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
EMERGENCY LIGHTING			
Operative (please test)			
CARTS & DOLLIES			
In good condition			
TV's secured to carts			
ELECTRICAL			
Cords, fixtures & plugs are in good condition			
SAFETY INFORMATION			
Emergency procedure signs are posted			
Hazardous Materials Binder are visibly available			
First Aid Written Procedures posted			
Safety Program available			
FIRE PROTECTION			
Sprinkler heads are clear of obstruction			
Fire extinguishers are secured			
Fire extinguishers are in place and Inspections up-to-date			
Fire exits signs are posted in hallways			
Range hoods and local exhaust systems are operative on stoves in Staffroom			
Kiln should be clear of any flammable materials.			
Dryer vents are free of lint			
No storage in Electrical Room			
FIRST AID			
First Aid Book accessible to all			
Certified attendant available			
Kits are available and stocked throughout the school			
Taps are coded for hot and cold in First aid areas			
Eyewash stations are accessible and operative or eyewash bottles are refilled monthly			
Eyewash check-off list?			
FLOORS			
Free of trip hazards			
DOORS			
Exterior doors are free of obstruction			
Operate properly			
Add areas or issues particular to your School below			

STAIRS	U/S	HAZARD	W/O
In good condition			
Free from trip hazard			
Outside stairs have no-slip surfaces			
OUTSIDE WALKWAYS			
Clear of obstructions and in good repair			
Sidewalks clear of trip hazard			
Playground equipment inspected			
School grounds inspected			
LIBRARY/ STORAGE AREA			
Shelving is stable			
Exits not blocked			
Emergency lighting is in good working order			
All powered audio visual tools are in good working order			
Workstations, chairs and tables are in good condition and are organized in a safe fashion			
III **GYMNASIUMS**			
Check for safety concerns i.e.: hoops, ropes, floor			
Gym Storage area clean and all equipment is secured in nets, bins, or barrels			
STORAGE			
Stacked materials are stable No loose or heavy materials are stored overhead			
All shelving is securely anchored			
Only small quantities of flammable materials are stored in rooms			
Storage of band, musical, art equipment is secure & in containers. Walkway clear.			

Inspected by School Reps from (Please sign below):

VIWTU:

MANAGEMENT:

CUPE:

COPIES SENT TO:

- ❑ CUPE & VIWTU OFFICE
- ❑ HUMAN RESOURCES ADMINISTRATOR

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.