

Inspection checklist: District Admin. Office

School Name: _____

Inspection completed by: QDTA _____

CUPE _____

Management _____

Date and time: _____

Site-Based Inspection Team is to include Management, QDTA and CUPE representatives. Site inspections are to be done in January and September during the school year. Please indicate either “s” for satisfactory or “u” for unsatisfactory at your site. Any area marked with a “U” must be assigned a Hazard Rating (H). Use N/A if not applicable. Work Order W/O

Copies sent to: District Health and Safety Committee, CUPE Office and QDTA Office

Hazard Rating:

A – Major A condition/practice likely to cause permanent disability, loss of life or body, part and/or extensive loss of structure, equipment or material.

B – Serious A condition/practice likely to cause serious injury/illness, resulting in Temporary disability or property damage that is disruptive, but not extensive.

C – Minor A condition or practice likely to cause minor, non-disabling injury/illness or non disruptive property damage.

D – Housekeeping A disorderly or unclear condition/practice likely to contribute to injury/illness, disruption of work or property damage.

		u/s	H	w/o
#	A. Facilities and equipment			
	Emergency equipment and procedures			
1	Equipment present and working:			
2	• Fire extinguishers are secured and inspections up-to-date			
3	• First aid kits (stocked and available)			
4	• Eye wash stations (eyewash bottles are filled monthly)			

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		u/s	H	w/o
5	• Emergency lighting (please test)			
6	• Alarms			
7	• AED (green light flashing)			
8	• Sprinkler heads are clear of obstruction			
9	• Ventilation			
10	Fire exits signs are posted in hallways			
	Equipment			
11	Range hoods and local exhaust systems are operative on stoves			
	First Aid			
12	First Aid book Accessible to FA attendants/Site based Rep.			
13	Certified attendant available			
14	Taps are coded for hot and cold in First Aid areas			
15	First Aid Drill performed in the last 12 months			
16	First Aid written procedures posted			
	Floors, walkways, and stairways			
17	Well-lit			
18	No blind corners			
19	Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables)			
20	Railings and guardrails in place and secure			
21	Outside stairs have no-slip surfaces			
	Entrances and parking lots			
22	Well-lit			
23	Clear of obstructions			
24	Exterior doors are free of obstruction			
25	Exterior doors operate properly			
26	Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.)			
27	School Exterior and grounds inspected			
	Materials			
28	Stacked materials are stable (interlocked, strapped, or other means of restraint)			
29	Stacked materials are not near ignition sources			
30	Stacked materials do not obstruct sprinkler systems			
31	Containers and storage racks undamaged and appropriate for materials			
32	Shelving is stable			
33	All powered audio-visual tools are in good working order			
34	Workstations, chairs and tables are in good condition and are organized in a safe fashion.			
35	No storage in Electrical room			
	Chemical storage area			
36	All chemicals are labelled and stored as per District WHMIS and safety manuals			
37	MSDS (online) available and less than three years old			
38	Provisions and directions are available for spill containment			
39	Gas Valves have stable Lock-outs?			
40	Hazardous Materials binder (online)			
	Other areas of focus			
	Problems identified in previous inspection(s):			

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		u/s	H	w/o
	Priority areas as defined by the joint committee:			