

INSPECTION CHECKLIST

The Vancouver Island West School District 84 Joint Occupational Health and Safety Committees and Safety Representatives will use this checklist for regular safety inspections. Every aspect of each worksite will be reviewed to identify possible hazards. As this is a generic checklist, site-specific items will be added as necessary for the particular worksite (e.g. storage of chemicals).

NOTE: Please indicate either "S" for Satisfactory or "U" for unsatisfactory. Any area marked with a "U" must be assigned a Hazard Rating. Use N/A if not applicable.

HAZARD RATINGS:

"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.

Worksite: _____

Inspection Date: _____

Floors and Walkways	U/S	Hazard	Work Order
Are aisles clear of materials or equipment?			
Are main aisles at least 1 m (36") wide?			
Are doorways clear of materials or equipment?			
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?			
Are floors clean and free of oil or grease?			
Are floors kept dry?			
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high?			
Stairs, Ladders and Platforms			
Are ladders safe and in good condition?			
Are stair handrails fastened to the wall securely?			
Are stairwells clear of materials and equipment?			
Are stairs and handrails in good condition?			
Are ladders and stairs provided with anti-slip treads?			
Are step ladders or stools available as needed?			
Walls			
Are signs and fixtures securely fastened to the wall?			
Are there any suspicious stains (e.g. mould)?			
Are there any signs of moisture?			
Lighting			
Are lighting levels in work areas adequate?			
Are work areas free of glare or excessive lighting contrast?			
Is task lighting provided in areas of low light or high glare?			
Are windows covered with blinds, drapes, or other means of controlling light?			
Does emergency lighting work?			
Storage			
Are supplies and materials stored properly on shelves?			
Does your storage layout minimize lifting problems?			

	U/S	Hazard	W/O
Are trolleys or dollies available to move heavy items?			
Are floors around shelves clear of rubbish?			
Are racks and shelves in good condition?			
Are filing cabinets in safe locations?			
Are filing cabinets stable when drawers are open?			
Electrical			
Are electrical cords in good repair?			
Is there clear access to electrical panels and switch gear?			
Are electrical cords secured?			
Are proper plugs used?			
Are plugs, sockets, and switches in good condition?			
Are ground fault circuit interrupters available, if required?			
Are portable power tools in good conditions?			
Equipment and Machinery			
Is equipment and machinery kept clean?			
Is the equipment regularly maintained?			
Are operators properly trained?			
Are start/stop switches clearly marked and in easy reach?			
Is machinery adequately guarded?			
Is there enough workspace?			
Are noise levels controlled?			
Are fumes and exhaust controlled?			
Do you have a lockout procedure in place?			
Chairs			
Are chairs in good condition?			
Are chairs properly adjusted?			
Do they provide adequate back support?			
Computers			
Are display screens free of dust?			
Are display screens bright enough with sufficient contrast?			
Are display screens positioned at a comfortable viewing level?			
Is the mouse and keyboard on the same level?			
Does the angle of the keyboard allow worker to work with his/her wrists straight?			
Fire Safety and Security			
Are fire extinguishers clearly marked?			
Are fire extinguishers properly installed on walls?			
Have fire extinguishers been inspected within the last year?			
Are workers trained to use fire extinguishers?			
Are flammable liquids properly stored?			
Will space heaters shut off automatically when tipped over?			
Are emergency phone numbers close to phones?			
Are smoke, fire and burglar alarms in place?			
Earthquake Safety and Protection			
Are emergency procedures and exit routes posted?			
Is there a working PA system in place?			
Entrances and Exits			
Is there safe access for workers and the public?			
Are emergency exits clear of materials or equipment?			
Are emergency exits signs working?			

	U/S	Hazard	W/O		
Are emergency lighting units provided? Are they working?					
First Aid					
Is the first aid kit accessible and clearly labelled?					
Is the first aid kit adequate and complete?					
Is the first aid kit clean and dry?					
Are emergency numbers displayed?					
Are accident report forms readily available?					
Garbage					
Are bins located at suitable points?					
Are bins emptied regularly?					
Hazardous Materials					
Are Material Safety Data Sheets (MSDS) provided for all hazardous materials?					
Are containers clearly labelled?					
Are hazardous materials properly stored?					
Are hazardous materials disposed of properly?					
Have all employees received WHMIS training? (If no, list names.)					
Environment					
Is air quality good?					
Are workers protected from cool drafts or excessive heat?					
Are workers protected from excessive or irritating noise?					
Does there appear to be any ventilation concerns?					
Parking					
Are parking spots and walkways appropriately lit?					
Are parking spots safe?					
Are workers encouraged to use a buddy or escort?					
Is a speed limit posted in the parking lot?					
General Worker Questions					
Do workers know where to go and who to call for first aid assistance?					
Do workers know where to find MSDS's for chemical products?					
Do workers know where to find personal protective equipment (for example, disposable gloves, eye protection)?					
Do workers know how to use personal protective equipment?					
Are there any outstanding OH&S work orders?					
Is OH&S a regular item on staff meeting agendas?					
Are employees aware of the location of the following information in the worksite: <ul style="list-style-type: none"> · OH&S policies in District Policy Manual · Health and Safety Program Binder · WSBC Regulations 					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Inspected by Worker Rep: Inspected by Worker Rep: Inspected by Employer Rep: Inspected by Employer Rep: </td> <td style="width: 50%; vertical-align: top;"> Copies to: <ul style="list-style-type: none"> ○ OH&S Committee or Safety Representative ○ Human Resources Administrator ○ CUPE & VIWTU </td> </tr> </table>				Inspected by Worker Rep: Inspected by Worker Rep: Inspected by Employer Rep: Inspected by Employer Rep:	Copies to: <ul style="list-style-type: none"> ○ OH&S Committee or Safety Representative ○ Human Resources Administrator ○ CUPE & VIWTU
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