

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

Worksite Name: _____ **Areas Inspected:** _____ **Date:** _____

The worksite Inspection Team is to include both Employer and Worker representatives. A site inspection plan is to be developed by the Team at the beginning of each school year, to schedule enough area inspections (both inside and outside) to be reasonably sure that the worksite is safe. Please indicate below either “S” for Satisfactory, “U” for Unsatisfactory or “NA” for Not Applicable at your site. Any area marked with a “U” must be assigned a Hazard Rating. Any OH&S Work Orders (W/O) to be submitted to Operations asap.

VENTILATION/AIR QUALITY	S/U/NA	HAZARD	W/O	STAIRS	S/U/NA	HAZARD	W/O
Ventilation and air quality – dust or ‘bugs’				In good condition			
EMERGENCY LIGHTING				Free from trip hazards			
Operative (please test)				Outside stairs have no-slip surfaces			
NOISE				CARTS and DOLLIES			
Signs posted in hearing regulated areas: www.worksafebc.com/hearing-loss-prevention				Good condition, not overloaded			
Proper hearing protection is available				WINDOWS			
LADDERS				Taped broken window(s)			
All CSA approved and in good condition							
SAFETY INFORMATION							
Emergency and First Aid procedures posted				All shelving is stable and anchored			
WHMIS – MSDS out of date or unlabeled, controlled products				Provisions and directions are available for spill containment			
Safe work procedures available for all machine equipment				Taps are colour coded for hot and cold water if used for first aid			
FIRE PROTECTION				LOCK-OUT			
Sprinkler heads are clear of obstruction				No name on lock			
Fire extinguishers inspections up-to-date				DOORS			
Fire exits signs are posted				All doors operate properly			
Range hoods and local exhaust systems are operative				Exterior doors free of obstruction			
Fire exit door handles working				PPE/MACHINES/TOOLS			
Phones with no emergency number stickers				Adequate supply of proper PPE			
				Shop manuals available & in shop			
FIRST AID				All guards in place			
Eyewash stations are accessible and Operative or eyewash bottles are refilled monthly and check-off list in place				Vent/exhaust systems operable for use of flammable materials			
				Dust collection system operable			
Certified First Aid Attendant available				Flammable materials stored according to WHMIS regs.			
FA kits available and stocked and first aid book/forms accessible				Industrial equipment bolted or secured as required			
Taps are coded for hot and cold in First Aid areas				Compressed gasses are stored securely in an upright position			
FLOORS				List any other concerns noted during this inspection:			
Free of tripping hazards							
Uneven surface at entrance							
OUTDOOR AREAS				Inspected by Inspection Team Representatives (Name and Signature):			
Exterior of buildings in good condition							
Proper safety signage in place							
No overhead hazards or tripping hazards							
Emergency outdoor lighting in order							
Grounds and driveways safe				EMPLOYER:			
ELECTRICAL							
Cords, fixtures & plugs are in good condition				VIWTU or CUPE:			
Electrical boxes marked, no clutter							
STORAGE				COPIES SENT TO:			
Stacked materials are stable							
No loose or heavy materials are stored overhead							
Materials on uneven surfaces							
Only small quantities of flammable materials are stored in rooms				<input type="checkbox"/> Site OH&S Committee or Safety Representative <input type="checkbox"/> Director of Instruction (Human Resources)			

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.