

GENERAL FACILITY SAFETY INSPECTION CHECKLIST

Location:					Date:
Subject	Yes	No	N/A	Hazard ABC	Requirements
Record Protection:					All forms current and complete:
					a) Accident record book – only one book located with First Aid Attendant.
					b) General facility inspection form – inspections completed by October 31 st and March 31 st .
					c) Building Evacuation Plan located so all employees are aware.
					d) Safety matters discussed with staff at appropriate intervals.
					e) WCB Inspection orders posted as per regulations.
Walking Surfaces:					a) Aisles and hallways unobstructed and in good condition.
					b) Floors clean, dry and in good repair.
					c) Mats and gratings are in place at entrances.
					d) Check guards/railings for height and strength.
					e) Floor rugs are in place with no loose edges sticking up – tripping hazard.
					f) Stairs and stairways unobstructed and in good condition.

Hazard Classification:

- A - High probability of injury requiring immediate corrective action.**
- B - Conditions and/or activities which expose one to undue risk of injury or disease and should be attended to as soon as possible.**
- C - Low hazards – fix-it items.**

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Sanitation:					a) Waste receptacles in restrooms and lunch areas.
					b) Soap and sanitary towels available.
					c) All areas clean, orderly, sanitary.
					d) Trash removed or in proper container.

Exits:					a) Exit signs are well marked, legible and lighted.
					b) Exits are free, unobstructed and unlocked.
					c) Exit doors swing in outward direction.
					d) Door closures are on all Exit doors.
					e) When Exit doors are open, they do not block other exits or passageways.

Fire Safety & Fire Protection Equipment:					a) Paper on hallway walls should be no more than 20% of wall space.
					b) Fire alarms are adequate, well marked and functional.
					c) Fire extinguishers are properly located, mounted, unobstructed and operational.
					d) Fire extinguishers are inspected monthly for location, damage and discharge.
					e) Extinguishers have tags with inspection dates listed.
					f) Locations of hose outlets are accessible for fire-fighting.
					g) Portable fire extinguishers are adequate for maximum fire suppression needs.
					h) Employees receive training and updating in how and when to use extinguishers.

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Illumination:					a) Lighting is adequate for the type of work being done.
					b) Temporary lights are equipped with guards.
					c) Emergency lighting is available in case of power failure.

Ladders:					a) Good condition – rungs unbroken, rubber footings present.
					b) Defective ladders are tagged until repair or destroyed so that workers and others won't re-use them and be injured by them.

Storage:					a) Storage areas clean and materials properly stacked.
					b) No sharp projections.
					c) Shelving stable and secure.
					d) Adequate space provided for materials stored.
					e) Flammables/solvents properly stored.

Grounds:					a) Walkways unobstructed and in good condition.
					b) Adventure playgrounds in good repair – elementary schools only
					c) Tripping hazards absent.
					d) Outside lighting is functional

Accident Prevention/ Warning Signs:					a) Danger signs and notices are posted near immediate hazards.
					b) Warning signs are posted where potential hazards exist.

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Protective Equipment:					a) Protective equipment is available where required ie., gloves, goggles, face shields, etc.
					b) Approved eye protection / face shields being worn where required – secondary schools.
					c) Approved hearing protection being worn – secondary schools.
					d) Protective equipment clean and sanitary.

First Aid:					a) Designated First Aid Attendant available to promptly administer first aid as required.
					b) First Aid Attendant in complete charge of all first aid.
					c) Employees are aware of location of first aid treatment and reporting mechanism for injuries.
					d) First aid kits properly located and stocked.
					e) Emergency telephone numbers of physicians, ambulances and hospitals are readily available in case of emergency.

Secondary Science Department:					a) WHMIS labeling used throughout.
					b) Emergency spill procedure posted.
					c) Emergency spill kits available.
					d) MSDS available and up to date.
					e) Emergency eye wash facilities available.
					f) Inventory of all hazardous material.
					g) Chemical Storage areas are continuously ventilated – extraction.
					h) Chemical fume cabinets are functioning properly.

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Secondary Arts Department:					a) WHMIS labeling used throughout.
					b) MSDS available and up to date.
					c) Ventilation system functioning.
Secondary Technology Department					a) WHMIS labeling used throughout.
					b) MSDS available and up to date.
					c) Ventilation systems functioning.
					d) Machine guards in place.

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