

| Typical items that have appeared on WSH Site Inspection forms in the past. | Is this a Workplace Safety & Health concern? | Should this concern be on the Site Inspection form? | What course of action should be taken? |
|--|---|--|---|
| Air quality concerns: - air movement (stuffy dead air) - noxious odors - outdoor odors entering building - dry air | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form) | Issue a Maintenance Requisition to have air quality testing done. (When testing is complete, the principal is informed in writing of the results. In some cases the Maintenance Department may test again in a few months) |
| Uneven heat distribution | NO | NO | Issue a Maintenance Requisition to have ventilation system checked. |
| MSDS binder requires updating | YES | NO (Binders should always be updated using the WellNet on-line management program) | Contact the Maintenance Department (Linda Heroux or Paul Anderson) for assistance in updating your MSDS binders. |
| Pavement heaving near door entrance | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form) | Issue a Maintenance Requisition |
| Repair clock in room | NO | NO | Issue a Maintenance Requisition |
| Missing WHMIS posters in custodial storage area | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form) | WHMIS posters are available from the Maintenance Department |

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| Leaky water fountain creating slippery floor conditions | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Issue a Maintenance Requisition. (Custodian should shut off water supply to fountain to prevent further leaking. Clean up water from floor to prevent slippery conditions.) |
| Dust in Wood Shop | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | General housekeeping (Daily clean up by staff and students will help to avoid excessive dust). |
| Install plugs in room | NO | NO | Issue a Maintenance Requisition |
| Foods room too small for class size | NO | NO | Should be dealt with through capital budget requests |
| Require electrical drop cord to eliminate use of extension cord running across floor | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Issue a Maintenance Requisition |
| Rodent problem | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Issue a Maintenance Requisition. (The Maintenance Department monitors rodent problems on a regular basis) |

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| Request for new bleachers as old ones often give slivers | NO | NO | Request for new bleachers is a capital request. Repairs to bleachers should be done through a Maintenance Requisition |
| Hole in floor where a power plug was removed (concern of getting electrical shock as students use metal stools) | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Issue a Maintenance Requisition |
| Missing MSDS sheets for some chemicals in Science Lag | YES | YES | Contact Maintenance Department for assistance (Linda Heroux or Paul Anderson) |
| Carpet is worn and frayed | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Issue a Maintenance Requisition for repairs. Request for new carpeting should be done through capital requests. |
| High noise level in Band Rooms and Gymnasiums | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Issue a Maintenance Requisition to have area tested for high noise levels. (Under the division's Hearing Conservation Program areas that have been identified with high noise levels either have been or will be tested. In situations where specific areas are deemed to exceed the recommended levels, employees working in those areas are sent for hearing testing annually and are provided with appropriate noise reduction equipment). |

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| Boxes and shelving blocking doorways | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | General housekeeping. (All walkways and entrance areas should be kept clear of obstructions at all times). |
| Boxes and materials stored too high and in some cases hanging over shelf edge creating the risk of falling off | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | General housekeeping (Heavy boxes should always be stored on lower shelves to prevent falling and injuries) |
| Excessive amount of paper on walls | NO | NO | General housekeeping (Fire Department regulations only allow for 20% of wall space to be covered by paper) |
| Liquid chemicals stored on top shelves | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | General housekeeping (Chemicals should be stored below eye level to avoid risk of spills) |
| Snow removal-snowhill in playground | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Maintenance Department monitors snow removal daily during the winter months. (Snow and ice build up in entrance areas and walkways should be monitored daily by custodian to prevent slip and falls) |

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| Quality of drinking water -odor -color | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Issue a Maintenance Requisition for water quality testing to be done |
| Light bulbs need changing | NO | NO | Inform your custodian |
| Cross bridge and slide broken on playground equipment | YES | NO (Should be dealt with immediately, however if concern comes to light during the site inspection it should be recorded on Site Inspection Form). | Issue a Maintenance Requisition (Custodian responsible to check structure every Monday morning for damage, glass breakage, etc., to ensure area is safe. Maintenance Department does an extensive check on all divisional playground equipment at least once a year) |

Course of Action Listing

- 1. General housekeeping – should be addressed at the school level**
- 2. Issue a Maintenance Requisition**
- 3. Capital Request**
- 4. Contact the Maintenance Department for assistance in updating your MSDS binder or to get WHMIS posters.**