

**Secondary Checklist --- Please feel free to make as many copies of these pages as you require**

**Main Office**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Safety plan current  | <input type="checkbox"/> Floor tiles undamaged                          | <input type="checkbox"/> Power bars connected directly to outlet |
| <input type="checkbox"/> First aid kit complete   | <input type="checkbox"/> Carpets secure and not worn                    | <input type="checkbox"/> Cords do not cross traffic areas        |
| <input type="checkbox"/> Emergency exits clear  | <input type="checkbox"/> Aisles, doorways unobstructed                  | <input type="checkbox"/> Fully-trained first aid worker named    |
| <input type="checkbox"/> Asbestos plan current  | <input type="checkbox"/> File cabinet drawers do not open into walkways | <input type="checkbox"/> Tall cabinets fastened to the wall      |
| <input type="checkbox"/> Ventilation for photocopiers   | <input type="checkbox"/> Heavy items stored on lower shelves            | <input type="checkbox"/> Fire plan current                       |
| <input type="checkbox"/> Office climate, ventilation  | <input type="checkbox"/> Step stool or ladder available                 | <input type="checkbox"/> Handicap evacuation plan                |
| <input type="checkbox"/> Adequate lighting  | <input type="checkbox"/> Backup power for PA system                     | <input type="checkbox"/> Intruder plan current                   |
| <input type="checkbox"/> Adequate number of receptacles   | <input type="checkbox"/> MSDS binder current                            | <input type="checkbox"/> Raised receptacles in non-traffic areas |
| <input type="checkbox"/> Special Education safety plan for each identified student  |   | <input type="checkbox"/> Combustible Materials                   |
| <input type="checkbox"/> WHMIS training completed with every teacher, department updates completed, staff informed of updates |   |  |
| <input type="checkbox"/> Emergency Preparedness Plan  |   |  |
| <input type="checkbox"/> Defibrillators – <u>replacement of batteries</u>   |   |  |
| <input type="checkbox"/> Other _____  |   |  |

**Health and Safety Bulletin Board**

- H&S bulletin board current and posted with the following items:
- Health and Safety Act and Regulations (Green Book)
  - TLDSB Health and Safety Policy
  - Name and Number of the Site Member
  - Name and Number of the Area Member
  - Area Union Member Name and Number
  - Committee Member Name and Number
  - Names of the trained First Aid staff
  - Minutes of Joint Health and Safety Committee Members
  - Inspection Reports
  - WSIB Poster dealing with Accident Reporting
  - Any Ministry of Labour Orders Issued for the Worksite

**Custodial**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Emergency exits clear                                     | <input type="checkbox"/> Room climate, ventilation                      | <input type="checkbox"/> Eye wash station operable              |
| <input type="checkbox"/> WHMIS labels on chemicals                                 | <input type="checkbox"/> Emergency lighting available                   | <input type="checkbox"/> Hygiene kit for bodily fluids          |
| <input type="checkbox"/> Walkways clear  | <input type="checkbox"/> Adequate lighting                              | <input type="checkbox"/> Electrical panel circuits labelled     |
| <input type="checkbox"/> Air filter replacement schedule                           | <input type="checkbox"/> Ladders in good condition                      | <input type="checkbox"/> First aid fully-trained worker         |
| <input type="checkbox"/> MSDS binder current                                       | <input type="checkbox"/> Lawn mowers, snowblowers in good condition     | <input type="checkbox"/> Gas stored outside the building        |
| <input type="checkbox"/> Storage rooms locked                                      | <input type="checkbox"/> Buffing machines, vacuums in good condition    | <input type="checkbox"/> Caretaker carts in good condition      |
| <input type="checkbox"/> Fire extinguisher current                                 | <input type="checkbox"/> Power tools in good condition                  | <input type="checkbox"/> Boiler room carbon monoxide detector   |
| <input type="checkbox"/> Elevators working   | <input type="checkbox"/> Extension cords in good condition              | <input type="checkbox"/> Rubber gloves in good condition        |
| <input type="checkbox"/> Caretaker closets secure                                  | <input type="checkbox"/> Hearing protection available                   | <input type="checkbox"/> Protective equipment in good condition |
| <input type="checkbox"/> Exterior storage secure                                   | <input type="checkbox"/> Scaffolds, stairs, handrails in good condition | <input type="checkbox"/> Boiler rooms clear of combustibles     |
| <input type="checkbox"/> One (1) metre clearance in front of all electrical panels |   | <input type="checkbox"/> Back-up lighting battery charged       |
| <input type="checkbox"/> Height training completed                                 | <input type="checkbox"/> Back-up for PA system                          | <input type="checkbox"/> Combustible Materials                  |
| <input type="checkbox"/> Other _____   |   |   |

**Specialized Classroom – Gym/Auditorium**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Emergency exits clear   | <input type="checkbox"/> Electrical, PA outlets flush with wall surface  | <input type="checkbox"/> Floor sockets flush with floor    |
| <input type="checkbox"/> Stored equipment secure   | <input type="checkbox"/> Light fixtures, clocks protected from damage    | <input type="checkbox"/> Weight room equipment inspected   |
| <input type="checkbox"/> No tripping hazards   | <input type="checkbox"/> Fixed equipment (backstops) inspected regularly | <input type="checkbox"/> Showers in the office working     |
| <input type="checkbox"/> Equipment in good repair  | <input type="checkbox"/> Manual cranks for backboards work properly      | <input type="checkbox"/> Moveable bleachers inspected      |
| <input type="checkbox"/> Posted occupancy limit  | <input type="checkbox"/> Lighting control panels CSA approved            | <input type="checkbox"/> Electrical equipment CSA approved |
| <input type="checkbox"/> Fixed seats in good condition   | <input type="checkbox"/> Overhead lights have safety chains              | <input type="checkbox"/> All steps in good condition       |
| <input type="checkbox"/> Backstage mezzanine and steps leading to the mezzanine area have secure guardrails and secure handrails |  |  |
| <input type="checkbox"/> Combustible Materials   | <input type="checkbox"/> Other _____                                     |  |

### Specialized Classroom – Technology Shops

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Emergency exits clear   | <input type="checkbox"/> WHMIS labels on chemicals   | <input type="checkbox"/> High voltage sources labelled          |
| <input type="checkbox"/> Stored equipment secure   | <input type="checkbox"/> Storage rooms locked  | <input type="checkbox"/> Electrical panel circuits labelled     |
| <input type="checkbox"/> No tripping hazards   | <input type="checkbox"/> Flammable liquids in approved safety cans   | <input type="checkbox"/> Electrical panel unobstructed          |
| <input type="checkbox"/> Panic Button accessible   | <input type="checkbox"/> Lidded metal container for oily rags  | <input type="checkbox"/> All gas pipes painted yellow           |
| <input type="checkbox"/> Wiring off the floor  | <input type="checkbox"/> Fire blankets properly mounted  | <input type="checkbox"/> Gas cutoff valve identified            |
| <input type="checkbox"/> Exhaust equipment working   | <input type="checkbox"/> Auto parts wash tank away from welder   | <input type="checkbox"/> Grinders fitted with proper eye guards |
| <input type="checkbox"/> Wiring CSA approved   | <input type="checkbox"/> Switches and receptacles enclosed   | <input type="checkbox"/> Paint spray booth ventilation          |
| <input type="checkbox"/> Compressed gas secured  | <input type="checkbox"/> Magnetic switches to prevent accidental restart   | <input type="checkbox"/> Filters in spray booth maintained      |
| <input type="checkbox"/> Fire extinguisher current   | <input type="checkbox"/> Toggle switches shielded  | <input type="checkbox"/> Hoists labelled as to design capacity  |
| <input type="checkbox"/> Heaters unobstructed  | <input type="checkbox"/> Electrical cords in good condition  | <input type="checkbox"/> Hoists inspected                       |
| <input type="checkbox"/> Shelf units secure  | <input type="checkbox"/> Three wire plugs have ground attached   | <input type="checkbox"/> First Aid kit available                |
| <input type="checkbox"/> Tools stored properly   | <input type="checkbox"/> Portable power tools grounded   | <input type="checkbox"/> Dust collectors operating properly     |
| <input type="checkbox"/> Metal lathes free of waste  | <input type="checkbox"/> Waste stock broken in small pieces  | <input type="checkbox"/> Wood saws, planes free of waste        |
| <input type="checkbox"/> Sawdust exhaust works   | <input type="checkbox"/> Welding fumes removed at the source   | <input type="checkbox"/> MSDS sheets available                  |
| <input type="checkbox"/> Eye wash station works  | <input type="checkbox"/> Protective equipment CSA standard   | <input type="checkbox"/> Horizontal band saw secured to floor   |
| <input type="checkbox"/> Band saw blade guarded  | <input type="checkbox"/> Emergency cut-off switches on saws, etc.  | <input type="checkbox"/> Drill press secured to the floor       |
| <input type="checkbox"/> Grinders secured to floor   | <input type="checkbox"/> Drill press lowering mechanism has provision to protect feet from sudden release and drop           | <input type="checkbox"/> Welding goggles/apron available        |
| <input type="checkbox"/> Grinder stones not chipped  | <input type="checkbox"/> Drill press chuck key spring load pop out type or hung on breakable cord                            | <input type="checkbox"/> Pressure regulators operating properly |
| <input type="checkbox"/> Welding equipment inspected   | <input type="checkbox"/> Surface grinder belt/pulley points guarded  | <input type="checkbox"/> Hearing protection for teacher used    |
| <input type="checkbox"/> No cracks in welding hoses  | <input type="checkbox"/> Welding connectors in good condition  | <input type="checkbox"/> No piggy-backed power bars             |
| <input type="checkbox"/> Sheet metal sheers guarded  | <input type="checkbox"/> Solvents stored in metal cabinet  | <input type="checkbox"/> Block and tackle inspected             |
| <input type="checkbox"/> Dust collector connected to sanders, planers, saws and operating properly | <input type="checkbox"/> Floor jacks inspected regularly   | <input type="checkbox"/> Trouble lights Teflon coated           |
| <input type="checkbox"/> Blueprint machine ventilated  | <input type="checkbox"/> Aerosol cans stored properly  |   |
| <input type="checkbox"/> Battery chargers undamaged  | <input type="checkbox"/> Records kept detailing instruction in fire safety, proper use of equipment and emergency procedures |   |
| <input type="checkbox"/> Combustible Materials   | <input type="checkbox"/> Other _____   |   |

### Specialized Classroom – Science Labs

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Emergency exits clear     | <input type="checkbox"/> Tops of cupboards free of heavy objects      | <input type="checkbox"/> Labelled broken glass container     |
| <input type="checkbox"/> WHMIS labels on chemicals | <input type="checkbox"/> Exits clearly identified                     | <input type="checkbox"/> Exit doors swing outwards           |
| <input type="checkbox"/> Eye wash station operable | <input type="checkbox"/> All electrical receptacles covered           | <input type="checkbox"/> Wiring off the floor                |
| <input type="checkbox"/> Fire extinguisher current | <input type="checkbox"/> Master gas shut-off accessible               | <input type="checkbox"/> No tripping hazards                 |
| <input type="checkbox"/> Heaters unobstructed      | <input type="checkbox"/> Protective equipment (goggles) present       | <input type="checkbox"/> MSDS binder current                 |
| <input type="checkbox"/> Ventilation is adequate   | <input type="checkbox"/> Emergency procedure plans                    | <input type="checkbox"/> Emergency lights work properly      |
| <input type="checkbox"/> Heaters unobstructed      | <input type="checkbox"/> Electrical receptacles in good working order | <input type="checkbox"/> Chalk trays have rounded edges      |
| <input type="checkbox"/> Shelf units secure        | <input type="checkbox"/> Ventilation is adequate                      | <input type="checkbox"/> Overhead lights have diffusers      |
| <input type="checkbox"/> Wiring off the floor      | <input type="checkbox"/> Ceiling tiles in place                       | <input type="checkbox"/> Floor tiles in place                |
| <input type="checkbox"/> No tripping hazards       | <input type="checkbox"/> Overhead screens secure                      | <input type="checkbox"/> Heavy items stored on lower shelves |
| <input type="checkbox"/> Stored materials secure   | <input type="checkbox"/> Step stool available to reach high objects   | <input type="checkbox"/> All plugs have ground pins          |
| <input type="checkbox"/> All exits clear           | <input type="checkbox"/> Electrical equipment CSA approved            | <input type="checkbox"/> Extension cords in good condition   |
| <input type="checkbox"/> Windows operate properly  | <input type="checkbox"/> Monitors secured to carts                    | <input type="checkbox"/> Emergency exit signs posted         |
| <input type="checkbox"/> Combustible Materials     | <input type="checkbox"/> Other _____                                  |  |

### Science Storage Rooms

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Waste chemical storage       | <input type="checkbox"/> Flammable chemicals stored in approved cabinet     | <input type="checkbox"/> Up-to-date inventory of chemicals       |
| <input type="checkbox"/> Chemical spill kit available | <input type="checkbox"/> Corrosive chemicals stored in vented metal cabinet | <input type="checkbox"/> All chemicals clearly labelled          |
| <input type="checkbox"/> Chemical containers closed   | <input type="checkbox"/> Emergency lighting in windowless rooms             | <input type="checkbox"/> Stored materials secure                 |
| <input type="checkbox"/> No tripping hazards          | <input type="checkbox"/> Emergency exits clear                              | <input type="checkbox"/> WHMIS labels on chemicals               |
| <input type="checkbox"/> Fire extinguisher current    | <input type="checkbox"/> Storage rooms locked                               | <input type="checkbox"/> Shelf units secure                      |
| <input type="checkbox"/> Exit doors swing outwards    | <input type="checkbox"/> Exits clearly identified                           | <input type="checkbox"/> No tripping hazards                     |
| <input type="checkbox"/> Gas cylinders secured        | <input type="checkbox"/> MSDS binder current                                | <input type="checkbox"/> Ventilation is adequate                 |
| <input type="checkbox"/> Chemicals grouped by anions  | <input type="checkbox"/> Bases separated from acids and reactive chemicals  | <input type="checkbox"/> Large chemical bottles on lower shelves |
| <input type="checkbox"/> No lunches in refrigerators  | <input type="checkbox"/> Reducing agents separated from oxidizing agents    | <input type="checkbox"/> Eye wash station operable               |
| <input type="checkbox"/> Fume hood working properly   | <input type="checkbox"/> All valves free of excessive corrosion             | <input type="checkbox"/> Combustible Materials                   |
| <input type="checkbox"/> Other _____                  |   |  |

### Specialized Classroom – Art Rooms

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Heaters unobstructed           | <input type="checkbox"/> Electrical receptacles in good working order  | <input type="checkbox"/> Chalk trays have rounded edges      |
| <input type="checkbox"/> Shelf units secure             | <input type="checkbox"/> Ventilation is adequate                       | <input type="checkbox"/> Overhead lights have diffusers      |
| <input type="checkbox"/> Wiring off the floor           | <input type="checkbox"/> Ceiling tiles in place                        | <input type="checkbox"/> Floor tiles in place                |
| <input type="checkbox"/> No tripping hazards            | <input type="checkbox"/> Overhead screens secure                       | <input type="checkbox"/> Heavy items stored on lower shelves |
| <input type="checkbox"/> Stored materials secure        | <input type="checkbox"/> Step stool available to reach high objects    | <input type="checkbox"/> All plugs have ground pins          |
| <input type="checkbox"/> All exits clear                | <input type="checkbox"/> Electrical equipment CSA approved             | <input type="checkbox"/> Extension cords in good condition   |
| <input type="checkbox"/> Windows operate properly       | <input type="checkbox"/> Emergency exit signs posted                   | <input type="checkbox"/> Emergency lights work properly      |
| <input type="checkbox"/> Emergency procedure plans      | <input type="checkbox"/> WHMIS labels on chemicals                     | <input type="checkbox"/> MSDS binder current                 |
| <input type="checkbox"/> Eye protection available       | <input type="checkbox"/> Flammable material stored in secure container | <input type="checkbox"/> Kiln located near ventilation       |
| <input type="checkbox"/> Kiln in good repair            | <input type="checkbox"/> Fire extinguisher current                     | <input type="checkbox"/> Eye wash station required operable  |
| <input type="checkbox"/> Heat resistant mitts available | <input type="checkbox"/> Monitors secured to carts                     | <input type="checkbox"/> Combustible Materials               |
| <input type="checkbox"/> Other _____                    |  |  |

### Specialized Classroom – Photography Darkrooms

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Adequate ventilation      | <input type="checkbox"/> Exhaust system located near chemical mix area | <input type="checkbox"/> Chemical stored in non-corrosive cabinet |
| <input type="checkbox"/> WHMIS labels on chemicals | <input type="checkbox"/> Waste containers appropriately labelled       | <input type="checkbox"/> Protective goggles available             |
| <input type="checkbox"/> Acid spill kit available  | <input type="checkbox"/> Eye wash station in working condition         | <input type="checkbox"/> Exits clearly identified                 |
| <input type="checkbox"/> Emergency procedure plans | <input type="checkbox"/> Fire extinguisher current                     | <input type="checkbox"/> No tripping hazards                      |
| <input type="checkbox"/> Combustible Materials     | <input type="checkbox"/> Other _____                                   |   |

### Classrooms

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Heaters unobstructed      | <input type="checkbox"/> Electrical receptacles in good working order | <input type="checkbox"/> Chalk trays have rounded edges         |
| <input type="checkbox"/> Shelf units secure        | <input type="checkbox"/> Ventilation is adequate                      | <input type="checkbox"/> Overhead lights have diffusers         |
| <input type="checkbox"/> Wiring off the floor      | <input type="checkbox"/> Ceiling tiles in place                       | <input type="checkbox"/> Floor tiles in place                   |
| <input type="checkbox"/> No tripping hazards       | <input type="checkbox"/> Overhead screens/maps secure                 | <input type="checkbox"/> Heavy items stored on lower shelves    |
| <input type="checkbox"/> Stored materials secure   | <input type="checkbox"/> Step stool available to reach high objects   | <input type="checkbox"/> All plugs have ground pins             |
| <input type="checkbox"/> All exits clear           | <input type="checkbox"/> Electrical equipment CSA approved            | <input type="checkbox"/> Extension cords in good condition      |
| <input type="checkbox"/> Windows operate properly  | <input type="checkbox"/> Emergency exit signs posted                  | <input type="checkbox"/> Emergency lights work properly         |
| <input type="checkbox"/> Emergency procedure plans | <input type="checkbox"/> Monitors secured to carts                    | <input type="checkbox"/> <b>Ceiling Mounted Data Projectors</b> |
| <input type="checkbox"/> Combustible Materials     | <input type="checkbox"/> Other _____                                  |   |

### Specialized Classroom – Family Studies

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Heaters unobstructed         | <input type="checkbox"/> Electrical receptacles in good working order | <input type="checkbox"/> Chalk trays have rounded edges      |
| <input type="checkbox"/> Shelf units secure           | <input type="checkbox"/> Ventilation is adequate                      | <input type="checkbox"/> Overhead lights have diffusers      |
| <input type="checkbox"/> Wiring off the floor         | <input type="checkbox"/> Ceiling tiles in place                       | <input type="checkbox"/> Floor tiles in place                |
| <input type="checkbox"/> No tripping hazards          | <input type="checkbox"/> Overhead screens secure                      | <input type="checkbox"/> Heavy items stored on lower shelves |
| <input type="checkbox"/> Stored materials secure      | <input type="checkbox"/> Step stool available to reach high objects   | <input type="checkbox"/> All plugs have ground pins          |
| <input type="checkbox"/> All exits clear              | <input type="checkbox"/> Electrical equipment CSA approved            | <input type="checkbox"/> Extension cords in good condition   |
| <input type="checkbox"/> Windows operate properly     | <input type="checkbox"/> Emergency exit signs posted                  | <input type="checkbox"/> Emergency lights work properly      |
| <input type="checkbox"/> Emergency procedure plans    | <input type="checkbox"/> Major appliances in good working condition   | <input type="checkbox"/> Pot holders/mitts available         |
| <input type="checkbox"/> Fire extinguisher current    | <input type="checkbox"/> Minor appliances in good working condition   | <input type="checkbox"/> All containers clearly labelled     |
| <input type="checkbox"/> Knives stored properly       | <input type="checkbox"/> No combustible materials stored over stoves  | <input type="checkbox"/> Food preparation surfaces clean     |
| <input type="checkbox"/> WHMIS labels where necessary | <input type="checkbox"/> Sewing machines in good working condition    | <input type="checkbox"/> Monitors secured to carts           |
| <input type="checkbox"/> Combustible Materials        | <input type="checkbox"/> Other _____                                  |  |

### Cafeteria

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Fire extinguisher current  | <input type="checkbox"/> Workers trained to operate safety equipment | <input type="checkbox"/> Knives stored properly                   |
| <input type="checkbox"/> Fire blanket accessible  | <input type="checkbox"/> Electrical chords in good condition         | <input type="checkbox"/> First aid kit available                  |
| <input type="checkbox"/> Guards on meat slicers   | <input type="checkbox"/> Dishwashers have thermal locking devices    | <input type="checkbox"/> Ground attached to 3-wire plugs          |
| <input type="checkbox"/> Floors clean   | <input type="checkbox"/> Electrical receptacles with cover plates    | <input type="checkbox"/> Deep fryers thermostatically controlled  |
| <input type="checkbox"/> Emergency lighting   | <input type="checkbox"/> Plugs near sinks ground fault type          | <input type="checkbox"/> Microwave door seals clean               |
| <input type="checkbox"/> Concentrated detergents, chemicals and pesticides labelled and stored away from food | <input type="checkbox"/> Other _____                                 | <input type="checkbox"/> Walk-in freezer has internal door opener |
| <input type="checkbox"/> Combustible Materials  |  |   |

### Specialized Classroom – Computer Lab

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Heaters unobstructed      | <input type="checkbox"/> Electrical receptacles in good working order | <input type="checkbox"/> Chalk trays have rounded edges      |
| <input type="checkbox"/> Shelf units secure        | <input type="checkbox"/> Ventilation is adequate                      | <input type="checkbox"/> Overhead lights have diffusers      |
| <input type="checkbox"/> Wiring off the floor      | <input type="checkbox"/> Ceiling tiles in place                       | <input type="checkbox"/> Floor tiles in place                |
| <input type="checkbox"/> No tripping hazards       | <input type="checkbox"/> Overhead screens secure                      | <input type="checkbox"/> Heavy items stored on lower shelves |
| <input type="checkbox"/> Stored materials secure   | <input type="checkbox"/> Step stool available to reach high objects   | <input type="checkbox"/> All plugs have ground pins          |
| <input type="checkbox"/> All exits clear           | <input type="checkbox"/> Electrical equipment CSA approved            | <input type="checkbox"/> Extension cords in good condition   |
| <input type="checkbox"/> Windows operate properly  | <input type="checkbox"/> Emergency exit signs posted                  | <input type="checkbox"/> Emergency lights work properly      |
| <input type="checkbox"/> Emergency procedure plans | <input type="checkbox"/> Computer network cabling off the floor       | <input type="checkbox"/> Back of monitors not exposed        |
| <input type="checkbox"/> Monitors secured to carts | <input type="checkbox"/> Combustible Materials                        | <input type="checkbox"/> Other _____                         |

### Exterior and Public Areas

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> No tripping hazards       | <input type="checkbox"/> Salting, sanding completed | <input type="checkbox"/> Snow shovelled off walks |
| <input type="checkbox"/> Exterior steps clear      | <input type="checkbox"/> Interior floors dry        | <input type="checkbox"/> Mats and carpets secured |
| <input type="checkbox"/> Exterior lighting working | <input type="checkbox"/> Fire doors closed          | <input type="checkbox"/> Combustible Materials    |
| <input type="checkbox"/> Other _____               |   |   |

### Specialized Classroom – Portables

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Heaters unobstructed   | <input type="checkbox"/> Electrical receptacles in good working order      | <input type="checkbox"/> Chalk trays have rounded edges      |
| <input type="checkbox"/> Shelf units secure   | <input type="checkbox"/> Exhaust fan functioning                           | <input type="checkbox"/> Overhead lights have diffusers      |
| <input type="checkbox"/> Wiring off the floor   | <input type="checkbox"/> Ceiling tiles in place                            | <input type="checkbox"/> Floor tiles in place                |
| <input type="checkbox"/> No tripping hazards  | <input type="checkbox"/> Overhead screens/maps secure                      | <input type="checkbox"/> Heavy items stored on lower shelves |
| <input type="checkbox"/> Stored materials secure  | <input type="checkbox"/> Step stool available to reach high objects        | <input type="checkbox"/> All plugs have ground pins          |
| <input type="checkbox"/> All exits clear  | <input type="checkbox"/> Electrical equipment CSA approved                 | <input type="checkbox"/> Extension cords in good condition   |
| <input type="checkbox"/> Windows operate properly                                       | <input type="checkbox"/> Emergency exit signs posted                       | <input type="checkbox"/> Emergency lights work properly      |
| <input type="checkbox"/> Emergency procedure plans                                      | <input type="checkbox"/> Exterior siding, soffits, eaves in good condition | <input type="checkbox"/> No standing water under portable    |
| <input type="checkbox"/> Handrails installed and secure                                 | <input type="checkbox"/> Steps and porch in good repair                    | <input type="checkbox"/> Snow removed from entrance way      |
| <input type="checkbox"/> Electrical meter socket enclosed                               | <input type="checkbox"/> Electrical service mast in good repair            | <input type="checkbox"/> Exterior lighting working           |
| <input type="checkbox"/> Wall panels intact   | <input type="checkbox"/> No exposed fibreglass insulation                  | <input type="checkbox"/> Mould, especially near windows      |
| <input type="checkbox"/> Communication device with the main building operating properly | <input type="checkbox"/> Other _____                                       | <input type="checkbox"/> Monitors secured to carts           |
| <input type="checkbox"/> Combustible Materials  |  |  |

### Public Areas and Storage

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> No tripping hazards            | <input type="checkbox"/> Mats and carpets secured             | <input type="checkbox"/> Shelf units secure           |
| <input type="checkbox"/> Storage rooms locked           | <input type="checkbox"/> Emergency exits clear                | <input type="checkbox"/> Hallways clear               |
| <input type="checkbox"/> Stairways clear                | <input type="checkbox"/> Exit signs work                      | <input type="checkbox"/> Steps in good condition      |
| <input type="checkbox"/> Electrical panels unobstructed | <input type="checkbox"/> Electrical panels correctly labelled | <input type="checkbox"/> Foyers clear                 |
| <input type="checkbox"/> Wet floor signs available      | <input type="checkbox"/> Fire extinguisher current            | <input type="checkbox"/> Fire hoses in good condition |
| <input type="checkbox"/> WHMIS labels where necessary   | <input type="checkbox"/> Overhead lighting working            | <input type="checkbox"/> No idling signs outside      |
| <input type="checkbox"/> No smoking signs               | <input type="checkbox"/> Hand washing signs in washrooms      | <input type="checkbox"/> Combustible Materials        |
| <input type="checkbox"/> Other _____                    |   |   |

### Ergonomics

- Ergonomic issues that should be addressed including, but not limited to, the following:
- Lifting heavy objects
  - Repetitive activities
  - Excessive noise
  - Eye strain
  - Air quality
  - Workstation design
  - Other \_\_\_\_\_

### Staffroom & Workrooms

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Carpets secure and not worn  | <input type="checkbox"/> Power bars connected directly to outlet        | <input type="checkbox"/> Cords do not cross traffic areas        |
| <input type="checkbox"/> Emergency exits clear        | <input type="checkbox"/> File cabinet drawers do not open into walkways | <input type="checkbox"/> Aisles, doorways unobstructed           |
| <input type="checkbox"/> Ventilation for photocopiers | <input type="checkbox"/> Tall cabinets fastened to the wall             | <input type="checkbox"/> Raised receptacles in non-traffic areas |
| <input type="checkbox"/> Office climate, ventilation  | <input type="checkbox"/> Step stool or ladder available                 | <input type="checkbox"/> Adequate number of receptacles          |
| <input type="checkbox"/> Adequate lighting            | <input type="checkbox"/> Major appliances in good working condition     | <input type="checkbox"/> Microwave door seals clean              |
| <input type="checkbox"/> Knives stored properly       | <input type="checkbox"/> No combustible materials stored over stoves    | <input type="checkbox"/> Food preparation surfaces clean         |
| <input type="checkbox"/> No tripping hazards          | <input type="checkbox"/> Extension cords in good condition              | <input type="checkbox"/> Stored materials secure                 |
| <input type="checkbox"/> Shelf units secure           | <input type="checkbox"/> Chalk trays have rounded edges                 | <input type="checkbox"/> Heaters unobstructed                    |
| <input type="checkbox"/> Shelf units secure           | <input type="checkbox"/> Ventilation is adequate                        | <input type="checkbox"/> Overhead lights have diffusers          |
| <input type="checkbox"/> Wiring off the floor         | <input type="checkbox"/> Ceiling tiles in place                         | <input type="checkbox"/> Floor tiles in place                    |
| <input type="checkbox"/> No tripping hazards          | <input type="checkbox"/> Overhead screens/maps secure                   | <input type="checkbox"/> Heavy items stored on lower shelves     |
| <input type="checkbox"/> Stored materials secure      | <input type="checkbox"/> Step stool available to reach high objects     | <input type="checkbox"/> All plugs have ground pins              |
| <input type="checkbox"/> All exits clear              | <input type="checkbox"/> Electrical equipment CSA approved              | <input type="checkbox"/> Extension cords in good condition       |
| <input type="checkbox"/> Windows operate properly     | <input type="checkbox"/> Emergency exit signs posted                    | <input type="checkbox"/> Emergency lights work properly          |
| <input type="checkbox"/> Emergency procedure plans    | <input type="checkbox"/> Minor appliances in good working condition     | <input type="checkbox"/> Combustible Materials                   |
| <input type="checkbox"/> Other _____                  |   |  |

### Specialized Classroom – Music

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Heaters unobstructed   | <input type="checkbox"/> Electrical receptacles in good working order | <input type="checkbox"/> Chalk trays have rounded edges      |
| <input type="checkbox"/> Shelf units secure   | <input type="checkbox"/> Ventilation is adequate                      | <input type="checkbox"/> Overhead lights have diffusers      |
| <input type="checkbox"/> Wiring off the floor   | <input type="checkbox"/> Ceiling tiles in place                       | <input type="checkbox"/> Floor tiles in place                |
| <input type="checkbox"/> No tripping hazards  | <input type="checkbox"/> Overhead screens/maps secure                 | <input type="checkbox"/> Heavy items stored on lower shelves |
| <input type="checkbox"/> Stored materials secure  | <input type="checkbox"/> Step stool available to reach high objects   | <input type="checkbox"/> All plugs have ground pins          |
| <input type="checkbox"/> All exits clear  | <input type="checkbox"/> Electrical equipment CSA approved            | <input type="checkbox"/> Extension cords in good condition   |
| <input type="checkbox"/> Windows operate properly   | <input type="checkbox"/> Emergency exit signs posted                  | <input type="checkbox"/> Emergency lights work properly      |
| <input type="checkbox"/> Emergency procedure plans  | <input type="checkbox"/> Monitors secured to carts                    | <input type="checkbox"/> Noise warning posted                |
| <input type="checkbox"/> Walls, ceiling sound proofed   | <input type="checkbox"/> Music room isolated from other rooms         |  |
| <input type="checkbox"/> Music teacher has been asked the following questions:  |   |  |
| <input type="checkbox"/> Does the music teacher say it is necessary for others to speak very loudly or shout in order to be understood?   |   |  |
| <input type="checkbox"/> Does the teacher say that they have heard hissing, booming or ringing noises in their ears at the end of the workday?  |   |  |
| <input type="checkbox"/> Does the teacher say that the sounds of speech or music seem muffled after leaving work, but that their hearing is fairly clear in the morning when they return to work? |   |  |
| <input type="checkbox"/> Does the teacher say they are unable to hear high-pitched sounds?  |   |  |
| <input type="checkbox"/> Combustible Materials  |   |  |
| <input type="checkbox"/> Other _____  |   |  |

### Full Site Inspection

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> H&S binder current | <input type="checkbox"/> Unresolved H&S issues      | <input type="checkbox"/> Unresolved ergonomic issues |
| <input type="checkbox"/> Seasonal issues    | <input type="checkbox"/> Unresolved building issues |  |
| <input type="checkbox"/> Other _____        |   |  |