



OCSB WORKPLACE INSPECTION CHECKLIST- GENERAL SCHOOL/SITE

School:	Worker Representative Inspector (s):
Room (s):	Management Inspector (s):
Date:	Please check the <input type="checkbox"/> Item category for the room inspected

Class A hazards require IMMEDIATE action: It is a condition, practice or hazard that could cause permanent disability, loss of life or body part/or extensive loss of structure, equipment or materials. Examples include: damaged asbestos, vermiculite debris, fire, gas leak, major water leak, no water, no power, no heat, etc.- Contact Planning and Facilities and cc the Health and Safety Specialist.

Class B hazards require action as soon as possible: It is a condition, practice or hazard that could cause serious injury or illness, resulting in temporary disability or disruptive property damage (not extensive) .Examples include: fire hazard, spilled oil, broken glass, broken guardrails, icy areas, etc.-Submit a work order and flag as safety.

Class C hazards are not emergencies but should be eliminated without delay: It is a condition, practice or hazard that could cause a minor non-disabling injury or illness and/or non-disruptive property damage.Examples include: trip hazards, electrical extension cord used as permanent wiring, etc.-In house corrective action, otherwise submit a work order.

Class D hazards are not emergencies: It is a health and safety condition that needs to be included in the budget. Examples include: parking lot resurfacing, window replacement, major walkway repairs, painting, etc.- Principal submits a Budget Request Project Form.

Item	Yes/ No	If No Indicate Hazard Class (A,B,C,D)	Specifics and Actions (e.g. Will initiate a work order request to have floor repaired)
<input type="checkbox"/> General Items			
Visitor's Signing in and out system	Y <input type="checkbox"/> N <input type="checkbox"/>		
Occupational Safety Board posted with: - last three JHSC meeting summaries -First Aid Attendants list - In case of Injury Poster - Employee Incident Report	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Staff are aware of JHSC members and roles	Y <input type="checkbox"/> N <input type="checkbox"/>		
Staff know what to do in the event of a workplace injury	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Electrical Safety			
Power bars connected to main receptacle, not to another extension cord	Y <input type="checkbox"/> N <input type="checkbox"/>		
Electrical equipment grounded/CSA approved	Y <input type="checkbox"/> N <input type="checkbox"/>		
Cords secured under desks or along baseboards	Y <input type="checkbox"/> N <input type="checkbox"/>		
Three wire plugs have the ground pin securely in place	Y <input type="checkbox"/> N <input type="checkbox"/>		
Electrical panels are not obstructed	Y <input type="checkbox"/> N <input type="checkbox"/>		
Cords, fixtures & plugs are in good condition	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> First Aid			
First Aid Attendant clearly posted	Y <input type="checkbox"/> N <input type="checkbox"/>		
First Aid kits/stations orderly and inventories completed	Y <input type="checkbox"/> N <input type="checkbox"/>		
AED battery check	Y <input type="checkbox"/> N <input type="checkbox"/>		



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<input type="checkbox"/> Storage			
Heavy items, e.g. paper, stored on lower and middle shelves of storage cabinets	Y <input type="checkbox"/> N <input type="checkbox"/>		
There is a CSA approved step stool or ladder (CSA 1 or 1a) available to reach the top shelf	Y <input type="checkbox"/> N <input type="checkbox"/>		
All chemicals labelled, e.g. photocopying toner etc...	Y <input type="checkbox"/> N <input type="checkbox"/>		
SDS available for the products	Y <input type="checkbox"/> N <input type="checkbox"/>		
Shelving is stable and secure (in the event of an earthquake)	Y <input type="checkbox"/> N <input type="checkbox"/>		
Items stored on shelves are well organized to minimize falling of loose materials.	Y <input type="checkbox"/> N <input type="checkbox"/>		
TVs or other loose devices secured	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Hallways/Walkways			
Main hallways and foyers are clear of materials or equipment and are at least 1 m (36 in.) wide	Y <input type="checkbox"/> N <input type="checkbox"/>		
Floors are kept dry, clean and free of oil or grease	Y <input type="checkbox"/> N <input type="checkbox"/>		
Wet floors signs available	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Carpet or tiles are in good condition (no loose or lifting carpet or tiles)	Y <input type="checkbox"/> N <input type="checkbox"/>		
Doorways and exits are clear of materials or equipment	Y <input type="checkbox"/> N <input type="checkbox"/>		
Lighting levels and emergency lighting in hallways are adequate	Y <input type="checkbox"/> N <input type="checkbox"/>		
Signs and fixtures are securely fastened to the wall	Y <input type="checkbox"/> N <input type="checkbox"/>		
Handrails secured to the wall	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Fire safety/Emergency			
Less than 20% of the total wall surface area is covered with combustible art/paper materials in a building with sprinklers OR	Y <input type="checkbox"/> N <input type="checkbox"/>		
Less than 50% of the total wall surface area is covered with combustible art/paper in a building with sprinkler	Y <input type="checkbox"/> N <input type="checkbox"/>		
Emergency exits marked and free from obstructions	Y <input type="checkbox"/> N <input type="checkbox"/>		
Fire doors are closed as required	Y <input type="checkbox"/> N <input type="checkbox"/>		
Smoke/fire alarms are in place	Y <input type="checkbox"/> N <input type="checkbox"/>		
Exit doors swing outwards	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Fire extinguishers are clearly marked, secured, inspected with tags	Y <input type="checkbox"/> N <input type="checkbox"/>		
Fire alarm pulls marked, functional and unobstructed	Y <input type="checkbox"/> N <input type="checkbox"/>		
Emergency lighting system functional	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Kitchen areas			
Appliances in good condition	Y <input type="checkbox"/> N <input type="checkbox"/>		
Local exhaust ventilation (where installed) operating with filters and is the underhood area clean	Y <input type="checkbox"/> N <input type="checkbox"/>		
Pot holders/mitts accessible in cooking technology area	Y <input type="checkbox"/> N <input type="checkbox"/>		
Fire extinguisher secured to the wall with an inspection tag indicating visual inspection within the last month	Y <input type="checkbox"/> N <input type="checkbox"/>		
The area around and above stoves or stove hoods kept free from combustible materials	Y <input type="checkbox"/> N <input type="checkbox"/>		
Food is stored in appropriate plastic containers and not left out to attract rodents	Y <input type="checkbox"/> N <input type="checkbox"/>		
Dishes are cleaned regularly	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Garbage is removed daily	Y <input type="checkbox"/> N <input type="checkbox"/>		
Juice/Cans are properly rinsed out for recycling	Y <input type="checkbox"/> N <input type="checkbox"/>		
Knives stored safely in racks or knife blocks	Y <input type="checkbox"/> N <input type="checkbox"/>		
Food preparation and cutting surfaces maintained to prevent contamination	Y <input type="checkbox"/> N <input type="checkbox"/>		
Fridges clean (no old food)	Y <input type="checkbox"/> N <input type="checkbox"/>		
Washer/Dryer well maintained	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Gymnasium			
Storage areas where volleyball net posts, handball nets etc. are stored have suitable restraints to prevent tipping and falling	Y <input type="checkbox"/> N <input type="checkbox"/>		
Gyms have secure guards over any lighting to ensure they cannot be damaged by normal gym activities	Y <input type="checkbox"/> N <input type="checkbox"/>		
Fixtures such as bleachers and basketball backstops securely fastened to the wall	Y <input type="checkbox"/> N <input type="checkbox"/>		
Retractable basketball backstops raised and lowered manually, unless equipped with an electrical system	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Floor sockets for game standards flush with the floor	Y <input type="checkbox"/> N <input type="checkbox"/>		
All fixed equipment, (e.g. ropes, climbing racks and basketball backstops) inspected regularly	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Libraries/Computer Labs/Office area			
Bookshelves situated with clear paths for exit in case of fire	Y <input type="checkbox"/> N <input type="checkbox"/>		
All wall-mounted shelves securely fastened to the wall	Y <input type="checkbox"/> N <input type="checkbox"/>		
Computer cabling and power bars secured to prevent a tripping hazard	Y <input type="checkbox"/> N <input type="checkbox"/>		
Workstations, chairs and tables are in good condition and are organized in a safe fashion	Y <input type="checkbox"/> N <input type="checkbox"/>		
Computer, video or audio workstations utilize but do not piggyback power bars	Y <input type="checkbox"/> N <input type="checkbox"/>		
Network cabling devices are arranged to prevent a tripping hazard	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Custodial Work areas			
Heavier weighted items are stored below shoulder height; chemicals are stored below eye level	Y <input type="checkbox"/> N <input type="checkbox"/>		
Flammable safety cans are stored in the loading area or outside storage areas	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Floors are clear of tripping or electrical hazards and exits are not blocked	Y <input type="checkbox"/> N <input type="checkbox"/>		
A ladder or stepping stool is available and in good working condition	Y <input type="checkbox"/> N <input type="checkbox"/>		
Custodial room is not made available to students/public	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Portables			
The area around and under the portable is well drained with no standing water	Y <input type="checkbox"/> N <input type="checkbox"/>		
The steps, porch and hand rails are in good repair with suitable anti-slip materials on the surfaces if needed	Y <input type="checkbox"/> N <input type="checkbox"/>		
Snow and ice is removed at both doorways and approaches to the doorways	Y <input type="checkbox"/> N <input type="checkbox"/>		
There is adequate interior and exterior lighting	Y <input type="checkbox"/> N <input type="checkbox"/>		
Heating and ventilation units are functioning and grills are clean and clear of books, paper etc.	Y <input type="checkbox"/> N <input type="checkbox"/>		
There is a communication system that links the portable to the main building	Y <input type="checkbox"/> N <input type="checkbox"/>		
Interior in good condition and free from water leaks	Y <input type="checkbox"/> N <input type="checkbox"/>		



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<input type="checkbox"/> Grounds/Public areas			
Outside stair and sidewalks are in good condition and free of tripping hazards (including snow)	Y <input type="checkbox"/> N <input type="checkbox"/>		
Potholes are filled on grounds	Y <input type="checkbox"/> N <input type="checkbox"/>		
External lighting is adequate	Y <input type="checkbox"/> N <input type="checkbox"/>		
Playground and/or playing fields are regularly inspected and maintained	Y <input type="checkbox"/> N <input type="checkbox"/>		
Areas of concealment by shrubs and trees are removed	Y <input type="checkbox"/> N <input type="checkbox"/>		
Parking spots are well marked and walkways are adequately lighted	Y <input type="checkbox"/> N <input type="checkbox"/>		
Speed limit signs are posted and traffic flow is controlled and monitored	Y <input type="checkbox"/> N <input type="checkbox"/>		
Shrubs are cut back away from entrances to minimize attracting rodents	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Shops-Metal/Wood/Auto			
Shop manuals available	Y <input type="checkbox"/> N <input type="checkbox"/>		
Appropriate machine guards in place	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Ventilation/Exhaust systems operable	Y <input type="checkbox"/> N <input type="checkbox"/>		
Yearly hoist inspection completed	Y <input type="checkbox"/> N <input type="checkbox"/>		
Flammable materials stored according to WHMIS Regs	Y <input type="checkbox"/> N <input type="checkbox"/>		
Compressed gases are stored securely	Y <input type="checkbox"/> N <input type="checkbox"/>		
Safety Data Sheets available	Y <input type="checkbox"/> N <input type="checkbox"/>		
Area is orderly	Y <input type="checkbox"/> N <input type="checkbox"/>		
Eye wash stations/ bottles well maintained and checked weekly	Y <input type="checkbox"/> N <input type="checkbox"/>		
Safety glasses, ear plugs and other PPE available	Y <input type="checkbox"/> N <input type="checkbox"/>		
Hearing protection signs posted	Y <input type="checkbox"/> N <input type="checkbox"/>		
<input type="checkbox"/> Science Lab/prep room			
Inter-reactive chemicals (eg. acids, bases, corrosives, oxidizers, flammables, sulfides, cyanides) are stored separately.	Y <input type="checkbox"/> N <input type="checkbox"/>		
Flammable solvents are stored in a flammable solvent cabinet.	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Refrigerators are clearly identified.No food or drinks stored.	Y <input type="checkbox"/> N <input type="checkbox"/>		
Shelves are not crowded	Y <input type="checkbox"/> N <input type="checkbox"/>		
Shelves are secure and strong enough.	Y <input type="checkbox"/> N <input type="checkbox"/>		
Large bottles and those containing hazardous or reactive materials are stored below eye level	Y <input type="checkbox"/> N <input type="checkbox"/>		
The chemical inventory is complete and up-to-date.	Y <input type="checkbox"/> N <input type="checkbox"/>		
All containers are labelled and legible.	Y <input type="checkbox"/> N <input type="checkbox"/>		
A chemical spill kit is available	Y <input type="checkbox"/> N <input type="checkbox"/>		
An eyewash station is available and accessible and tested weekly	Y <input type="checkbox"/> N <input type="checkbox"/>		
A deluge shower is available and accessible.	Y <input type="checkbox"/> N <input type="checkbox"/>		
The deluge shower has been inspected within the last 3 months.	Y <input type="checkbox"/> N <input type="checkbox"/>		
Fume hoods have been inspected within the last year.	Y <input type="checkbox"/> N <input type="checkbox"/>		
Fume hoods are uncluttered.	Y <input type="checkbox"/> N <input type="checkbox"/>		



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Safety shields (for work with flammable or explosive chemicals and glassware subject to heat shock or vacuum) are available.	Y <input type="checkbox"/> N <input type="checkbox"/>		
Suitable personal protective equipment is available.	Y <input type="checkbox"/> N <input type="checkbox"/>		
A suitable fire extinguisher is available and has been inspected within the past month.	Y <input type="checkbox"/> N <input type="checkbox"/>		
Other items			

- Upon completion of this form, notify the “responsible party” of the corrective actions required.
- Conduct a follow up inspection to verify the item has been corrected.
- Report the status to the JHSC and document for record keeping.
- Keep a copy of the inspection in a binder for audits