

SEVEN OAKS SCHOOL DIVISION Site Inspection Form – With TAA

School:			Date:							
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	& PROCEDUR	RE:								
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
L		1	L		L	I	L	I	L
					L	L			
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GYMNASIU	M FAC	ILITIES	
Inspect for	Meets Guide		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			I
Secure attachment to wall			
Adjustable parts in good condition			
CLIMBERS			<u> </u>
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			

GYMNASIUM FACILITIES						
Inspect for		Safety lines?	Comments/Follow-up Action			
	YES	NO				
EMERGENCY EQUIPMENT		1				
First aid kit fully stocked & accessible						
Emergency numbers posted						
BENCHES / BLEACHERS	1	1	I			
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						

SCIENCE ROOMS / LABORATORIES **Meets Safety** Inspect for **Comments/Follow-up Action Guidelines?** YES NO MSDS 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? **CLEANLINESS** STORAGE: 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? EQUIPMENT: 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? OTHER: 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? FIRST AID / EMERGENCY 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? OTHER:

Weight Subset S	TECHNOLOGY &	APPLIEI	D ARTS				
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Do fire extinguishers and eyewash stations have signage which is highly visible? Are fire extinguishers accessible and mounted							
which is highly visible? Image: Comparison of the second	Are first aid stations clearly posted and highly visible?						
Are fire extinguishers accessible and mounted appropriately?							
	Are fire extinguishers accessible and mounted appropriately?						

TECHNOLOGY & APPLIED ARTS Welding Equipment						
Inspect for Meets Safety Guidelines? Comments/Follow-up Ac						
	YES	NO				
Are eye wash stations accessible and tested at least weekly?						
Is a fire extinguisher in the immediate vicinity of the welding area?						
OTHER:						

TECHNOLOGY & APPLIED ARTS Woodworking Shops / Construction				
Inspect for		s Safety elines? NO	Comments/Follow-up Action	
MSDS				
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?				
CLEANLINESS				
STORAGE:				
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?				
EQUIPMENT:				
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?				
FIRST AID / EMERGENCY				
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?				
OTHER:				

TECHNOLOGY &	APPLIE	D ARTS				
Automotive Shops						
Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action			
MSDS	YES	NO				
Are all controlled products inventoried and the MSDS for each chemical readily available to all staff?						
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FIRST AID / EMERGENCY			1			
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?						
OTHER:						

TECHNOLOGY &		_				
Painting / Printing / Photography						
Inspect for		Safety lines?	Comments/Follow-up Action			
	YES	NO				
ISDS Are all controlled products inventoried and the MSDS for						
each chemical readily available to all staff?						
are chemicals stored safely and incompatible chemicals eparated?						
re all chemicals appropriately and clearly labelled						
are all decanted products identified with a workplace label?						
re Safe Work Procedures posted regarding use, handling, torage of chemicals and disposal of waste?						
CLEANLINESS STORAGE:						
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Are emergency shut-offs clearly visible and readily accessible?						
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s all machinery securely fastened to the floor or work ench 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 avolving solvents?						
s the local exhaust ventilation sufficient to remove odours f solvents and non-latex paints?						
s personal protective equipment used when here is a risk of injury?						
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 veekly?						
DTHER:						

VES NO If there is more than one home economics room, complete a form for each room.) MSDS Are all controlled products inventoried and the MSDS for each chemical readily available to all staff? Are chemicals stored safely and incompatible chemicats separated? Are chemicals stored safely and clearly labelled (MSDS)? Are all chemicals appropriately and clearly labelled and stored away from food areas? CLEANLINESS STORAGE: Are electrical cords and cables arranged so as not to persent a tripping hazard and acktensin on cords not used for permanent electrical connection? Are the bleving in bazard and acktensin on cords not used for permanent electrical connection? Are the shelving and storage racks stable and heavier learns stored doors and shop maintained in a neat/orderly manner? EQUIPMENT: Are all detectrical cords in good condition? Do all powered hand tools have undamaged power cords and plugs? Are all detectrice are of water, grease, etc.? Are all difference reading and attoring reader of material and all cords equipment there is a tak of injuny? OTHER: Are all difference maintained to prevent contamination? Is personal protective equipment used when there is a tak of injuny? OTHER: 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 all floors kept clear of water, grease, etc.?	Home Econom	ics / Coo	king	
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	guards in place?			
	FIRST AID / EMERGENCY			
Are fire and route signs highly visible?	Are fire and route signs highly visible?			
Are first aid stations clearly posted and highly visible?	Are first aid stations clearly posted and highly visible?			
Do fire extinguishers stations have signage which is highly visible?	visible?			
Are fire extinguishers accessible and mounted appropriately?				
OTHER: CONTRACT	OTHER:			

Home Econom	ics / Sev	wing		
Inspect for		Safety elines?	Comments/Follow-up Action	
	YES	NO		
(If there is more than one home economics room, comple	ete a form	for each r	oom.)	
MSDS				
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?				
CLEANLINESS STORAGE:				
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?				
EQUIPMENT:			1	
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?				
FIRST AID / EMERGENCY		1		
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?				
OTHER:				

SUMMARY FORM					
Inspect for		Safety lines?	Comments/Follow-up Action		
	YES	NO			
BUILDING COMMON AREAS: LOBBIES, HALLWAYS, ST INDOOR:	AIRWAYS,	ETC.			
Do all exit doors work properly?					
Are stairways in good repair? Ie. 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		<u> </u>			
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?					
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?			
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	COMMITT	EES	T
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:		1	I
Have kilns been checked to ensure auto shut-off works?			

Date