



General Workplace Safety & Health Inspection Checklist

Administrative Procedure 8.90A

All Areas <ul style="list-style-type: none"> <input type="checkbox"/> Exits and Exit Routes are kept clear of obstructions. <input type="checkbox"/> Fire Evacuation Route Maps are posted adjacent to the door. <input type="checkbox"/> Extension cords are not used as permanent wiring. <input type="checkbox"/> All Fire Extinguishers are fully charged. <input type="checkbox"/> Electrical outlets must not have any visible damage or be covered with tape. <input type="checkbox"/> Fire separations must not be compromised e.g. ceiling tiles have not been removed. <input type="checkbox"/> Light fixtures must be fitted with proper light covers. 		All Areas <ul style="list-style-type: none"> <input type="checkbox"/> Shelving that exceeds the 4:1 ratio must be secured in place. i.e. a shelf that is 5 feet high and 1 foot wide must be secured whereas a shelf that is 3 feet high and 1 foot wide does not need to be secured. <input type="checkbox"/> Stacked items must not be at risk of falling and must have a 12-14" clearance to the ceiling (18" if near a sprinkler head). <input type="checkbox"/> Carpets/mats are not lifting or have loose seams. 	
Entrances, Exits, Hallways & Storage Rooms	Traditional Classrooms	Main Office	Boiler Room / Custodian Room
<ul style="list-style-type: none"> <input type="checkbox"/> Approaches to stairway, hallways & exits are kept free from ice, snow & obstructions. <input type="checkbox"/> Stairways are equipped with handrails. <input type="checkbox"/> Exit signs are highly visible. <input type="checkbox"/> Panic hardware on all fire exit doors is in working order. <input type="checkbox"/> Stairways, hallways & stairwells are adequately illuminated. 	<ul style="list-style-type: none"> <input type="checkbox"/> Paper on each wall does not exceed 20% of total wall surface. <input type="checkbox"/> Tables, chairs, desks & other equipment are arranged to conform to good safety practices. <input type="checkbox"/> Paper Cutters are not accessible to students without supervision. <input type="checkbox"/> Chemical or Cleaning Products are not accessible to students without supervision. 	<ul style="list-style-type: none"> <input type="checkbox"/> A fully stocked First Aid Kit is located nearby in a highly visible location (First Aid Sign). <input type="checkbox"/> A current comprehensive emergency preparedness plan is available. <input type="checkbox"/> The building fire plan is current, located in a highly visible location and easily accessible to emergency personnel (fire department). <input type="checkbox"/> Office furniture allows the user to work in an 	<ul style="list-style-type: none"> <input type="checkbox"/> The floor must be kept clear of slip & trip hazards. <input type="checkbox"/> Emergency shut-offs, fire pull stations and fire extinguisher locations are highly visible. <input type="checkbox"/> Certificates of annual inspections (e.g. boiler) are visible & current. <input type="checkbox"/> Guards are in place over belts & rotating shafts on any equipment. <input type="checkbox"/> Electrical panel must be accessible at all times with a

<ul style="list-style-type: none"> <input type="checkbox"/> Stair treads, mats, must not present a tripping hazard. <input type="checkbox"/> Paper on hallway walls does not exceed 5% of the total wall surface; all materials must be fastened at all corners and placed on a bulletin board. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ventilation units are clear (no items stacked on top). 	<p>ergonomically correct posture.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Admin. Medication cabinet is locked; sign off sheet current. <input type="checkbox"/> W S &H Bulletin Board is readily accessible & current information is posted. <input type="checkbox"/> Monthly Fire Drill Log is readily available. 	<p>clear space around the front & sides of panels.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hand tools are stored when not in use. <input type="checkbox"/> Personal Protective Equipment is supplied and is in good condition. <input type="checkbox"/> All chemicals are stored and labeled according to standards. <input type="checkbox"/> Eyewash station is located within a ten second walk. <input type="checkbox"/> Storage shelves are firmly constructed to prevent tipping. <input type="checkbox"/> Inspection reports are readily available.
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Industrial Arts / Power Mechanics	Science Classroom	Food Services	Gym
<ul style="list-style-type: none"> <input type="checkbox"/> There is a charged fire extinguisher mounted near the exit. <input type="checkbox"/> Fire separations must not be compromised e.g. no missing ceiling tiles. <input type="checkbox"/> Emergency shut off, fire pull stations and fire extinguisher locations are highly visible. <input type="checkbox"/> Safe work zones around machines must be indicated by yellow paint. <input type="checkbox"/> All machines are equipped with safety guards. <input type="checkbox"/> Hand tools must be stored when not in use. <input type="checkbox"/> All machines must be placarded with caution signs including Safe Work Procedures. <input type="checkbox"/> Extension cords must not be used as permanent wiring. <input type="checkbox"/> All wiring must be in good condition (no fraying, tape, etc.). 	<ul style="list-style-type: none"> <input type="checkbox"/> Emergency equipment including eye wash station, fire blankets, fire pull stations are highly visible (signs posted). <input type="checkbox"/> A chemical fume hood is located in the room (and not used for chemical storage). <input type="checkbox"/> A locked Flammable Cabinet is available for flammable chemicals. <input type="checkbox"/> A Non-Metal Cabinet is available for Acid Storage. <input type="checkbox"/> All chemicals are labeled according to SDS requirements. <input type="checkbox"/> A SDS is available for all WHMIS controlled products. <input type="checkbox"/> All wiring is in good condition (no fraying, tape etc.) <input type="checkbox"/> Personal Protective Equipment is supplied, in good condition when used. <input type="checkbox"/> A safety shower is located in the room if required by SDS for chemicals used in the room. 	<ul style="list-style-type: none"> <input type="checkbox"/> All appliances must be equipped with safety guards. <input type="checkbox"/> Hand power appliances must be stored when not in use. <input type="checkbox"/> Dangerous areas must be placarded with caution signs e.g. Hot Surfaces. <input type="checkbox"/> Emergency shut offs must be unobstructed and clearly identified by a sign. <input type="checkbox"/> Knives are stored safely. <input type="checkbox"/> All major appliances are plugged into CSA approved ground outlets. <input type="checkbox"/> All food is stored in sealed vermin-proof containers. <input type="checkbox"/> All wiring must be in good condition (no fraying, tape etc.) <input type="checkbox"/> A fully stocked first aid kit is located in the room in a highly visible location (sign). 	<ul style="list-style-type: none"> <input type="checkbox"/> Entrances/Exit routes must be unobstructed, no door knobs, protruding handles on gym side of door. <input type="checkbox"/> Meshing on lights secure. <input type="checkbox"/> All wall mounted clocks are caged. <input type="checkbox"/> Floor sockets/plates are covered and flush to the floor. Plates are in good condition. <input type="checkbox"/> All outlets & switches which pose an unreasonable hazard must be padded or flush with wall surface. <input type="checkbox"/> Top and supports on benches; must be free from cracks & splinters. <input type="checkbox"/> Mats; should be free of tears & wearing. <input type="checkbox"/> Ropes, cargo nets & climbing apparatus; ropes & wires in good condition. <input type="checkbox"/> A fully stocked first aid kit is located in the room in a highly visible location (sign).

- All machines must be interlocked to a keyed electrical shut-off.
- Eyewash is located in the room (or within a 10 second walk).
- A fully stocked first aid kit is located in the room in a highly visible location (sign).
- A current MSDS Binder is readily available for all chemicals.
- Air hoses, cables etc. are stored so as to not constitute a tripping hazard.
- Air/ventilation system is functioning.

- A spill control kit and procedures are in place.
- The natural gas line is locked off when it is not in use.
- The natural gas shut-off location is identified with a sign.
- A fully stocked First Aid Kit and Burn Kit are available.

- Kitchen counter surfaces and cutting boards do not have cracks and or chips.
- Air /ventilation system working properly

- Basketball hoop, nets appears to be in good condition.