



Legend:
 (F) Follow Up Required
 (NA) Not applicable

**Quarterly Site Inspection
 2009-2010
 Classroom**

School:	Date:									WS&H Rep:
Fire Protection Equipment & Procedure	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm
Each classroom must have a diagram of its escape route posted near the exit door										
Are all doors in the classroom clear & able to be used as an exit?										
Only 20% of walls, ceilings & doors may be covered with combustible material. Is there only 20%?										
Electrical:										
Are electrical outlets, cover plates & wall switches secure & undamaged?										
Are electrical cords in good condition?										
Are extension cords only used for temporary power?										
Are extension cords/power cords secured to avoid tripping over?										

Environment:	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm
Do windows open easily & stay open according to their design?										
Is ventilation system operating? (Supply vent will push tissue away & return vent will suck tissue against vent)										
Are temperature & ventilation acceptable?										
Are ceiling tiles in place, unbroken & with no water damage or mould formation?										
Are the ceiling, walls & floor free of water leaks?										
Are floor tiles & carpeting securely fastened to reduce tripping?										
Storage Facilities:										
Are shelving units that are at risk of falling over firmly anchored to the wall?										
Heavy objects should be on low shelves, light objects on high shelves & breakable objects on low shelves.										

Equipment:	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm	Rm
Are First Aid stations & trained attendees available?										
Are step stools or small ladders available if required?										
Is personal protective equipment available if required? (rubber gloves, safety glasses)										
Have kilns been checked to ensure auto shot-off works?										
Hygiene:										
Is the classroom kept clean?										
If there is a washroom in the classroom is it kept clean?										
OTHER:										

Once requirement has been completed, the date and initials of the administrator and/or custodian should appear in the margin.

Dated _____, 20____.

Site Representative

Administrator

Custodian

Workplace Safety & Health Rep



**Quarterly Site Inspection
2009-2010
Gymnasium Facilities**

School:	Date:	Site Rep:		WS&H Rep:
Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action	
	YES	NO		
<u>GYMNASIUM SPACE</u> - free of "stored" furniture/boxes/equipment along perimeter walls & corners				
<u>FLOORS</u> - clean & dry				
- provide for safe foot traction				
- clear of objects that may cause tripping/slipping				
-floor sockets covered & flush with floor				
- floor plates secure in floor, hooks & plate in good condition, & flush with floor				
<u>ENTRANCE/EXITS</u> - free of obstruction				
- no door knobs protruding handles on gymnasium side of door				
- doors open away from gymnasium area				
<u>STAIRS</u> -clear of obstruction				
- stair treads in good condition				
- railings secure				
- free of protruding nails, cracks or splinters				
<u>CEILING</u> - tiles & meshings on lights secure				

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<u>WALLS</u>			
- all outlets, switches, registers etc that pose an unreasonable hazard must be padded or flush with wall surface			
- free of protruding hooks, nails, etc			
<u>BASKETBALL BACKSTOP</u>			
- 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			
<u>CHINNING BARS</u>			
- secure attachment to wall			
- adjustable parts in good condition			
<u>FOLDING CLIMBERS</u>			
- secure to wall			
- cables, pulleys, lock pins, clamps in good condition			
- dowels, parallel bars, ladders free from cracks & splinters			
<u>STORAGE ROOM</u>			
- floor clean & centre area clear of			
- equipment stored in designated shelves			
-volleyball poles secured to wall when stored standing up, to prevent falling			
<u>EMERGENCY EQUIPMENT</u>			
- first aid kit fully stocked & assessable			
- emergency numbers posted			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
BENCHES			
- top & supports free from cracks & splinters			
- bolts & screws secure			
OTHER			

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Dated _____, 20____.

Site Representative

Administrator

Custodian

Workplace Safety & Health Rep



Legend:
 (F) Follow Up Required
 (NA) Not applicable

**Quarterly Site Inspection
 2009-2010
 Teacher Applied Arts**

School:	Date:	Site Rep:			WS&H Rep:		
<u>SCIENCE ROOMS/LABORATORIES</u>		Rm	Rm	Rm	Rm	Rm	Rm
Is the natural gas emergency shut-off valve clearly marked and easily accessible and shut off when not in use?							
Is the eye wash station and deluge shower operational and clearly signed? (These units should be regularly tested and cleaned.)							
Is personal protective equipment readily available and used as required?							
Is a fire extinguisher mounted in each science room/laboratory and in each prep room and a fire blanket provided?							
Are fume hoods used for chemical transfer and not used for storage?							
Are fume hoods ventilating properly ?							
Are chemicals stored safely and incompatible chemicals separated?							
Are MSDS available for all chemicals?							
<u>OTHER</u>							

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<u>WELDING EQUIPMENT</u>			
Are ventilations available to draw fumes away from the operator?			
Are compressed gas cylinders, whether empty or full, secure?			
Are appropriate personal protective equipment such as welding goggles and aprons available?			
Do oxyacetylene tanks have reverse gas flow devices on all hoses and are hoses in good condition with no cracks?			
Is a metal receptacle bucket located adjacent to the welding area?			
Is a fire extinguisher in the immediate vicinity of the welding area?			
Are ULC approved flammable liquid storage cabinets used to store flammable/combustible materials?			
Are flash curtains available for use around arc welding area?			
<u>OTHER</u>			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<u>WOODWORKING SHOPS/CONSTRUCTION</u>			
Are all chemicals appropriately labelled (WHMIS)?			
Are all WHMIS controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are all WHMIS controlled products clearly labelled?			
Are all decanted products identified with a workplace label?			
Is the shelving and storage racks stable and heavier items stored between knee and shoulder height?			
Are all items stored so as not to present a tripping hazard?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are all defective equipment tagged and removed from service?			
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?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Are fire exits and route signs highly visible?			
Do all powered hand tools have undamaged power cords and plugs?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Are all guards operational and in place and safe work procedures posted at each location housing major equipment?			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<u>WOODWORKING SHOPS/CONSTRUCTION - Continued</u>			
Is personal protective equipment used when there is a risk of injury?			
Are floor areas kept clear of tripping hazards?			
Are eye wash stations accessible and flushed at least monthly?			
Are wood products stored in a safe manner?			
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 electrical cords in good condition and do not cross traffic areas?			
<u>OTHER</u>			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<u>AUTOMOTIVE SHOPS</u>			
Are all chemicals appropriately labelled (WHMIS)?			
Are all WHMIS controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are all WHMIS controlled products clearly labelled?			
Are all decanted products identified with a workplace label?			
Is the shelving and storage racks stable and heavier items stored between knee and shoulder height?			
Are all items stored so as not to present a tripping hazard?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are all defective equipment tagged and removed from service?			
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?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Are fire exits and route signs highly visible?			
Do all powered hand tools have undamaged power cords and plugs?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Are all guards operational and in place and safe work procedures posted at each location housing major equipment?			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<u>AUTOMOTIVE SHOPS- Continued</u>			
Is personal protective equipment used when there is a risk of injury?			
Are floor areas kept clear of tripping hazards?			
Are eye wash stations accessible and flushed at least monthly?			
Is all machinery securely fastened to the floor or work bench and guarded as per manufacturer's instructions?			
Are all electrical cords in good condition and do not cross traffic areas?			
<u>OTHER</u>			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<u>PAINTING/PRINTING/PHOTOGRAPHY</u>			
Are all chemicals appropriately labelled (WHMIS)?			
Are all WHMIS controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are all WHMIS controlled products clearly labelled?			
Are all decanted products identified with a workplace label?			
Is the shelving and storage racks stable and heavier items stored between knee and shoulder height?			
Are all items stored so as not to present a tripping hazard?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are all defective equipment tagged and removed from service?			
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?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Are fire exits and route signs highly visible?			
Do all powered hand tools have undamaged power cords and plugs?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Are all guards operational and in place and safe work procedures posted at each location housing major equipment?			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
<u>PAINTING/PRINTING/PHOTOGRAPHY - Continued</u>			
Is the local exhaust ventilation sufficient to remove odours of solvents and non-latex paints?			
Are chemical resistant gloves provided for clean-up involving solvents?			
Are chemicals labelled appropriately with WHMIS supplier labels or workplace labels if decanted?			
Are MSDS information readily available and appropriate personal protective equipment provided?			
Is an eye wash station accessible and flushed/cleaned monthly?			
Are Safe Work Procedures posted regarding use, handling, storage of chemicals and disposal of waste?			
Are fire extinguishers accessible and mounted appropriately?			
<u>OTHER</u>			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
HOME ECONOMICS <i>(If there is more than one home economics rooms, complete a form for each room.)</i>			
Are all chemicals appropriately labelled (WHMIS)?			
Are all WHMIS controlled products inventoried and the MSDS for each chemical readily available to all staff?			
Are all WHMIS controlled products clearly labelled?			
Are all decanted products identified with a workplace label?			
Is the shelving and storage racks stable and heavier items stored between knee and shoulder height?			
Are all items stored so as not to present a tripping hazard?			
Are clear pathways between machinery, electrical panels and to the exit doors and shop maintained in a neat/orderly manner?			
Are electrical cords and cables arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection?			
Are all defective equipment tagged and removed from service?			
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?			
Are first aid stations clearly posted and highly visible?			
Do fire extinguishers and eyewash stations have signage which is highly visible?			
Are fire exits and route signs highly visible?			
Do all powered hand tools have undamaged power cords and plugs?			
Does all major equipment have shielded or recessed on/off switches to prevent an accident start?			
Are all guards operational and in place and safe work procedures posted at each location housing major equipment?			
Is the local exhaust ventilation kept clean?			

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
HOME ECONOMICS - Continued			
Are fire extinguishers secured to the wall and inspection tagged?			
Are exhaust fans/hoods clean and all facilities clean and sanitary?			
Is the area around stoves kept clear of combustible materials?			
Are all containers clearly labelled?			
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?			
Are safe working procedures posted for the use and clean-up of food processing equipment? These will include lock-out requirements during maintenance.			
Are all floors kept clear of water, grease, etc.?			
Are anti-slip strips or rubber mats provided in work areas?			
Are concentrated cleaning products and pesticides labelled and stored away from food areas?			
Are sewing machines and cords in good repair and arranged so as not to create a tripping hazard?			
Are walk in refrigerators/freezers free of water/ice that could cause a slipping hazard and all doors equipped with an internal door opener?			
OTHER			

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Dated _____ , 20 ____ .

Site Representative

Administrator

Custodian

Workplace Safety & Health Rep



**Quarterly Site Inspection
2009-2010
General Form**

School:	Date:	Site Rep:		WS&H Rep:
Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action	
	YES	NO		
BUILDING COMMON AREAS: lobbies, washrooms, hallways, stairways etc				
Do all exit doors work properly?				
Are stairways in good repair?				
Are stairways clear of any material?				
Are under stair areas free from storage?				
Are hallways clear from clutter?				
Are outside walkways & parking lot in good repair?				
In winter are they sufficiently cleared & salted/sanded?				
Fire Protection Equipment and Procedures				
Are fire exits marked?				
Are fire exits free from obstruction? (tables, chairs etc)				
Is all material stored no closer than 18 inches from a sprinkler head?				
Are Fire extinguishers located where they are visible from a distance?				
Are fire extinguishers inspected Quarterlyly?				
Are fire extinguishers inspected monthly?				
Electrical & Mechanical				
Are electrical rooms kept locked?				
Are electrical rooms free from storage?				
Are mechanical/air handling unit rooms kept locked?				



**Quarterly Site Inspection
2009-2010
General Form**

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
Personal Protective Equipment			
Is personal protective equipment available if required? (rubber gloves, safety glasses)			
Hygiene and First Aid			
Are washrooms kept clean?			
Are water fountains kept clean?			
Are food preparation areas (staff rooms etc) kept clean?			
Is there sufficient first aid equipment on site?			
Are there enough qualified First Aiders on staff?			
Are names of first aid qualified persons posted?			
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?			
Environment			
Do windows open easily & stay open according to their design?			
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?			



**Quarterly Site Inspection
2009-2010
General Form**

Inspect for	Meets Safety Guidelines?		Comments/Follow-up Action
	YES	NO	
Workplace Hazardous Materials Information System – WHMIS			
Are WHMIS labels and/or suppliers labels on chemicals in the custodial, science, art and technology and applied arts areas?			
Are MSDS (Manufacturer’s Safety Data Sheets) available and up to date in custodial, science, art and technology and applied arts areas?			
Are there WHMIS 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?			
Other			

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Dated _____ , 20 ____ .

Site Representative

Administrator

Custodian

Workplace Safety & Health Rep