

School Inspection Checklist

School		Inspection Team Members
Area/Zone		
Date of Inspection		
Time (From/To)		

Please indicate “Y” if the condition is satisfactory and “N” if the condition is deficient with relevant comments. **Serious hazards that present imminent danger must be immediately reported to the principal or respective manager.** Please use this checklist as a guide: it is **NOT** a complete listing of all potential workplace hazards. The findings of this inspection must be discussed at the next OH&S committee meeting.

Items	Y/N	Comments
Floors, Corridors, Exits & Stairs		
Free of slip, trip & fall hazards		
Water-stained ceiling tiles are changed out within 48 hours		
Light fixtures have protective sleeves and they are secure		
Glass in doors is not cracked or broken		
Steps/treads and railings are in good condition		
Floor mats are in good condition and used in entrances		
All entrances and exits are unobstructed		

Items	Y/N	Comments
Electrical panels are closed and locked		
Material Handling		
Carts are available & used to move heavy items		
Carts are in good working condition		
Adequate clearance for safe lifting/handling		
Proper lifting techniques are used to safely lift/move items		
Workplace Hazardous Materials Information System (WHMIS)		
SDS are up-to-date (within the last 3 years)		
SDS are readily available and accessible to workers		
WHMIS products are used, handled & stored properly		
Containers with WHMIS products are labeled properly		
Where applicable eye/face wash station is accessible		
Appropriate staff have received WHMIS training		
Appropriate personal protective equipment is used		
Cleaning equipment & tools are in good working condition		
First Aid		
First Aid kit is readily available & accessible		

Items	Y/N	Comments
Kit is restocked/replenished as required		
Adequate number of staff are trained in First Aid		
Names of First Aid attendants are posted		
Emergency telephone numbers are posted		
Storage & Storerooms		
Aisles/passageway spaces are adequate for movement		
Stacked items are stable & do not exceed maximum height		
Heavy items on shelves are stored at waist height		
Frequently used items are stored at waist-shoulder height		
Shelving units are stable & secure		
Materials are at least 18" from sprinkler heads		
Step stools & ladders are available & in good condition		
Classrooms		
Spacing between columns of desks is not less than 30"		
Spacing between front desks and wall is not less than 30"		
Materials are properly stored; no overhead storage		

Items	Y/N	Comments
Extension cords are only used on a temporary basis		
Electrical outlets are not overloaded		
Windows are routinely opened to improve indoor air quality		
Safety Centre (Information noted below should be posted)		
Approved minutes for the last OH&S committee meeting		
Current OH&S committee membership listing		
Approved terms of reference for the OH&S committee		
Worker's Report of Injury & Hazard Report Forms		
OH&S and RTW Policy Statements		
Poster: In Case of an Injury at Work		
Staff		
Staff knows how to report a work-related injury/illness		
Staff knows how to report an OH&S concern/complaint		
Staff knows how to report a hazardous condition or act		
Staff members are familiar with the OH&S committee		
Staff follows safe work practices and procedures		

Items	Y/N	Comments
Staff operates equipment/machinery in a safe manner		
General Housekeeping		
Wet floors are identified with appropriate signage		
Spills are cleaned up immediately		
No visible signs of water damage or mould		
No unpleasant or unusually strong odours or smells		
Fire & Life Safety		
Fire procedures & evacuation routes are posted		
Fire extinguishers are available & regularly inspected		
Fire system is tested annually & documentation is posted		
Fire drills are conducted on a regular basis (10 per year)		
School Fire Inspection Form is completed daily		
Mechanical, Electrical & Boiler Rooms		
Doors are labeled and locked at all times		
Guards are installed on compressors and rotating shafts		
Floors are clear of water, oil & other slip/trip hazards		

Items	Y/N	Comments
No combustible materials are stored in the electrical room		
Flammable liquids are stored in a proper storage container		
Exterior & Grounds		
Roadways/sidewalks/parking lots are in a safe condition		
Stair treads/risers and hand railings are in good condition		
Snow clearing & ice control are adequate		
Fire hydrants & standpipe systems are accessible		
Lighting during the night is adequate		
Road signs are posted where applicable		
Crosswalks and fire lanes are clearly marked		
Roadway entrances/exits have good lines of sight		
Buses are un/loaded in a safe manner; no pushing		
Playground equipment is in good working condition		
Playground area is free of slip/trip and other hazards		
Access to the roof of the school is restricted		