

## General Health and Safety Inspection Checklist

LOCATION:				INSPECTION TEAM:					INSPECTION DATE:					
#	OHS PROGRAM REVIEW WITH ADMINISTRATOR	A	N	N			A	N	N	#		A	N	N
			I	A				I	A				I	A
1	OH&S Policy / Roles/Responsibilities Communicated and Posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21	First aid records all sent to HR department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	42	Combustible materials do not exceed 20% of wall surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	OH&S Administrative Standards/ Tool Kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22	First Aid Training current and adequate No. of trained staff available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>INDOOR ENVIRONMENTAL QUALITY (IEQ)</b>			
3	Hazard Notification Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23	Eyewash stations adequate and maintained				43	Good entrance mats in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Reporting Work Related Injury/Illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24	<b>CHEMICALS/HAZARDOUS MATERIAL</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	44	No visual evidence of mould or water damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Accident/ Incident Investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25	WHMIS/TDG training current for applicable staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	45	Facility free of unpleasant odours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Worksite Hazard Assessments Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26	Current chemical inventory in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	46	Ventilation operational and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Working Alone procedures in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27	MSDS accessible and less than 3 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47	Use of scented products restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>GENERAL SAFETY</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28	WHMIS supplier/worksite labels on all chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	48	Carpets cleaned at least annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Fall protection for elevated work areas > 3m	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29	Chemicals stored by compatibility and at or below eye level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>HAZARD CONTROL</b>			
9	Electrical cords, cover plates good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30	No acid bowl cleaners on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	49	Fume hoods inspected / maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Storage rooms, shelves, cabinets, and equipment etc. secure/clean/good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50	Local exhaust ventilation (e.g. dust collectors) inspected and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Boiler/mechanical/utility rooms kept locked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32	Chemical spill kit on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51	Hoists, lifts, elevators inspected / maintained annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Adequate lighting interior and exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	33	Procedures for blood/body fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	52	Floor cleaning equipment maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Stairways/floors/aisles unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	34	High noise areas identified and measured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	53	Guards and safety devices in place on moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Building free of accumulations of dust, debris or combustible materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	35	No accumulations of hazardous waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	54	Approved respiratory protection on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Walking/standing surfaces free of openings slipping and tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>FIRE PREVENTION</b>				55	Respiratory fit test complete for respirator users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Mechanical/boiler rooms labelled as restricted areas and not used for storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	36	Fire exits unobstructed/clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	56	Approved eye, hearing, hand and skin protection on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Confined spaces identified and labelled (e.g. crawlspaces)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	37	Propane and gasoline storage outside building in approved storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	57	Hearing tests done bi-annually for staff exposed to noise. (e.g. shop and music teachers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>FIRST AID/EMERGENCY PREPAREDNESS</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	38	Flammable / acid materials stored in approved containers/cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	58	Playgrounds inspected annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Emergency preparedness plan current and follows CESD template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	39	No accumulation of combustibles in classrooms / mechanical areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	59	Building exterior and grounds free of hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Staff, Volunteer and School Guest ID being worn by everyone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	40	Fire extinguishers clearly marked, inspected monthly and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<b>OTHER</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	First Aid Kits – adequate No. & maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41	Fire evacuation procedures posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

See attached "Health and Safety Inspection Report" for additional comments and recommendations.

**NOTE:** "A" means Acceptable; "NI" means Needs Improvement; "NA" means Not Applicable or unable to assess during this inspection  
 Additional checklists on other specific areas / operations (e.g. shops, CTS labs, science labs, etc.) are available on request

Created: January 2006  
 Revised: 25 Sept 2013  
 Reviewed:

