

JOINT OCCUPATIONAL HEALTH AND SAFETY WORKPLACE INSPECTION FORM (Secondary)

Inspector (please print): _____
Worksite: (please print): _____
Date of the Inspection: _____

Principal's Signature

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When completed by you, the workplace inspector, and the Principal signs, ensure you keep the original in your records and send a copy to Susan Kirkpatrick at the Lindsay Board office and a copy to the Designated JOHSC Worker Representative (the name of your representative is posted on the Health and Safety Notice Board).

Please see the back of this form for the meaning of the Class column, the Resolved column and a suggested schedule to assist you in conducting your worksite checks.

Item #	Location or Room Number	Hazard Observed	Date mm/dd	Class A/B/C	The Principal or Supervisor Intends to Resolve the Hazard Observed as follows:	Resolved Y/N
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Class A-Imminent Danger or Emergency-Situation which must be controlled immediately. Corrective action will be undertaken immediately. Safe guards to protect workers will be implemented immediately. Warning signage will be put in place.

Class B-Moderate Danger or Regular Maintenance-Situation will be controlled ASAP. Corrective action will be initiated within 2 weeks.

Class C-Low Danger or Building and Property Items-These items will be reported, evaluated and a plan for completion established.

The following schedule is provided to assist you in completing the inspection throughout the year. Ergonomic issues should be assessed during every inspection.

The Secondary School checklist is provided to assist you in recognizing items that require attention in each of the areas, but should not be considered the definitive list of items to check.

Tech and Science Rooms are to be inspected in Semester 1 and during the Annual inspection.

SEP	OCT	NOV	DEC	JAN
Main Office	Caretakers & Cafeteria	Gym and Tech Room ___ Room ___ Room ___ Room ___ Room ___ Shop ___ Shop ___ Shop ___ Shop ___ Shop ___ Shop ___	Science & Art rooms Room ___ Room ___ Room ___ Room ___ Room ___ Lab ___ Lab ___ Lab ___ Lab ___ Lab ___ Lab ___	Classrooms & Work rooms Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___
FEB	MAR	APR	MAY	JUN
Exterior and Portables	Classrooms & Staff room Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___	Public Areas, Exterior, and Storage	Classrooms & Work rooms Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___ Room ___	Unresolved Issues All Class B issues resolved ___ All Class C issues addressed ___

NOTE: All Class A items not resolved within 2 days must be reported directly to your Designated JOHSC Worker Representative.

All Class A items must be addressed immediately as they are discovered, regardless of their location within the worksite.

The worksite Principal/Supervisor is responsible for completing the Resolved (Yes/No) column of the report.

NOTE: All worksite representatives shall be given lieu time for the time spent conducting these inspections. If you are not receiving lieu time please contact your union President.

NOTE: A certified Union member of the Joint Occupational Health and Safety Committee will make arrangements with you to complete a full site inspection.

NOTE: Early in June all unresolved issues from the year's inspections must be reported to your certified Union member of the Joint Occupational Health and Safety Committee.