

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

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.**

ALL AREAS VENTILATION	U/S	HAZARD	W/O	STAIRS	U/S	HAZARD	W/O
EMERGENCY LIGHTING				In good condition			
Operative (please test)				Free from trip hazards			
NOISE				Outside stairs have no-slip surfaces			
Signs posted in hearing regulated areas (refer to WSBC Regulations)				CARTS & DOLLIES			
Hearing protection is available (refer to WSBC Regulations)				In good condition			
ELECTRICAL				OUTSIDE WALKWAYS			
Cords, fixtures & plugs are in good condition				Clear of obstructions and in good repair			
SAFETY INFORMATION				SPECIALIZED AREAS			
Emergency procedure signs are posted				CHEMICAL STORAGE AREA			
MSDS binders are visibly available (Custodial)				Shelving is stable			
First Aid Written Procedures posted				All chemicals are labelled and stored as per district WHMIS and safety manuals (FETCH)			
FIRE PROTECTION				Provisions and directions are available for spill containment			
Sprinkler heads are clear of obstruction				Taps are colour coded for hot and cold water if used for first aid purpose			
Fire extinguishers are secured				Gas valves have stable Lock-outs?			
				Hazardous Materials Binder located and available			
Fire extinguishers are in place and Inspections up-to-date				GYMNASIUMS/ PLAYGROUND AREAS			
Fire exits signs are posted in hallways				Check for safety concerns			
Range hoods and local exhaust systems are operative on stoves				SHOP CLASSROOM			
				Shop Manuals Available & in shop			
Kiln should be clear of any flammable materials.				Guards in place			
Dryer vents are free of lint				Ventilation/exhaust systems operable for the use of flammable materials			
				Monthly Hoist checklist inspected			
FIRST AID				Flammable materials stored according to WHMIS regs.			
Certified attendant available				Hoists and clips have safety clips that are in good condition			
Kits are available and stocked throughout the site				Compressed gasses are stored securely in an upright position			
Taps are coded for hot and cold in First Aid areas				Inspected by School Reps from: VIWTU: MANAGEMENT: CUPE:			
Eyewash stations are accessible and operative or eyewash bottles are refilled monthly							
Eyewash check-off list (checked monthly)							
FLOORS				COPIES SENT TO: SITE HEALTH & SAFETY COMMITTEE or SAFETY REPRESENTATIVE HUMAN RESOURCES ADMINISTRATOR CUPE & VIWTU			
Free of trip hazards							
DOORS							
Exterior doors are free of obstruction							
Operate properly							
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							

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.