated and restricted parking areas, handicap, etc.).

Access

- Access controls in place (e.g., vehicle access to playground area).
- If chains or steel cords are used to restrict access to a driveway, they should be visible in darkness.

Electrical

- Plug-ins in parking lot are intact and operational.
- Exterior lights are intact and operational.

Other

- Please include any additional items as required.

Exterior Sheds/Green boxes/Garbage Enclosures Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Refer to *Inspection Form Information* for specific detail.

Check the Following			*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
	Satisfactory	Unsatisfactory			
Equipment					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Entrance Door					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Exterior Sheds/Green boxes/Garbage Enclosures Form

Equipment

- Safety support arms on garbage containers functional.
- Exterior sheds and green boxes secured (appropriately locked).

Housekeeping

- Cleanliness:
 - Unnecessary clutter which creates a tripping hazard.
- Storage of Materials and Equipment:
 - Shelving units appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored (should not be creating a fire or theft hazard).
 - Safe and secure storage of any hazardous products.
- Entrance Door:
 - Clear of obstructions.
 - Door opens and closes properly.
 - Green box door, which is used as a ramp, does not present a slipping hazard.
 - Fire rated doors only propped open during the completion of a flow through activity

Other

- Please include any additional items as required.

Confectionaries/Canteens Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Refer to *Inspection Form Information* for specific detail.

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical Outlets					
Furniture and Equipment					
Emergency Signage					
Roll-up Windows					
Mechanical					
Inspection Certificate					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords and Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Confectionaries/Canteens Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing floor tiles.
 - Uneven or Lifting sheet flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical Outlets and Panels

- Plates and receptacles intact.
- Outlets functional.
- 1m of clearance around panels
- All major appliances are plugged directly into an outlet

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Equipment operational and in good repair (eg. refrigerator, stove, microwave, etc.)
- Room configuration does not block exits or impede evacuation.

Emergency Signage

- Fire exit route map posted and visible.

Roll-up Windows

- Operational and in good repair.

Mechanical

- Sink (if present) is operational and has no leaks.

Inspection Certificate

- A permit from Alberta Health Services should be posted in a visible area.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units are appropriately used (i.e., not overloaded).
 - Items, especially food products, safely and appropriately stored.
 - Cupboards are reasonably organized.
 - Safe and secure storage of any hazardous products.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.

- Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Shall not be painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Shall not be decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity

Other

- Please include any additional items as required.

Note: High school cafeteria food preparation and service areas are the responsibility of the company providing the contracted service. They are responsible for inspecting and maintaining these areas.

Science Lab Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical					
Furniture and Equipment					
Emergency Signage/Equipment					
Windows					
Mechanical					
Housekeeping					
• Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords and Power					
• Ceiling					
• Entrance/Exit Doors					
• Walls					
• Plants/animals					
Personal Protective Equipment					
Hazardous Chem.					
• Storage					
• Labeling					
• SDS					
• Waste					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Science Lab Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Torn or lifting carpet.
 - Loose or missing floor tiles.
 - Uneven or lifting sheet flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.
- Secondary lighting, if necessary, available and functional.

Electrical

- Plates and receptacles intact.
- Outlets functional.
- Equipment shut-offs in good working order.
- Ground Fault Interrupter (GFI) where necessary.
- All equipment cords in good condition.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Fume hoods used appropriately (i.e., no storage)
- Fume hoods inspected within the last three years

Emergency Signage/Equipment

- SDS binder readily available
- Appropriate fire extinguisher present and has current inspection certificate.
- Clear access to all emergency equipment.
- Fire exit route map posted and visible.
- First Aid kit present and appropriately supplied.
- List of “first aiders” names posted beside the First Aid kit.
- Eye wash station present, clearly signed, tested weekly (log kept of dates).
- Spill kit readily available.
- Phone/intercom available in room.
- Gas and electrical master shut-offs clearly signed.
- Emergency shower present, clearly signed, tested weekly (log kept of dates) (High School Chemistry Lab).

Windows

- Intact, no cracks or broken panes.
- Windows should not be painted or covered with combustible material.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sink (if present) is operational and has no leaks.
- Special ventilation present where required and in good working order.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No presence of food stuffs (non-experimental) or materials which could create biological hazards (i.e. mould, rodents, odours).
 - Hand wash facility available.
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.

- Cupboards are reasonably organized.
- No unused and unnecessary materials in room.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Walls:
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/black boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.
- Plants/Animals:
 - Must not be creating a hygiene or biological hazard.
 - Scheduled cleaning and maintenance program.
 - Appropriate for classroom (i.e., allergies, infection concerns).

Personal Protective Equipment

- Adequate number of appropriate goggles for eye protection.
- Adequate number of appropriate aprons and gloves for spill protection.
- Personal protective equipment cleaned on a regular basis.
- Equipment used as required.

Hazardous Chemicals

- Storage
 - Secure storage room for chemicals (not in classroom).
 - Chemicals organized according to compatibilities.
 - Liquids stored at or below eye level.
 - Teacher work desk not in storage area.
 - Acetic acid stored in Flammable cabinet away from inorganic acids.
 - Nitric acid stored separately from all other acids.
 - All shelves securely fastened.
 - Vented Flammable and Acid Cabinet used as required.
 - Excess quantities of chemicals are not present.
- Labeling
 - WHMIS labels on all secondary containers (decanted).
 - Date of purchase written on WHMIS labels on containers.
- SDS
 - SDS binder readily available.
 - SDS are current (no more than 3 years old) and only available for chemicals or consumer restricted products present in lab.
 - Chemical inventory list kept in SDS binder.
- Waste
 - Waste containers labeled and securely stored.
 - Container contents inventoried.
 - Waste disposal done at regularly scheduled disposal times.

Other

- Please include any additional items as required.

CTS Shop/Lab Inspection Form

School:

Room Number:

Inspected by:

Date:

Inspector Signature:

Principal Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical					
Emergency Signage/Equipment					
Windows					
Mechanical					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords/Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
General Equipment					
Hazardous Chemicals					
Personal Protective Equipment					
Compressed Air					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

CTS - Welding (Fabrication)

[illegible]

Inspector Signature:

Principal Signature:

This document shall be filed in Docushare under the Occupational Health and Safety Section.

CTS - Construction

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Equipment Guards					
Dust Collection					
Safety Screens					
Compressed Air					
Equipment or Machinery					
• Table Saw					
• Portable Circular Saw					
• Scroll Saw					
• Mitre Saw					
• Band Saw					
• Air Nailer					
• Hand Sander					
• Thickness Planer					
• Jointer					
• Wood Lathe					
• Belt Sander					
• Bench Grinder					
• Clamps					
• Vices					
• Power Hand Tools					
• Hand Tools					
• Router Table					
• Router					
• Oscillating Sander					
• Stationary Shaper					
• Mortise Machine					

Inspector Signature:

Principal Signature:

This document shall be filed in Docushare under the Occupational Health and Safety Section.

CTS - Mechanics

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Exhaust Outlets					
CO Monitor					
Compressed Air					
Parts Cleaner					
Equipment or Machinery					
• Hoist					
• Chalk Blocks					
• Tire Machine					
• Brake Lathe					
• Bench Grinders					
• Valve Grinder					
• Car Jacks					
• Car Stands					

Inspector Signature:

Principal Signature:

This document shall be filed in Docushare under the Occupational Health and Safety Section.

CTS Shop/Lab Inspection Form Information

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing boards or tiles.
 - Broken concrete.
 - Uneven or Lifting sheet flooring.
- Non-skid traction in place in front of machines.
- Safety zone marking around hazardous equipment.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for of tasks performed in area.
- Secondary lighting, if necessary, available and functional.

Electrical

- Boxes, plates and receptacles intact.
- Outlets functional.
- Equipment shut-offs in good working order.
- Magnetic switches for large wood working equipment.
- Ground Fault Interrupter (GFI) in place where necessary.
- All equipment cords in good condition.

Emergency Signage/Equipment

- Appropriate fire extinguisher present and has current inspection certificate.
- Fire exit route map posted and visible.
- Emergency exits identified.
- First Aid Kit present and appropriately supplied.
- List of “first aiders” names posted beside the First Aid Kit.
- Safety posters displayed in visible areas.
- Emergency shower present, clearly signed, tested weekly (log kept of dates) -Mechanics lab.
- Eye wash station present, clearly signed, and tested weekly (log kept of dates).
- Fire blanket available (if required).
- Spill kit available.
- CO monitor in place (Mechanics lab).
- Phone/intercom available in area.

Windows

- Intact, no cracks or broken panes.
- Not be painted or covered with combustible material (includes door windows).

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sinks are operational and have no leaks.
- Special ventilation present where required and in good working order.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No excessive accumulation of dust.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - Hand wash facility and appropriate cleaning supplies.
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards and storage rooms are reasonably organized.
 - No unnecessary equipment or materials stored in area.
 - Kick plates in place on mezzanines.
 - Appropriate storage of oily rags and other combustible materials.
- Extension Cords/Power Bars
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate uses of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Walls:
 - Only 20% or less of wall surfaces can be covered in combustible materials.
 - Bulletin/black boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.

General Equipment

- Guards installed on equipment to protect operator (at no time should guards be removed).
- Grinder guards in place and tool rest no more than three millimeters from the stone.
- Complete enclosures around belts and pulleys.
- Equipment properly secured.
- Spring loaded chuck on drill press in good working order.
- Safety screens available where required (e.g., wood lathe).
- Appropriate operational procedure signs in place for each machine.

Hazardous Chemicals

- SDS binder readily available.
- SDS are current (no more than 3 years old) and only available for chemicals or consumer restricted products present in lab.
- Chemical inventory list kept in SDS binder.
- WHMIS (workplace) labels on all secondary containers (decanted).
- Safe and secure storage in Flammable cabinets.
- Waste containers labeled.
- Waste disposed of at regularly scheduled disposal times.

Personal Protective Equipment

- Equipment is of proper size, in good condition and is being used.
 - Eye protection (glasses, goggles or face shields).
 - Dust masks.
 - Gloves.
 - Welding aprons/jackets.
 - Welding helmets and goggles.
 - Hearing protection (if needed).

Compressed Air

- Labels on lines.
- Hoses in good condition.

Welding

- Flashback arrestors in place and located at the regulator.
- Hoses in good condition.
- Ventilation in area appropriate for tasks being performed.
- UV curtains available, in good condition and used appropriately.
- Compressed Gas cylinders secured and stored appropriately. Different gas cylinders should be stored separately.
- Values and regulators in good condition.
- Local ventilation available and used for welding tasks.
- Equipment or machinery in good working condition and guarded appropriately.
 - Sheet Metal Shear.
 - Metal notcher.
 - Milling machine.
 - Arc Welder.
 - Mig Welder.
 - Metal lathe.
 - Drill press.

Mechanics

- Exhaust outlets operational.
- CO monitor in place and inspected yearly.
- Compressed Air

- Only used for appropriate purposes (not for cleaning).
- Parts Cleaners - if varsol, ensure lid is closed when not in use (safety lid is in good working order).
- Equipment or machinery.
- Hoist in excellent working order and inspected yearly.
- Chalk blocks available and used appropriately.
- Tire Machine in good working order and safety guards in place.
- Brake lathe in good working order and safety guards in place.
- Bench Grinders
 - Guards in place, wheels inspected regularly for cracks, dressed, stone maximum 3mm from tool rest.
- Valve Grinder is guarded appropriately.
- Car Jacks are in good working condition and used appropriately.
- Car Stands are in good working condition and used appropriately.

Construction

- Guards in place on all equipment as required.
- Dust collector connected to all high dust capacity equipment.
 - Collector regularly inspected and emptied.
- Safety screens available where required (wood lathe).
- Compressed Air is only used for appropriate purposes (not for general cleaning).
- Equipment or machinery.
- Table Saw
 - Splitter guard must be in place unless blade is not attached to saw.
 - Anti-kick back fingers and dust collection also present (no Junior High students are allowed to use this piece of equipment).
- Portable Circular Saw.
- Scroll Saw.
- Mitre Saw.
- Band Saw.
- Air Nailer.
- Hand Sander.
- Thickness Planer.
- Jointer (no Junior High students are allowed to use this piece of equipment).
- Wood Lathe.
- Belt Sander.
- Bench Grinder.
- Clamps.
- Vices.
- Power Hand Tools.
- Hand Tools
- Router Table.
- Router.
- Oscillating Sander.
- Stationary Shaper.
- Mortise Machine.

Maintenance Shop Inspection Form

Location:

Room:

Inspected by:

Date:

Inspector Signature:

Manager Signature:

Refer to *Inspection Form Information* for specific details. Included are checklists for specific areas: General Shop, Welding, Mechanical, Woodworking, Compound, Office/Staffroom/Washroom.

General Shop Area

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical					
Emergency Signage/Equipment					
Windows					
Mechanical					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords/Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Vehicle Overhead Doors					
• Walls					
General Equipment					
Hazardous Chemicals					
Personal Protective Equipment					
Compressed Air					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Welding Area

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Oxy/Acetylene					
• Flashback Arrestors					
• Hoses					
Ventilation					
UV Curtains					
Compressed Gas Cylinders					
Valves and Regulators					
Equipment or Machinery (provide list below)					

Inspector Signature:

Manager Signature:

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in DocuShare under the Occupational Health and Safety Section.

Woodworking Area

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Equipment Guards					
Dust Collection					
Compressed Air					
Equipment or Machinery (provide list below)					
• Table Saw					
• Portable Circular Saw					
• Radial Arm Saw					
• Mitre Saw					
• Band Saw					
• Air Nailer					
• Hand Sander					
• Jointer					
• Lathe					
• Belt Sander					
• Bench Grinder					
• Clamps					
• Vices					
• Power Hand Tools					
• Router					

Inspector Signature:

Manager Signature:

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Compound Area

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Surfaces					
Signage					
Access					
Electrical					
Storage <ul style="list-style-type: none"> • Materials • Vehicles • Equipment • Fuel 					
Other					

Inspector Signature:

Manager Signature:

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Office/Staffroom/Washroom Areas

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical					
Furniture and Equipment					
Emergency Signage					
Windows					
Mechanical					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords & Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
Other					

Inspector Signature:

Manager Signature:

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Maintenance Shop Inspection Form Information

General Shop Area

The following items must be inspected in all areas of the Maintenance Shop including the welding, mechanical and woodworking areas.

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing boards or tiles.
 - Broken concrete.
 - Lifting sheet flooring.
 - Uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for tasks performed in area.
- Secondary lighting, if necessary, available and functional.

Electrical

- Boxes, plates and receptacles intact.
- Outlets functional.
- Equipment shut-offs in good working order.
- Ground Fault Interrupter (GFI) in place where necessary.
- All equipment cords in good condition.

Emergency Signage/Equipment

- Appropriate fire extinguisher present with current inspection certificate.
- Fire exit route map posted and visible.
- Emergency exits identified.
- First Aid Kit present and appropriately supplied.
- List of “first aiders” names posted beside the First Aid Kit.
- Safety posters displayed in visible areas.
- Eye wash station present, clearly signed, and tested weekly (log kept of dates).
- Fire blanket available (if required).
- Spill kit available.
- CO monitor in place and in good working order.
- Phone available in area.

Windows

- Intact, no cracks or broken panes.
- Not painted or covered with combustible material (includes door windows).

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sinks are operational with no leaks.
- Special ventilation present where required and in good working order.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No excessive accumulation of dust.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - Hand wash facility and appropriate cleaning supplies.
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards and storage rooms are reasonably organized.
 - No unnecessary equipment or materials stored in area.
 - Appropriate storage of oily rags and other combustible materials.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No decorative items hanging from ceilings.
- Entrance/Exit Door:
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Vehicle Overhead Doors:
 - Tracks and wheels are in good condition.
 - Safety locking mechanisms are operational and in good condition.
- Walls:
 - Only 20% or less of wall surfaces are covered in combustible materials.

- Bulletin boards secure on walls.
- Free of damage that may be creating a hazard.

General Equipment

- Guards installed and used on equipment.
- Complete enclosures around belts and pulleys.
- Equipment properly secured.
- Spring loaded chuck on drill press in good working order.
- Safety screens available where required.

Hazardous Chemicals

- SDS binder readily available.
- SDS are current (no more than 3 years old) and only available for chemicals or consumer restricted products present.
- Chemical inventory list kept in SDS binder.
- WHMIS (workplace) labels on all secondary containers.
- Safe and secure storage in vented Flammable cabinets.
- Waste containers labeled.
- Waste disposed of at regularly scheduled disposal times.

Personal Protective Equipment

- Equipment is of proper size, in good condition and is being used.
 - Eye protection (glasses, goggles or face shields).
 - Dust masks.
 - Gloves.
 - Welding aprons/jackets.
 - Welding helmets and goggles.
 - Hearing protection (if required).

Compressed Air

- Hoses/lines in good condition and appropriately identified.
- Only used for appropriate purposes and not for general cleaning or cleaning yourself.

Welding Area

- Flashback arrestors in place and located at the regulator.
- Hoses in good condition.
- Ventilation in area appropriate for tasks being performed.
- UV curtains available, in good condition and used appropriately.
- Compressed Gas cylinders secured and stored appropriately. Different gas cylinders should be stored separately.
- Valves and regulators in good condition.
- Local ventilation available and used for welding tasks.
- Equipment or machinery in good working condition and guarded appropriately.

Mechanical Area

- Exhaust outlets operational.
- CO monitor in place and inspected yearly.
- Hoses/lines in good condition and appropriately identified.
- Only used for appropriate purposes and not for general cleaning or cleaning yourself.
- Parts Cleaners
 - If varsol, ensure lid is closed when not in use (safety lid is in good working order).
- Bench Grinders
 - Guards in place, wheels inspected regularly for cracks, dressed, stone maximum 3mm from tool rest.

Woodworking Area

- Guards in place on all equipment as required.
- Dust collector connected to all high dust capacity equipment. Collector regularly inspected and emptied.
- Hoses/lines in good condition and appropriately identified.
- Only used for appropriate purposes and not for general cleaning or cleaning yourself.
- Equipment or machinery.
 - Table Saw splitter guard must be in place unless blade is not attached to saw. Anti-kick back fingers and dust collection also present

Compound Area

Surfaces

- Surfaces have no hazards (e.g., large potholes, nails).
- Surfaces intact and no tripping hazards from:
 - Broken concrete or asphalt.
 - Drainage problems that create water and/or ice build-up.

Signage

- Proper signage in place and visible (e.g., designated and restricted parking areas, flammables).

Access

- Access control gates in place.

Electrical

- Plug-ins in parking lot are intact and operational.
- Exterior lights are intact and operational.

Storage

- Materials:
 - Contained and stable in accordance with height and weight.
 - Safe and secure storage of any hazardous products.
 - No unnecessary materials stored in area.
- Vehicles:
 - Parked in designated areas.

- Equipment:
 - Safe and secure storage.
- Fuel:
 - Emergency shut off to tanks is accessible and operational.
 - Tanks intact with no signs of leakage.
 - Required signage in place.

Other

- Please include any additional items as required.

Office/Staffroom/Washroom Areas Flooring

- Flooring intact and no tripping hazards from:
 - Torn or lifting carpet.
 - Loose or missing floor tiles.
 - Lifting sheet flooring.
 - Uneven flooring.

Lighting

- Light fixtures operational with no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical

- Plates and receptacles intact.
- Outlets functional.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Required First Aid kit and supplies.

Emergency Signage

- Fire exit route map posted and visible.
- List of trained first aiders posted beside First Aid kit.

Windows

- Intact, no cracks or broken panes.
- Not painted or covered in a combustible material.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sink is operational with no leaks.
- Kitchen appliances operational and in good repair.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - Proper storage of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards are reasonably organized.
 - No unused and unnecessary materials in room.
 - Safe and secure storage of any hazardous products.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Walls:
 - Only 20% or less of wall surfaces are covered in combustible materials.
 - Bulletin/white boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.

Other

- Please include any additional items as required.

Inspection Form

Location:

Inspected by:

Date:

Inspector Signature:

Manager Signature:

Refer to *Inspection Form Information* for specific details. Included are checklists for specific areas: General Warehouse Area, Special Storage, Office/Staffroom/Washroom, Parking Lot/Loading Dock.

General Warehouse Area

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical					
Emergency Signage/Equipment					
Windows					
Mechanical					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords/Power Bars					
• Entrance/Exit Doors					
• Vehicle Overhead Doors					
• Walls					
Hazardous Chemicals					
Personal Protective Equipment					

General Equipment • Forklift • Pallet Jack					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Room Number:

Inspected by:

Date:

Inspector Signature:

Manager Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Housekeeping <ul style="list-style-type: none">• Cleanliness					
<ul style="list-style-type: none">• Storage of Materials and					
<ul style="list-style-type: none">• Entrance/Exit Door					
Appropriate Usage					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Inspected by:

Date:

Inspector Signature:

Manager Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SR No. if submitted)
Flooring					
Lighting					
Electrical					
Furniture and Equipment					
Emergency Signage					
Windows					
Mechanical					
Housekeeping <ul style="list-style-type: none">Cleanliness					
<ul style="list-style-type: none">Storage of Materials & Equipment					
<ul style="list-style-type: none">Extension Cords & Power Bars					
<ul style="list-style-type: none">Ceiling Tiles					
<ul style="list-style-type: none">Entrance/Exit Doors					
<ul style="list-style-type: none">Walls					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Inspected by:

Date:

Inspector Signature:

Manager Signature:

Check the Following	Satisfactory	Unsatisfactory	*Risk Level H/M/L	Comment (If additional space is required, attach information to this document)	Corrective Action (Record SSR No. if submitted)
Surfaces					
Stairs/Ramps					
Signage					
Electrical					
Other					

*Identify risk level only if previous column is shown as unsatisfactory.

This document shall be filed in Docushare under the Occupational Health and Safety Section.

Inspection Form Information

General Warehouse Area

The following items must be inspected in all areas of the Warehouse including special storage areas, office/staffroom/washroom areas.

Flooring

- Flooring intact and no tripping hazards from:
 - Broken concrete.
 - Uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for tasks performed in area.
- Secondary lighting, if necessary, available and functional.

Electrical

- Boxes, plates and receptacles intact.
- Outlets functional.
- Equipment shut-offs in good working order.
- Ground Fault Interrupter (GFI) in place where necessary.
- All equipment cords in good condition.

Emergency Signage/Equipment

- Appropriate fire extinguisher present with current inspection certificate.
- Fire exit route map posted and visible.
- Emergency exits identified.
- First Aid Kit present and appropriately supplied.
- List of “first aiders” names posted beside the First Aid Kit.
- Safety posters displayed in visible areas.
- Eye wash station present, clearly signed, and tested weekly (log kept of dates).
- Spill kit available.
- CO monitor in place.
- Phone available in area.

Windows

- Intact, no cracks or broken panes.
- Not painted or covered with combustible material (includes door windows).

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.

- Special ventilation present where required and in good working order.
- Ceiling fans in good working order.
- Unit heaters clear of combustible material.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - No excessive accumulation of dust.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and skid racking are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - No unnecessary equipment or materials stored in area.
- Extension Cords/Power Bars:
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Entrance/Exit Door:
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Vehicle Overhead Doors:
 - Tracks and wheels are in good condition.
 - Safety locking mechanisms are operational and in good condition.
- Walls:
 - Only 20% or less of wall surfaces are covered in combustible materials.
 - Bulletin boards secure on walls.

Hazardous Chemicals

- SDS binder readily available.
- SDS are current (no more than 3 years old) and only available for chemicals or consumer restricted products present.
- Chemical inventory list kept in SDS binder.

Personal Protective Equipment

- Equipment is of proper size, in good condition and is being used.
 - Eye protection (glasses).
 - Dust masks.

- Gloves.
- Hearing protection (if required).

General Equipment

- Guards installed and used on equipment.
- Equipment properly secured.
- Equipment in good working order (i.e., forklift, pallet jack).

Special Storage Areas

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing floor tiles.
 - Lifting sheet flooring.
 - Uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which creates a tripping hazard.
 - No presence of food stuffs or materials which create biological hazards (i.e., mold, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Safe and secure storage of any hazardous products.
 - SDS for all controlled products.
 - Appropriate ventilation in good working order.
- Entrance/Exit Door:
 - Clear of obstructions.
 - Door opens and closes properly.

Appropriate Usage

- Is the space being used for the purpose it was designed? If not, is the current usage safe and appropriate for the space.

Other

- Please include any additional items as required.

Office/Staffroom/Washroom Areas

Flooring

- Intact and no tripping hazards from:

- Torn or lifting carpet.
- Loose or missing floor tiles.
- Lifting sheet or uneven flooring.

Lighting

- Light fixtures operational with no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.

Electrical

- Plates and receptacles intact.
- Outlets functional.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.
- Required First Aid kit and supplies.

Emergency Signage

- Fire exit route map posted and visible.
- List of trained first aiders posted beside First Aid kit.

Windows

- Intact, no cracks or broken panes.
- Not painted or covered in a combustible material.

Mechanical

- Thermostat working.
- Heat registers intact and not obstructed.
- Sink is operational with no leaks.
- Kitchen appliances operational and in good repair.

Housekeeping

- Cleanliness:
 - Unnecessary clutter which does not provide adequate work space.
 - Proper storage of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odours).
 - No obvious hygiene problems.
- Storage of Materials and Equipment:
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards are reasonably organized.
 - No unused and unnecessary materials in room.
 - Safe and secure storage of any hazardous products.
- Extension Cords/Power Bars:

- Circuits not overloaded.
- Use of cords is not creating a tripping or fire hazard.
- Extension cords are grounded and in good repair.
- Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Ceiling Tiles:
 - In place and in good condition.
 - Not painted or covered in combustible material.
 - No items hanging from ceilings.
- Entrance/Exit Door:
 - Not decorated with combustible materials.
 - Clear of any obstructions.
 - Doors open and close properly.
 - Fire rated doors only propped open during the completion of a flow through activity
- Walls:
 - Only 20% or less of wall surfaces are covered in combustible materials.
 - Bulletin/white boards secure on walls and in tracks.
 - Free of damage that may be creating a hazard.

Other

- Please include any additional items as required.

Loading Docks

Surfaces

- Surfaces intact and no tripping hazards from:
 - Broken concrete in sidewalks or asphalt in parking lots.
 - Drainage problems that create water and/or ice build-up.
- Sandbox (if present) is filled and used to address slippery access surfaces.

Stairs/Ramps

- Damaged stair treads that create tripping hazards.
- Handrails in place and secure.
- Clear of obstructions.

Signage

- Proper signage in place and visible (i.e., school zone, crosswalk, bus zone, designated and restricted parking areas, handicap, etc.).

Electrical

- Plug-ins in parking lot are intact and operational.
- Exterior lights are intact and operational.

Other

- Please include any additional items as required

Classroom Clutter Inspection Checklist

School/Worksite:		Acceptable	Needs Improvement	Not Applicable	Comments Document any hazards or unsafe conditions observed and whether immediate action was taken or if planned or scheduled action is required. Assign a responsible person and provide an estimated target for completion. Follow up can be documented in the comments section of this checklist and/or on the table attached to this checklist.
Room/Location:					
A. Walking Surfaces					
1	Room configuration does not block exits or impede evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	No tripping hazards (cords; carpets and rugs secure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. Bookcases, Shelves and Cabinets					
1	Stable and secure; not overloaded, stacked, or potential for falling objects, maximum of two shelves, one filing cabinet, one large armoire, and supplied AV equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Heavy materials stored at appropriate waist level heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Easily accessible (ladders available); not blocked by materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. Electrical					
1	Cords not under carpets, through doorways or high traffic areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Multiple extension cords and/or power bars are not plugged together/temporary use only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. Classrooms/ Storage Areas					
1	Only essential curriculum related materials present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	No storage within 18" of ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Any outdated reference materials need to be removed; consultants will help to determine essential resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Storage and mechanical rooms locked/secure/tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Chairs/desks in good condition and used appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Equipment					
1	One teacher desk and chair in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. Fire Prevention, Emergency Exits, Emergency Equipment/Providers					
1	Fire doors/exits kept unobstructed and not wedged open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Art/teaching aids do not exceed 20% of wall/none on ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	No combustible materials on doors, only material within 1 m of door include evacuation map, emergency response plan, class lists, flag and crucifix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	First aid kits available, maintained, and list of first aiders posted with every kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. Chemical/Hazardous Materials					
1	Chemicals properly labeled and stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. Housekeeping/Environmental Conditions					
1	Ventilation vents and grills not blocked. At least 15cm clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	No evidence of water damage, mould or unpleasant odours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	No evidence of animal waste or pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	No unnecessary room clutter, minimal personal items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	1 m of clearance around all furnaces and electrical boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	No accumulation of surplus items/garbage/recyclable materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. Personal Protective Equipment (PPE)					
1	Appropriate personal protective equipment available and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection by (Name and Signature):					Inspection Date (M/D/Y):
Reviewed by Administrator (Name and Signature):			Review Date: (D/M/Y)	Follow up Date: (M/D/Y)	

Follow Up

If there is no room on the checklist the following table can be used to document items requiring immediate or planned and scheduled follow up. Establish priorities for corrective action based on the hazard rating. Give first priority to items that have the most serious potential consequence for harm and the highest probability of occurrence.

Location :				Inspection Date:		
Inspection By:				Administrator:		
Item ¹ No.	Unsafe condition/practice for follow up	Hazard Rating ²		Action Assigned to	Target Completion Date	Status
		I	P			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>			
Additional Comments:						

This document shall be filed in Docushare under the Occupational Health and Safety Section. Please contact the Division Health and Safety Committee if any questions or concerns arise during the inspection.

¹ Corresponds to the item # listed on the *Classroom Clutter Inspection Checklist*

² **"I": Immediate action required.** Includes a high hazard or condition has the potential to result in loss of life, body part, and/or extensive loss of equipment or materials. This often involves imminent danger and such activities or conditions should discontinue or be immediately corrected. E.g. broken pieces of glass

"P": Planned or scheduled action. Low or medium hazard or condition has the potential for causing a serious injury, illness or property damage. E.g. electrical outlets with no cover plates. Take action as soon as reasonably practicable or possible.