

Location: _____

Date: _____

SCHOOL – H&S MATERIALS POSTED	Yes	No	N/A	Comments
Occupational Health & Safety Act posted				
Board's Safety Policy posted				
Names of Joint Health & Safety Committee Members posted				
Names of School Safety Committee Members posted				
Workplace Safety and Insurance Board In Case of Injury at Work Poster posted				
Harassment & Violence Policy posted				
Minutes of JHSC & Site Committee meetings posted				
Hygienic testing results posted				
MOL orders posted				
Certificates of First Aid Trained Workers posted				
Emergency Exit Signs posted				
Emergency Procedures posted				
Protocols for Biological/Chemical cleanup posted				
Occupancy load posted where required				
LOG-BOOKS	Yes	No	N/A	Comments
Fire System/GFI Log Book up to date				
Well/Water Management Log Book				
Asbestos Log Book				
Material Safety Data Sheets (MSDS) Book				
Board Safety manual				
Salt & Sanding Log Book up to date				
School Sign In Log Book				
Crisis/Lockdown Log Book				
Workplace Hazardous Materials Information System (WHMIS) – training log up to date				
Training logs present (use of equipment, ppe, etc)				
Safety Management/Behavioral Plans				
Accident Reports				
Lockout procedure Manual				
CHEMICAL HAZARDS (General Use)	Yes	No	N/A	Comments
MSDS for locally purchased products				
Material Safety Data Sheets (MSDS) available in work area				
WHMIS Labels on products (locally decanted, commercial)				

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Chemical spill kits present, labelled and training completed				
PHYSICAL HAZARDS (General Areas)	Yes	No	N/A	Comments
Availability & condition of hearing protection				
Availability & condition of eye protection				
Availability & condition of footwear protection				
PPE requirement signs posted				
No Slipping/tripping hazards present				
Furniture & equipment in good repair				
Shelving & racking above 48" secured (locally built)				
No material extending over shelf edge				
Projector screens, Rollup maps secured				
No material & equipment stored 30 cm (18") away from emergency sensors and lights				
No material & equipment stored 60 cm (36") from lowest structural member				
No material & equipment obstructing fire suppression system				
Hallways clear of blockage or obstructions				
Built in ladders secure				
Built-in ladder enclosures present and in good repair (where req'd)				
ELECTRICAL HAZARDS	Yes	No	N/A	Comments
Electrical outlets secure, with no visible signs of damage				
Proper installation of appliances & equipment				
Ground pins present on three wire plugs, IMMEDIATELY REMOVE FROM SERVICE IF GROUND PIN MISSING				
No Electrical, power bars, extension cables frayed or broken				
Proper use of extension cords/power bars (no daisy chaining, extension cord to power bar)				
Electrical panels have one (1) metre clearance				
GFI outlets present where water supply within 6 feet				
Aquariums not in proximity of electrical wiring				
BIOLOGICAL HAZARDS (General)	Yes	No	N/A	Comments
Procedures for cleaning animal cages & tanks posted				
Seal on refrigerator & freezer doors checked (mould free)				
Refrigerator condensation drain pan checked				
Heating system checked for leaking water or steam (mould potential)				
Plants, animal cages, or books not near airflow sources				

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Air filters/vent hoods clean/free of grease				
Biological waste storage containers present and labeled				
Sharps disposal containers present and labelled				
FOOD PREPARATION/KITCHEN AREAS	Yes	No	N/A	Comments
Recent Health Inspection report present				
Food preparation areas clean of contaminants				
Fire suppression system inspection records (commercial kitchens)				
Thermometers installed, in working order and correct temperatures maintained in refrigeration systems				
Chemicals labelled & stored properly (WHMIS)				
Chemicals are not stored with food products				
Knife storage protocols present				
SCIENCE AREA - SPECIFIC	Yes	No	N/A	Comments
Flammables stored in containers with spring loaded cap & flame arrester				
Separate storage for flammables & acids and labelled				
Separate storage for organics and labelled				
Vented storage cabinets vented with fire rated ducting and spark arrestors on fans				
Compressed gas cylinders present, fastened securely & valves closed when not in use				
Compressed gases stored correctly (caps secure)?				
Refrigerators used exclusively for chemical/biological storage				
Chemicals stored according to similarities in chemical properties				
Incompatible chemicals separated & stored apart				
Chemicals labelled properly (WHMIS)				
Decanted or Mixed chemicals stored & labelled properly (WHMIS)				
Fume hoods & exhaust ventilation used appropriately (not used for storage)				
Fume hoods clean, clear of obstructions & functional				
Spill control kit available				
Readily accessible & visibly labeled master shut-offs for water, gas, electricity				
Valves operating properly & free of visible corrosion				
Clearly marked container for broken glass present				
Waste chemical containers present				
Teacher's desk located outside chemical storage/preparation area				
No food or drink for consumption in chemical storage/preparation area				

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Eye wash station present, operating and clear of obstructions				
CSA approved personal protective equipment present (eye protection, gloves, apron, etc)				
Sharps disposal containers present				
TECHNICAL AREA - SPECIFIC	Yes	No	N/A	Comments
Flammables stored in containers with spring loaded cap & flame arrester				
Separate storage for flammables & acids				
Compressed gas cylinders present & fastened securely				
Compressed gases stored correctly				
Compressed gas cylinder valves operating properly & free of visible corrosion				
Lift inspection records presents				
Decanted or Mixed chemicals stored & labelled properly (WHMIS)				
Chemicals labelled properly				
Clearly marked & proper containers for broken glass, flammable & other potentially hazardous waste				
Readily accessible master shut-offs for water, gas & electricity				
Welding booths, paint spray booths using exhaust ventilation				
Paint booth equipment negatively grounded and properly vented				
Spill kit accessible				
Waste chemical containers present and labelled				
High voltage sources clearly labelled				
Eye wash station present, operating and clear of obstructions				
CSA approved personal protective equipment present (eye protection, gloves, apron, etc.)				
Machine guarding present where required				
Machine guards meet standards				
Machine lockout procedures/equipment present and training				
Machine emergency shutoff controls must be easily accessible				
Tools repaired, clean, sharp & properly stored when not in use				
Power tools & other equipment guarded to prevent access to cutting zone or pinch points				
Lifting devices (hoists, A-frames, engine lifts) & stands labelled with their capacity & inspection tag				
Equipment secured to floor				
Operator space marked				

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Training on specific equipment to meet the “competent person” requirement				
Welding Arc Flash Shields/Screen present and in use				
Floors clean and clear of oil spillage or leakage				
Light levels appropriate for the task				
Dust control systems cleaned regularly				
PHYSICAL EDUCATION AREA SPECIFIC				
Exhaust, air exchange ventilation systems clean and free of obstructions				
Equipment storage rooms in order (floor clear, vertical standards stored securely, etc.)				
Equipment inspections current and tagged				
Light covers secured				
Wall dividers, curtains fire rated, testing logs available				
Wall dividers/curtains operation procedures available and training				
Retractable seating functional & inspection logs present				
Gym Floors clean, free from obstructions or slip hazards				
Weight Training equipment inspection tags				
Weight training rooms ventilation system adequate for use				
Appropriate hygienic cleaning supplies available				
Athletic Floor sockets secure				
ERGONOMIC HAZARDS	Yes	No	N/A	Comments
Step ladder or step stool available (Grade 1 or 2 only)				
Roof access hatch counter weighted				
Tasks varied to reduce repetitive motion activities				
Work stations task orientated				
Light levels appropriate for the task				
Mechanical equipment available to assist with material movement				
Equipment checked for excessive vibration				
Ergonomic Chairs with 5 legs present				
Access to Ergonomists				
Anti-fatigue mats available where required				
CUSTODIAN/MAINTENANCE EQUIPMENT	Yes	No	N/A	Comments
Flammables stored in containers with spring loaded cap & flame arrester				
Condition of ladders checked				
Condition of scaffold checked				

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Condition of electrical cords checked				
Wheels on equipment checked				
Condition of snow blowers checked				
Condition of lawn tractors/trimmers checked				
Storage of supplies checked				
Eye wash station present, operating and clear of obstructions				
Charging of electrical batteries performed in designated areas				
EXTERIOR HAZARDS	Yes	No	N/A	Comments
Exterior brick/siding intact				
Sidewalks, driveways, steps intact				
Exterior lighting present				
Exterior sports equipment securely mounted				
Appropriate signage installed (cross-walks between parking lots etc.)				
Walking surfaces clear of obstructions				
Tie-off points present for roof access/activities				
Exterior built-in ladders secure				
Exterior built-in ladder enclosures present and in good repair				
DESIGNATED SUBSTANCES: ASBESTOS, LEAD, MERCURY & SILICA - if any check below	Yes	No	N/A	Comments
Applicable Administrative Procedure & proper work procedures being followed				
Condition and/or use of designated substance checked				
OTHER	Yes	No	N/A	Comments
Means of egress clear of obstructions				
Door openings and the surrounding area clear of obstructions that could interfere with the free operation of the door.				
Fire exits clearly marked				
Confined spaces clearly marked				
Eating facilities meet minimal hygienic standards				
Capacities of elevating devices (elevators) posted				
First Aid Treatment Record & Inspection Schedule up to date				
First Aid Kit readily available as per WSIB regulation 1101				
Eye wash stations present where required (within 10secs unobstructed travel)				
Curtains – fire rated, tested , logs				