



## SEVEN OAKS SCHOOL DIVISION Site Inspection Form – With TAA

<b>School:</b>	<b>Date:</b>
----------------	--------------

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

	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm
--	----	----	----	----	----	----	----	----	----	----

**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
<b>ENVIRONMENT:</b>										
Temperature & ventilation acceptable										
Ceiling tiles in place, unbroken & with no water damage or mould formation										
Ceiling, walls & floor free of water leaks										
<b>STORAGE FACILITIES:</b>										
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										
<b>EQUIPMENT:</b>										
Personal protective equipment available if required (rubber gloves, safety glasses)										
<b>HYGIENE:</b>										
Room kept clean										
If there is a washroom in the classroom, is it kept clean?										
<b>OTHER:</b>										

## GYMNASIUM FACILITIES

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>GYMNASIUM SPACE</b>			
Free of "stored" furniture/ boxes/equipment along perimeter walls & corners			
<b>FLOORS</b>			
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			
<b>ENTRANCE/EXITS</b>			
Free of obstruction			
No door knobs protruding handles on gymnasium side of door			
Doors open away from gymnasium area			
<b>CEILING</b>			
Tiles & meshings on lights secure			
<b>WALLS</b>			
All outlets, switches, registers etc that pose an unreasonable hazard must be padded or flush with wall surface			
Free of protruding hooks, nails, etc			
<b>BASKETBALL BACKSTOP</b>			
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			
<b>CHINNING BARS</b>			
Secure attachment to wall			
Adjustable parts in good condition			
<b>CLIMBERS</b>			
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?			
<b>STORAGE ROOM / SHELVING</b>			
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			

## GYMNASIUM FACILITIES

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>EMERGENCY EQUIPMENT</b>			
First aid kit fully stocked & accessible			
Emergency numbers posted			
<b>BENCHES / BLEACHERS</b>			
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.			
<b>GYM OFFICE</b>			
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			
<b>OTHER</b>			
Change Room – cleanliness			

## SCIENCE ROOMS / LABORATORIES

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>MSDS</b>			
Are all controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are chemicals stored safely and incompatible chemicals separated?			
Are all chemicals appropriately and clearly labelled (MSDS)?			
Are all decanted products identified with a workplace label?			
<b>CLEANLINESS</b>			
<b><u>STORAGE:</u></b>			
Are items stored so as not to present a tripping hazard?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are the shelving and storage racks stable and heavier items stored on lower shelves?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
<b><u>EQUIPMENT:</u></b>			
Are all electrical cords in good condition?			
Do all powered hand tools have undamaged power cords and plugs?			
Are all defective equipment tagged and removed from service?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Are emergency shut-offs clearly visible and readily accessible?			
Is all machinery securely fastened to the floor or work bench and guarded as per manufacturer's instructions?			
<b><u>OTHER:</u></b>			
Are fume hoods tested annually (look for valid sticker)			
Are fume hoods ventilating properly?			
Are fume hoods used for chemical transfer and not used for storage?			
<b>FIRST AID / EMERGENCY</b>			
Are fire and route signs highly visible?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Is a fire extinguisher mounted in each science room/laboratory accessible and mounted appropriately in each prep room and a fire blanket provided?			
Is the eye wash station and deluge shower operational and clearly signed? (These units should be regularly tested at least weekly)			
Is the natural gas emergency shut-off valve clearly marked and easily accessible and shut off when not in use?			
Is personal protective equipment used when there is a risk of injury?			
<b><u>OTHER:</u></b>			

**TECHNOLOGY & APPLIED ARTS**

**Welding Equipment**

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>MSDS</b>			
Are all controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are chemicals stored safely and incompatible chemicals separated?			
Are all chemicals appropriately and clearly labelled (MSDS)?			
Are all decanted products identified with a workplace label?			
<b>CLEANLINESS</b>			
<b><u>STORAGE:</u></b>			
Are items stored so as not to present a tripping hazard?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are the shelving and storage racks stable and heavier items stored on lower shelves?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
Are ULC approved flammable liquid storage cabinets used to store flammable/combustible materials?			
<b><u>EQUIPMENT:</u></b>			
Are all electrical cords in good condition?			
Do all powered hand tools have undamaged power cords and plugs?			
Are all defective equipment tagged and removed from service?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Is all machinery securely fastened to the floor or work bench and guarded as per manufacturer's instructions?			
Are flash curtains available for use around arc welding area?			
Are compressed gas cylinders, whether empty or full, secure and stored upright?			
Do oxyacetylene tanks have reverse gas flow devices on all hoses and are hoses in good condition with no cracks?			
Are appropriate personal protective equipment such as welding goggles and aprons available?			
Are ventilations available to draw fumes away from the operator?			
Is a metal receptacle bucket located adjacent to the welding area?			
Are emergency shut-offs clearly visible and readily accessible?			
Are staff aware of lock out procedures in order to de-energize equipment during equipment repair?			
<b>FIRST AID / EMERGENCY</b>			
Are fire and route signs highly visible?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Are fire extinguishers accessible and mounted appropriately?			

**TECHNOLOGY & APPLIED ARTS**

**Welding Equipment**

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
Are eye wash stations accessible and tested at least weekly?			
Is a fire extinguisher in the immediate vicinity of the welding area?			
<b>OTHER:</b>			

**TECHNOLOGY & APPLIED ARTS  
Woodworking Shops / Construction**

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>MSDS</b>			
Are all controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are chemicals stored safely and incompatible chemicals separated?			
Are all chemicals appropriately and clearly labelled (MSDS)?			
Are all decanted products identified with a workplace label?			
<b>CLEANLINESS</b>			
<b><u>STORAGE:</u></b>			
Are items stored so as not to present a tripping hazard?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are the shelving and storage racks stable and heavier items stored on lower shelves?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
Are wood products stored in a safe manner?			
<b><u>EQUIPMENT:</u></b>			
Are all electrical cords in good condition?			
Do all powered hand tools have undamaged power cords and plugs?			
Are all defective equipment tagged and removed from service?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Are emergency shut-offs clearly visible and readily accessible?			
Is the dust collector system operating well and maintained on a regular basis?			
Is all machinery securely fastened to the floor or work bench and guarded as per manufacturer's instructions?			
Are all guards operational and in place and safe work procedures posted at each location housing major equipment?			
Are staff aware of lock out procedures in order to de-energize equipment during equipment repair?			
Is personal protective equipment used when there is a risk of injury?			
<b>FIRST AID / EMERGENCY</b>			
Are fire and route signs highly visible?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Are fire extinguishers accessible and mounted appropriately?			
Are eye wash stations accessible and tested at least weekly?			
<b>OTHER:</b>			



**TECHNOLOGY & APPLIED ARTS**

**Automotive Shops**

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>MSDS</b>			
Are all controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are chemicals stored safely and incompatible chemicals separated?			
Are all chemicals appropriately and clearly labelled (MSDS)?			
Are all decanted products identified with a workplace label?			
<b>CLEANLINESS</b>			
<b><u>STORAGE:</u></b>			
Are items stored so as not to present a tripping hazard?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are the shelving and storage racks stable and heavier items stored on lower shelves?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
<b><u>EQUIPMENT:</u></b>			
Are all electrical cords in good condition?			
Do all powered hand tools have undamaged power cords and plugs?			
Are all defective equipment tagged and removed from service?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Are emergency shut-offs clearly visible and readily accessible?			
Is the dust collector system operating well and maintained on a regular basis?			
Is all machinery securely fastened to the floor or work bench and guarded as per manufacturer's instructions?			
Are all guards operational and in place and safe work procedures posted at each location housing major equipment?			
Are staff aware of lock out procedures in order to de-energize equipment during equipment repair?			
<b>FIRST AID / EMERGENCY</b>			
Are fire and route signs highly visible?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Are fire extinguishers accessible and mounted appropriately?			
Are eye wash stations accessible and tested at least weekly?			
Is personal protective equipment used when there is a risk of injury?			
<b>OTHER:</b>			

**TECHNOLOGY & APPLIED ARTS**

**Painting / Printing / Photography**

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>MSDS</b>			
Are all controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are chemicals stored safely and incompatible chemicals separated?			
Are all chemicals appropriately and clearly labelled (MSDS)?			
Are all decanted products identified with a workplace label?			
Are Safe Work Procedures posted regarding use, handling, storage of chemicals and disposal of waste?			
<b>CLEANLINESS</b>			
<b><u>STORAGE:</u></b>			
Are items stored so as not to present a tripping hazard?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are the shelving and storage racks stable and heavier items stored on lower shelves?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
<b><u>EQUIPMENT:</u></b>			
Are all electrical cords in good condition?			
Do all powered hand tools have undamaged power cords and plugs?			
Are all defective equipment tagged and removed from service?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Are emergency shut-offs clearly visible and readily accessible?			
Is the dust collector system operating well and maintained on a regular basis?			
Is all machinery securely fastened to the floor or work bench and guarded as per manufacturer's instructions?			
Are all guards operational and in place and safe work procedures posted at each location housing major equipment?			
Are staff aware of lock out procedures in order to de-energize equipment during equipment repair?			
Are chemical resistant gloves provided for clean-up involving solvents?			
Is the local exhaust ventilation sufficient to remove odours of solvents and non-latex paints?			
Is personal protective equipment used when there is a risk of injury?			
<b>FIRST AID / EMERGENCY</b>			
Are fire and route signs highly visible?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Are fire extinguishers accessible and mounted appropriately?			
Are eye wash stations accessible and tested at least weekly?			
<b>OTHER:</b>			

Home Economics / Cooking			
Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>(If there is more than one home economics room, complete a form for each room.)</b>			
<b>MSDS</b>			
Are all controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are chemicals stored safely and incompatible chemicals separated?			
Are all chemicals appropriately and clearly labelled (MSDS)?			
Are all decanted products identified with a workplace label?			
Are concentrated cleaning products and pesticides labelled and stored away from food areas?			
<b>CLEANLINESS</b>			
<b><u>STORAGE:</u></b>			
Are items stored so as not to present a tripping hazard?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are the shelving and storage racks stable and heavier items stored on lower shelves?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
<b><u>EQUIPMENT:</u></b>			
Are all electrical cords in good condition?			
Do all powered hand tools have undamaged power cords and plugs?			
Are all defective equipment tagged and removed from service?			
Is personal protective equipment used when there is a risk of injury?			
<b><u>OTHER:</u></b>			
Are all floors kept clear of water, grease, etc.?			
Are walk in refrigerators/freezers free of water/ice that could cause a slipping hazard and all doors equipped with an internal door opener?			
Are knives stored in racks or knife blocks?			
Are cutting surfaces maintained to prevent contamination?			
Do all large mixers, meat slicers, shredders, etc. have guards in place?			
<b>FIRST AID / EMERGENCY</b>			
Are fire and route signs highly visible?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers stations have signage which is highly visible?			
Are fire extinguishers accessible and mounted appropriately?			
<b><u>OTHER:</u></b>			

Home Economics / Sewing			
Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>(If there is more than one home economics room, complete a form for each room.)</b>			
<b>MSDS</b>			
Are all controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are chemicals stored safely and incompatible chemicals separated?			
Are all chemicals appropriately and clearly labelled (MSDS)?			
Are all decanted products identified with a workplace label?			
<b>CLEANLINESS</b>			
<b><u>STORAGE:</u></b>			
Are items stored so as not to present a tripping hazard?			
Are sewing machines and cords in good repair and arrange so as not to present a tripping hazard. Extension cords not used for permanent electrical connection?			
Are the shelving and storage racks stable and heavier items stored on lower shelves?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
<b><u>EQUIPMENT:</u></b>			
Are all electrical cords in good condition?			
Do all powered hand tools have undamaged power cords and plugs?			
Are all defective equipment tagged and removed from service?			
Is personal protective equipment used when there is a risk of injury?			
<b>FIRST AID / EMERGENCY</b>			
Are fire and route signs highly visible?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers have signage which is highly visible?			
Are fire extinguishers accessible and mounted appropriately?			
<b>OTHER:</b>			

## SUMMARY FORM

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<b>BUILDING COMMON AREAS: LOBBIES, HALLWAYS, STAIRWAYS, ETC.</b>			
<b>INDOOR:</b>			
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?			
<b>OUTDOOR:</b>			
Are outside walkways & parking lot in good repair?			
In winter are they sufficiently cleared & salted/sanded?			
<b>FIRE PROTECTION EQUIPMENT &amp; PROCEDURES</b>			
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.			
<b>DEFIBRILLATOR MONTHLY INSPECTIONS</b>			
Are there extra pads?			
Does alarm ring when door is open?			
<b>ELECTRICAL &amp; MECHANICAL</b>			
Are electrical rooms kept locked?			
Are electrical rooms free from storage?			
Are mechanical/custodial rooms kept locked?			
<b>ENVIRONMENT</b>			
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?			
<b>STORAGE FACILITIES AND ROOMS</b>			
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?			
<b>HYGIENE AND FIRST AID</b>			
Are washrooms kept clean?			
Are water fountains kept clean?			
Are food preparation areas (staff rooms etc) kept clean?			
Are step stools or small ladders available if required?			

## SUMMARY FORM

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
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?			
<b>MATERIAL SAFETY DATA SHEETS (MSDS)</b>			
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?			
<b>SITE BASED WORKPLACE SAFETY AND HEALTH COMMITTEES</b>			
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?			
<b>OTHER:</b>			
Have kilns been checked to ensure auto shut-off works?			

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Representative

\_\_\_\_\_

Administrator Representative

\_\_\_\_\_

Custodian Representative

\_\_\_\_\_

WSH Steering Committee Representative