

Inspection #1 (checkmark <input checked="" type="checkbox"/> if compliant)	Date		School/Site	
Health and Safety Documentation			Comments/Action Plans for non- compliant items	
LSD Health and Safety Program Manual (available to staff)				
School/Site Emergency Plans in place (fire/earthquake)				
WHMIS MSDS Online (instructions posted)				
Required H&S item on Staff bulletin board/area designated				
All staff trained (Start up safety training and safe procedures)				
New Staff Site Specific H&S Orientations (completed)				
Accident/Violent Incident reports (filed in confidential location)				
Site Health & Safety Committee minutes (filed, posted 3 months)				
District Health & Safety Committee minutes (posted 3 months)				
Health and Safety Resources contact information posted				
Asbestos Survey and Inventory available (if applicable)				
Training, IAQ, Working Alone (logs/documents filed)				
Fire Safety (clearances, lights, etc. applicable to all rooms)			Comments/Action Plans for non- compliant items	
Record of fire/earthquake drills complete (from previous year)				
Alarm system tested regularly				
Fire extinguishers inspected in last 12 months				
Fire extinguishers (clear access ,1 m clearance to combustibles)				
Fire pull stations (clear access ,1 m clearance to combustibles)				
Max. 20% of wall surfaces covered with combustible material				
Emergency exit signs illuminated				
Fire-fighting hose outlets unobstructed				
Office Areas			Comments/Action Plans for non- compliant items	
Emergency numbers (posted on phone or in rooms)				
Furniture (sturdy, hazard free, workstations properly set-up, etc.)				
Electrical outlet/ light switch cover plates (in good order)				
Electric cords (in good repair, orderly, hazard free)				
Hallways, Stairs & Other Common Areas			Comments/Action Plans for non- compliant items	
Stair treads (good condition, affixed)				
Ramps (free of slip hazards, anti-slip texture)				
Hand-rails (installed, stable, in good repair)				
Emergency lighting (installed, functional)				
Signage (room #'s, directions to office & visitors)				
Off limits areas (identified, marked/posted, barriers)				
Fire alarms/bells (marked, not tampered with, operational)				
Fire extinguisher (mounted, unobstructed, regularly checked)				

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Washrooms		Comments/Action Plans for non-compliant items	
Electrical outlet/light switch cover plates (in good condition)			
Emergency lighting (installed and functional)			
General Storage Areas		Comments/Action Plans for non-compliant items	
Electrical outlet/lighting switch cover plates (in good condition)			
Equipment (well maintained, hazard-free)			
Shelving (stable, secured, heavy materials on lower shelves)			
Hazardous materials/chemicals (WHMIS labels, stored properly)			
Stored materials (not >6'6" above floor, orderly, hazard-free)			
Electrical Rooms/Closets		Comments/Action Plans for non-compliant items	
Switches labelled/identified			
Storage (no flammables stored)			
Boiler/Furnace/Fan Rooms		Comments/Action Plans for non-compliant items	
Electrical controls identifiable			
Electrical outlet/light switch cover plates (in good condition)			
Electrical cords (in good condition, orderly, hazard-free)			
Emergency numbers (posted on phone or in rooms)			
Compressor belt (guarded, in good condition)			
Storage (not used for storage of equipment, chemicals, etc.)			
Personal Protective Equipment (available and used)			
Emergency eye wash (available if required)			
Fire alarms/bells (marked, no noise damping, operational)			
Fire extinguisher (mounted, unobstructed, regularly checked)			
Grounds (including play areas, parking, walkways)		Comments/Action Plans for non-compliant items	
Guard-rails (installed, sturdy, no sharp corners/snags)			
Driveway chains/gates (good condition, stored to the side)			
Fences (in good repair)			
Playground equipment in good condition			
Surface under playground equipment in good condition			
Gymnasium Locker Rooms & Associated Storage		Comments/Action Plans for non-compliant items	
Electrical/light switch cover plates (in good condition)			
Emergency numbers (posted on phone or in rooms)			
Emergency Lighting (installed and functional)			
Equipment (well maintained, hazard-free, properly stored)			

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Science Labs/Classrooms/Storage Rooms/Art Rooms		Comments/Action Plans for non-compliant items	
Electrical/light switch cover plates (in good condition)			
Electrical cords (in good condition, orderly, hazard-free)			
Chemical storage (orderly, ventilated, separate non-compatibles)			
Chemical waste (disposal procedures, containers)			
Fume-hoods (tested, labelled, not used for chemical storage)			
Flammable liquids (stored in approved cabinet)			
Personal Protective Equipment (available, used)			
Written safe work procedures (available, used)			
Gas valve locked when not in use			
Hazardous materials/chemicals (WHMIS labels, stored properly)			
Restraining lips of storage shelves for chemicals			
Emergency numbers (posted on phone or in rooms)			
Emergency spill kits/equipment (available, procedures written)			
Emergency eye wash & dump shower (available, tested monthly)			
Industrial Education Shops		Comments/Action Plans for non-compliant items	
Electrical/light switch cover plates (in good condition)			
Electrical cords (in good condition, orderly, hazard-free)			
Emergency numbers (posted on phone or in rooms)			
Supply Storage (orderly, hazard-free)			
Flammable liquids (stored in approved cabinet)			
Hazardous materials/chemicals (WHMIS labels, stored properly)			
Emergency spill kits/equipment (available, procedures written)			
Emergency eye wash (available, tested monthly/fluid changed)			
Fire extinguisher (mounted, unobstructed, regularly serviced)			
Labelled/approved containers for oily/solvent rags/cloths			
Dust/fume extractor system operational			
Compressed gas cylinders (secured/valves closed/pressure bled)			
Flash back check valves in place and tested as required			
Fire extinguisher attached to all portable welding carts/equipment			
Personal Protective Equipment (available, used)			
Written safe work procedures (available, used)			
Relevant Lock out procedures (written, available, used)			
Auto-lift monthly checklist for all hoists completed/signed			
Safety/capacity labels on all lifting/support equipment			
Instruction/documentation available			

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Cafeteria/Kitchens			Comments/Action Plans for non-compliant items		
Electrical outlet/light switch cover plates (in good condition)					
Electrical cords (in good condition, orderly, hazard-free)					
Emergency numbers (posted on phone or in rooms)					
Appliances/equipment (well maintained, hazard-free)					
Hazardous materials/chemicals (WHMIS labels, stored properly)					
Emergency lighting (installed and functional)					
Fire alarms/bells (marked, not tampered with, operational)					
Fire extinguisher (mounted, unobstructed, regularly checked)					
Classrooms (including computer rooms and portables)			Comments/Action Plans for non-compliant items		
Access/Egress (unobstructed, marked, door hardware working)					
Electrical/light switch cover plates (in good condition)					
Electrical cords (in good condition, orderly, hazard-free)					
Emergency numbers (posted on phone or in rooms)					
Furniture (sturdy, hazard-free, workstations properly set-up etc.)					
Fire extinguisher (mounted, unobstructed, regularly serviced)					
<20% of wall space covered with combustibles					
Chalkboard cables (in good condition, not sticking)					
Blinds (operational/ in good condition)					

Additional Notes/Comments/Actions

Inspection Team (Name, position)

Signature
