

SITE INSPECTION REPORT

Attention OH&S Committee and Safety Reps: Please use this form for your regular safety inspections. The primary focus of each inspection is accident and injury prevention through the maintenance of safe working conditions and the removal of any potential hazards from your workplace. This inspection is taking place in accordance with your worksite's Annual Inspection Plan, so you may not need to use the complete list with each inspection – and you may need to add site-specific items that are not included in this list for your particular worksite. Thank you for doing this important work.

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:** _____

Today's Inspection: *Using your Annual Inspection Plan, list the areas, equipment, work methods/practices to be inspected. Please indicate if this is a spot or special inspection required because of a malfunction, installation of new equipment, change in work process/procedure, or to follow up after an incident or accident.*

	S/U	Hazard	Corrected: Date	Work Order	
				Submitted: Date	Completed: Date
Chairs and Desks/Tables					
Are chairs and desks/tables in good condition?					
Are workers' chairs adjustable?					
Are desks/tables located in a safe fashion to avoid tripping?					
Notes:					
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?					
Notes:					
Earthquake Safety and Protection					
Are emergency procedures and exit routes clearly posted?					
Is there a working PA system in place?					
Are emergency preparedness supplies in place with an inventory list?					
Is there evidence that supplies are checked annually?					
Notes:					
Electrical					
Are electrical cords in good repair?					
Is there clear access to electrical panels and switch gear?					
Are electrical cords secured?					

	S/U	Hazard	Corrected: Date	Work Order	
				Submitted: Date	Completed: Date
Are plugs, sockets, and switches in good condition?					
Are proper plugs used?					
Are ground fault circuit interrupters available, if required?					
Are portable power tools in good condition?					
Notes:					
Entrances and Exits					
Is there safe access for workers and the public?					
Are emergency exits clear of materials or equipment?					
Are emergency exit signs working?					
Are emergency lighting units provided? Are they working?					
Do doors operate properly?					
Notes:					
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?					
Notes:					
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?					
Is there a lockout procedure in place?					
Notes:					
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 security alarms in place?					
Are sprinkler heads clear of obstruction?					
Are range hoods and local exhaust systems operative on stoves in staffroom and classroom(s)?					
Is kiln clear of any flammable materials?					
Are dryer vents free of lint?					
Is Electrical Room free of storage materials?					
Notes:					
First Aid					
Are the first aid written procedures posted?					
Is the first aid kit accessible, clearly labelled and complete?					
Is the First Aid Attendant name(s) posted for employees?					

	S/U	Hazard	Corrected: Date	Work Order	
				Submitted: Date	Completed: Date
Are accident report forms readily available?					
Are emergency numbers displayed?					
Are taps colour-coded for hot and cold if used for first aid purpose?					
Are eyewash stations accessible, bottles refilled monthly and check-off list?					
Notes:					
Garbage					
Are bins located at suitable points?					
Are bins emptied regularly?					
Notes:					
General					
Is there water/sanitation in rest room facilities?					
Lunch room sanitation?					
Are there any outstanding OH&S work orders?					
Is OH&S a regular item on staff meeting agendas?					
Notes:					
Gymnasium					
Are there any safety concerns re hoops, ropes, floor, etc.?					
Is storage area clean and equipment secured in nets, bins or barrels?					
Notes:					
Hazardous Materials including Chemicals					
Are Material Safety Data Sheets (MSDS) provided for all hazardous materials?					
Are chemical containers clearly labelled and stored as per WHMIS program?					
Are hazardous materials and/or flammable liquids properly stored?					
Provisions and directions are available for spill containment?					
Are hazardous materials disposed of properly?					
Have all employees received WHMIS 2015 training? (If unsure, contact District Office) and use PPE when required?					
Notes:					
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?					
Are step ladders or stools available as needed, and certified?					
Notes:					
Musculoskeletal Injury Prevention:					
Are workers doing improper/unnecessary lifting?					
Are workers performing repetitive motions that could cause trauma?					
Are workers reaching/twisting in a manner that could cause injury?					
Are workers pushing/pulling loads that are excessive for them?					
Are work surfaces at an appropriate height for the workers?					
Are workstations adjusted properly to ensure good posture?					
Notes:					

	S/U	Hazard	Corrected: Date	Work Order	
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Outdoors and Parking					
Are stairs and sidewalks in safe and no-slip condition?					
Are guardrails in place and in safe condition?					
Are there any unsafe projecting objects?					
Are there tripping hazards in common areas?					
Is all necessary signage in place?					
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?					
Notes:					
Shop Classroom					
Are shop manuals available and located in the Shop?					
Are all machine guards in place and PPE?					
Are ventilation/exhaust systems operable for using flammable materials?					
Is the hoist checked monthly, using a checklist?					
Do hoists and clips have safety clips in good condition?					
Are compressed gasses stored securely in an upright position?					
Notes:					
Slipping, Tripping and Falling					
Are doorways and aisles clear of materials or equipment?					
Are main aisles at least 1 m (36") wide?					
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile, protruding nails, screws, etc?					
Are floors clean and free of oil or grease?					
Are wet floors posted with adequate caution signs?					
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high?					
Are indoor stairs in safe condition?					
Are ladders certified and in good condition?					
Are there any blind corners that could cause a slip, trip or fall?					
Notes:					
Storage					
All racks and shelving in good condition and securely anchored?					
No loose or heavy materials stored overhead?					
Does your storage layout minimize lifting problems?					
Are carts or dollies available and in good condition to move heavy items?					
Are TVs secured to carts?					
Are floors around shelves clear of rubbish?					
Are filing cabinets stable when drawers are open?					
Notes:					
Vehicles – specify:					
Brakes					
Lights, head, tail, turning					
Tires					
Windows					
Horn					
Seat Belts					
Preventative Maintenance					
Notes:					

