

Inspection checklist: Elementary

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. Ant 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	Dryer Vents are free of lint			
12	Kiln should be clear of any flammable materials			
13	Range hoods and local exhaust systems are operative on stoves			
	First Aid			
14	First Aid book Accessible to FA attendants/Site based Rep.			
15	Certified attendant available			
16	Taps are coded for hot and cold in First Aid areas			
17	First Aid Drill performed in the last 12 months			
18	First Aid written procedures posted			
	Floors, walkways, and stairways			
19	Well-lit			
20	No blind corners			
21	Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables)			
22	Railings and guardrails in place and secure			
23	Outside stairs have no-slip surfaces			
	Entrances and parking lots			
24	Well-lit			
25	Clear of obstructions			
26	Exterior doors are free of obstruction			
27	Exterior doors operate properly			
28	Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.)			
29	School Exterior and grounds inspected			
	Materials (Library, Storage Area and Computer Lab)			
30	Stacked materials are stable (interlocked, strapped, or other means of restraint)			
31	Stacked materials are not near ignition sources			
32	Stacked materials do not obstruct sprinkler systems			
33	Containers and storage racks undamaged and appropriate for materials			
34	Shelving is stable			
35	All powered audio-visual tools are in good working order			
36	Workstations, chairs and tables are in good condition and are organized in a safe fashion.			
37	All band, musical and art equipment is secure and in containers			
38	No storage in Electrical room			
	Chemical storage area			
39	All chemicals are labelled and stored as per District WHMIS and safety manuals			
40	MSDS (online) available and less than three years old			
41	Provisions and directions are available for spill containment			
42	Gas Valves have stable Lock-outs?			
43	Hazardous Materials binder (online)			

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		u/s	H	w/o
	Gymnasiums			
44	Check for safety concerns i.e.: hoops, ropes, floor			
45	Gym storage area clean and all equipment is secure in nets, bins, barrels			
	Other areas of focus			
	Problems identified in previous inspection(s):			
	Priority areas as defined by the joint committee:			