

**School District 84 (Vancouver Island West) - Site Inspection Checklist – Elementary**

School Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Site-based Inspection Team is to include Management, VIWTU and CUPE representatives (where applicable). Site inspections are to be done in **September** and **January** during the school year. 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.**

I ALL AREAS VENTILATION	U/S	HAZARD	W/O	STAIRS	U/S	HAZARD	W/O
<b>EMERGENCY LIGHTING</b>				In good condition			
Operative (please test)				Free from trip hazard			
<b>CARTS &amp; DOLLIES</b>				Outside stairs have no-slip surfaces			
In good condition				<b>OUTSIDE WALKWAYS</b>			
TV's secured to carts				Clear of obstructions and in good repair			
<b>ELECTRICAL</b>				Sidewalks clear of trip hazard			
Cords, fixtures & plugs are in good condition				Playground equipment inspected			
<b>SAFETY INFORMATION</b>				School grounds inspected			
Emergency procedure signs are posted				<b>LIBRARY/ STORAGE AREA</b>			
Hazardous Materials Binder are visibly available				Shelving is stable			
First Aid Written Procedures posted				Exits not blocked			
Safety Program available				Emergency lighting is in good working order			
<b>FIRE PROTECTION</b>				All powered audio visual tools are in good working order			
Sprinkler heads are clear of obstruction				Workstations, chairs and tables are in good condition and are organized in a safe fashion			
Fire extinguishers are secured							
Fire extinguishers are in place and Inspections up-to-date				<b>III GYMNASIUMS</b>			
Fire exits signs are posted in hallways				Check for safety concerns i.e.: hoops, ropes, floor			
Range hoods and local exhaust systems are operative on stoves in Staffroom				Gym Storage area clean and all equipment is secured in nets, bins, or barrels			
Kiln should be clear of any flammable materials.				<b>STORAGE</b>			
Dryer vents are free of lint				Stacked materials are stable			
No storage in Electrical Room				No loose or heavy materials are stored overhead			
<b>FIRST AID</b>				All shelving is securely anchored			
First Aid Book accessible to all							
Certified attendant available				Only small quantities of flammable materials are stored in rooms			
Kits are available and stocked throughout the school				Storage of band, musical, art equipment is secure & in containers. Walkway clear.			
Taps are coded for hot and cold in First aid areas				Inspected by School Reps from (Please sign below):			
Eyewash stations are accessible and operative or eyewash bottles are refilled monthly				VIWTU:			
Eyewash check-off list?				MANAGEMENT:			
<b>FLOORS</b>				CUPE:			
Free of trip hazards							
<b>DOORS</b>				<b>COPIES SENT TO:</b>			
Exterior doors are free of obstruction				<input type="checkbox"/> CUPE & VIWTU OFFICE			
Operate properly				<input type="checkbox"/> HUMAN RESOURCES ADMINISTRATOR			
<b>Add areas or issues particular to your School below</b>							

**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.

