

School District No.85 – Worksite Inspection Checklist

Worksite : _____

Date Completed: _____

Please indicate below either “S” for Satisfactory or “U” for unsatisfactory at your site. Any area marked with a “U” must be assigned a Hazard Rating. Use N/A if not applicable. Check W/R to indicate if a Work Request has been issued for this item.

	U/S	HAZARD	W/R		U/S	HAZARD	W/R
EMERGENCY LIGHTING Operative (please test)				STAIRS			
				In good condition			
				Free from trip hazards			
NOISE				Outside stairs have no-slip surfaces			
Signs posted in hearing regulated areas (refer to WSBC Regulations)				CARTS & DOLLIES			
Hearing protection is available (refer to WSBC Regulations)				In good condition			
ELECTRICAL				OUTSIDE WALKWAYS			
Cords, fixtures & plugs are in good condition				Clear of obstructions and in good repair			
EMERGENCY / FIRE / SAFETY				SPECIALIZED AREAS			
Evacuation procedure signs are posted				CHEMICAL STORAGE AREA			
MSDS procedures posted (Custodial)				Shelving is stable			
First Aid Written Procedures posted				All chemicals are labelled and stored as per WHMIS			
Sprinkler heads are clear of obstruction				Provisions and directions are available for spill containment			
Fire extinguishers are secured				Taps are colour coded for hot and cold water if used for first aid purpose			
Fire extinguishers are in place and Inspections up-to-date				Gas valves have stable Lock-outs			
Fire exits signs are posted in hallways				Hazardous Materials Info located and available			
Range hoods and local exhaust systems are operative on stoves				GYMNASIUMS/ PLAYGROUND AREAS			
Kiln should be clear of any flammable materials.				Check for safety concerns			
Kiln should be clear of any flammable materials. Dryer vents are free of lint				SHOPS – Metal – Wood - Automotive			
Emergency Preparedness Bag is accessible and contents intact				Shop Manuals Available & in shop			
Radio is charged, accessible and tested (call Tacan)				Guards in place			
Emergency Flip Chart is posted conspicuously				Ventilation/exhaust systems operable for the use of flammable materials			
				Monthly Hoist checklist inspected			
				Flammable materials stored according to WHMIS			
FIRST AID				Hoists and clips have safety clips that are in good condition			
Access to First Aid Information is Posted on the Health and Safety Board				Compressed gasses are stored securely in an upright position			
Kits are available & Accessible				STORAGE			
				Stacked materials are stable			
Taps are coded for hot and cold in First Aid areas				No loose or heavy materials are stored overhead			
Eyewash stations are accessible and operative or eyewash bottles are refilled monthly				All shelving is securely anchored			
Eyewash check-off list (checked monthly)				Only small quantities of flammable materials are stored in room			
FLOORS				INSPECTED BY SCHOOL REPS FROM:			
Free of trip hazards				VINTA:			
DOORS				MANAGEMENT:			
Exterior doors are free of obstruction and operate properly				CUPE:			
Please note below any other areas / issues not covered in this checklist:				COPIES SENT TO:			
				SITE HEALTH & SAFETY COMMITTEE			
				OPERATIONS MANAGER			
				COPY POSTED TO:			
				WORKSITE HEALTH AND SAFETY BULLETIN BOARD			

HAZARD RATING
“A” HAZARD – MAJOR
 A condition or practice likely to cause permanent disability, loss of life or body, part and/or extensive loss of structure, equipment or material.
“B” HAZARD – SERIOUS
 A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive, but not extensive.
“C” HAZARD – MINOR
 A condition or practice likely to cause minor, non-disabling injury or illness or non-disruptive property damage.
“H” HAZARD – HOUSEKEEPING
 A disorderly or unclear condition or practice likely to contribute to injury or illness, disruption of work or property damage.