



SEVEN OAKS SCHOOL DIVISION Site Inspection Form – No TAA

School:	Date:
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List classrooms which have been inspected and have no issues in this area:

	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm
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FIRE PROTECTION EQUIPMENT & PROCEDURE:

Each classroom must have a diagram of its escape route posted near the exit door (two routes to be indicated)										
All doors in the classroom clear & able to be used as an exit										
Only 20% of walls may be covered with combustible material.										
Items stored on top shelves within 45 cm (18") of ceiling										
Items hanging from the ceiling										

ELECTRICAL:

Electrical outlets, cover plates & wall switches secure & undamaged.										
Electrical cords in good condition										
Extension cords only used for temporary power										
Extension cords/power cords secured to avoid tripping over										
Small electrical appliances being used (e.g., lamps, microwaves)										
Electrical panel locked / blocked										

	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm
ENVIRONMENT:										
Temperature & ventilation acceptable										
Ceiling tiles in place, unbroken & with no water damage or mould formation										
Ceiling, walls & floor free of water leaks										
STORAGE FACILITIES:										
Shelving units that are at risk of falling over firmly anchored to the wall										
Heavy objects to be on low shelves, light objects on high shelves & breakable objects on low shelves										
Items hanging over edge of shelves										
EQUIPMENT:										
Personal protective equipment available if required (rubber gloves, safety glasses)										
HYGIENE:										
Room kept clean										
If there is a washroom in the classroom, is it kept clean?										
OTHER:										

GYMNASIUM FACILITIES

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
GYMNASIUM SPACE			
Free of "stored" furniture/ boxes/equipment along perimeter walls & corners			
FLOORS			
Clean & dry			
Provide for safe foot traction			
Clear of objects that may cause tripping/slipping			
Floor sockets covered / floor plates secure in floor, hooks & plate in good condition, & flush with floor			
ENTRANCE/EXITS			
Free of obstruction			
No door knobs protruding handles on gymnasium side of door			
Doors open away from gymnasium area			
CEILING			
Tiles & meshings on lights secure			
WALLS			
All outlets, switches, registers etc that pose an unreasonable hazard must be padded or flush with wall surface			
Free of protruding hooks, nails, etc			
BASKETBALL BACKSTOP			
Backboards in good condition			
Cable & attachments from backboard to wall secure			
Rims secure & straight			
Velcro® strips on walls behind backboards in good condition to hold mats			
Winch not located directly below a wall-mounted backboard			
CHINNING BARS			
Secure attachment to wall			
Adjustable parts in good condition			
CLIMBERS			
Secure to wall			
Cables, pulleys, lock pins, clamps in good condition			
Dowels, parallel bars, ladders free from cracks & splinters			
Rock Climbing Walls – foot pegs in good condition, secure to wall?			
STORAGE ROOM / SHELVING			
Floor clean & centre area clear			
Equipment stored in designated shelves			
Volleyball poles secured to wall when stored standing up to prevent falling			
Shelving units that are at risk of falling over firmly anchored to the wall			
Heavy objects to be on low shelves, light objects on high shelves & breakable objects on low shelves			
Items hanging over edge of shelves			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
EMERGENCY EQUIPMENT			
First aid kit fully stocked & accessible			
Emergency numbers posted			
BENCHES / BLEACHERS			
Top & supports free from cracks & splinters			
Bolts & screws secure			
Are safety rails rails secure and in place?			
Report any visual damage or if anything is out of the ordinary.			
GYM OFFICE			
Electrical outlets, cover plates & wall switches secure & undamaged.			
Electrical cords in good condition			
Extension cords only used for temporary power			
Extension cords/power cords secured to avoid tripping over			
Small electrical appliances being used (e.g., lamps, microwaves)			
Electrical panel locked / blocked			
OTHER			
Change Room – cleanliness			

SUMMARY FORM

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
BUILDING COMMON AREAS: LOBBIES, HALLWAYS, STAIRWAYS, ETC.			
INDOOR:			
Do all exit doors work properly?			
Are stairways in good repair? I.e. Tread, railings secure, free of protruding nails, cracks or splinters.			
Are stairways clear of obstruction?			
Are under stair areas free from storage?			
Are hallways clear from clutter?			
OUTDOOR:			
Are outside walkways & parking lot in good repair?			
In winter are they sufficiently cleared & salted/sanded?			
FIRE PROTECTION EQUIPMENT & PROCEDURES			
Are fire exits marked?			
Are fire exits free from obstruction? (tables, chairs etc)			
Are Fire extinguishers located where they are visible from a distance?			
Are fire extinguishers inspected monthly and annually?			
Confirm Fire Drills (x10/year) and Lockdowns (x2/year) dates.			
DEFIBRILLATOR MONTHLY INSPECTIONS			
Are there extra pads?			
Does alarm ring when door is open?			
ELECTRICAL & MECHANICAL			
Are electrical rooms kept locked?			
Are electrical rooms free from storage?			
Are mechanical/custodial rooms kept locked?			
ENVIRONMENT			
Are ventilation systems operating?			
Are ceiling tiles in place, unbroken & with no sign of water damage or mould formation?			
Are the ceiling, walls & floor free of water leaks?			
Are floor tiles or carpeting securely fastened to reduce trip hazards?			
STORAGE FACILITIES AND ROOMS			
Are shelving units at risk of falling over? They should be firmly anchored to the wall.			
Is storage on top of wall mounted cupboards limited to lightweight objects?			
Is the crawlspace free of stored items?			
HYGIENE AND FIRST AID			
Are washrooms kept clean?			
Are water fountains kept clean?			
Are food preparation areas (staff rooms etc) kept clean?			

SUMMARY FORM

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
Are step stools or small ladders available if required?			
Is there sufficient First Aid equipment on site?			
Are First Aid stations available?			
Are there enough qualified First Aiders on staff? (24 emp=1, 25-50 emp=2, 51-75 emp=3, 76+ emp=4)			
Are names of First Aid qualified persons posted?			
MATERIAL SAFETY DATA SHEETS (MSDS)			
Are MSDS labels and/or supplier labels on chemicals in the custodial, science, art and technology and applied arts areas?			
Is MSDS information available and up to date in custodial, science, art and technology and applied arts areas?			
Are there MSDS posters in all areas where controlled products are stored or used?			
Are chemicals safely stored in the custodial, science, arts and technology and applied arts areas?			
Are acids, bases, flammable and combustible materials properly stored in chemical storage cabinets?			
SITE BASED WORKPLACE SAFETY AND HEALTH COMMITTEES			
Are site based meetings being held?			
Are the minutes forwarded to the Department of Labour and filed in the yellow binder?			
Is the WSH Program Binder up to date and accessible to all employees near the WSH bulletin board?			
OTHER			
Have kilns been checked to ensure auto shut-off works?			

_____ Date

Employee Representative

Administrator Representative

Custodian Representative

WSH Steering Committee Representative