



School District No. 54 (Bulkley Valley)
Occupational Health & Safety Program

INSPECTIONS

APPENDIX 2

2 Pages

SCHOOL SITE INSPECTION CHECKLIST FORMS (SEPTEMBER & JANUARY)

- Elementary
- Middle & Secondary



SCHOOL DISTRICT NO.54 (BULKLEY VALLEY) - SCHOOL SITE INSPECTION CHECKLIST FORM - Elementary

School Name: _____ Date Completed: _____

Site-based Inspection Team is to include Management, BVTU and CUPE representatives (where applicable)

Site inspections are to be done **once a month during** the school year. Please indicate below either "S" for Satisfactory or "U" for unsatisfactory at your site. Any area marked with a "U" must be assigned a Hazard Rating. Use N/A if not applicable.

AREA(S):	U/S	HAZARD	W/O	STAIRS	U/S	HAZARD	W/O
CARTS & DOLLIES				In good condition			
In good condition				Free from trip hazard			
TV's secured to carts				Outside stairs have no-slip surfaces			
ELECTRICAL				OUTSIDE WALKWAYS			
Cords, fixtures & plugs are in good condition				Clear of obstructions and in good repair			
SAFETY INFORMATION				Sidewalks clear of trip hazard			
Emergency procedure signs are posted				Playground equipment inspected			
SDS binders are visibly available				School grounds inspected			
First Aid Written Procedures posted				LIBRARY/ STORAGE AREA			
Safety Program available				Shelving is stable			
FIRE PROTECTION				Exits not blocked			
Sprinkler heads are clear of obstruction				Emergency lighting is in good working order			
Fire extinguishers are secured				All powered audio visual tools are in good working order			
Fire extinguishers are in place and Inspections up-to-date				Workstations, chairs and tables are in good condition and are organized in a safe fashion			
Fire exits signs are posted in hallways							
Range hoods and local exhaust systems are operative on stoves in Staffroom				III GYMNASIUMS			
Kiln should be clear of any flammable materials.				Check for safety concerns i.e.: hoops, ropes, floor			
Dryer vents are free of lint				Gym Storage area clean and all equipment is secured in nets, bins, or barrels			
				STORAGE			
FIRST AID				Stacked materials are stable			
First Aid Book accessible to all				No loose or heavy materials are stored overhead			
Certified attendant available				All shelving is securely anchored			
Kits are available and stocked throughout the school							
Taps are coded for hot and cold in First aid areas				Only small quantities of flammable materials are stored in rooms			
Eyewash stations are accessible and operative or eyewash bottles are refilled monthly				Storage of band, musical, art equipment is secure & in containers. Walkway clear.			
Eyewash check-off list?				Inspected by School Reps from:			
FLOORS							
Free of trip hazards				<input type="checkbox"/> BVTU:			
DOORS				<input type="checkbox"/> MANAGEMENT:			
Exterior doors are free of obstruction				<input type="checkbox"/> CUPE:			
Operate properly							
Add areas or issues particular to your School below				COPIES SENT TO:			
				<input type="checkbox"/> SITE HEALTH & SAFETY COMMITTEE			
				<input type="checkbox"/> DISTRICT HEALTH & SAFETY MANAGER			
				<input type="checkbox"/> BVTU			
				<input type="checkbox"/> CUPE			

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

"B" HAZARD – SERIOUS
 A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive, but not extensive.

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

"H" HAZARD – HOUSEKEEPING
 A disorderly or unclear condition or practice likely to contribute to injury or illness, disruption of work or property damage.

W/O = Work Order. Work order can be assigned to an employee on site or marked down as "OTRS" to be documented for work orders to the maintenance department.



SCHOOL DISTRICT NO.54 (BULKLEY VALLEY) - SCHOOL SITE INSPECTION CHECKLIST – Middle & Secondary



School Name: _____ Date Completed: _____

Site-based Inspection Team is to include Management, BVTU and CUPE representatives (where applicable)
 Site inspections are to be done once a month during the school year. Please indicate below either "S" for Satisfactory or "U"
 for unsatisfactory at your site. Any area marked with a "U" must be assigned a Hazard Rating. Use N/A if not applicable.

AREA(S):							
	U/S	HAZARD	W/O	STAIRS	U/S	HAZARD	W/O
NOISE				Outside stairs have no-slip surfaces			
Signs posted in hearing regulated areas (refer to WCB Regulations)				CARTS & DOLLIES			
Hearing protection is available (refer to WCB Regulations)				In good condition			
ELECTRICAL				OUTSIDE WALKWAYS			
Cords, fixtures & plugs are in good condition				Clear of obstructions and in good repair			
SAFETY INFORMATION				SPECIALIZED AREAS			
Emergency procedure signs are posted				CHEMICAL STORAGE AREA			
SDS binders are visibly available				Shelving is stable			
First Aid Written Procedures posted				All chemicals are labelled and stored as per district WHMIS and safety manuals (FETCH)			
FIRE PROTECTION				Provisions and directions are available for spill containment			
Sprinkler heads are clear of obstruction				Taps are colour coded for hot and cold water if used for first aid purpose			
Fire extinguishers are secured				Gas valves have stable Lock-outs?			
Fire extinguishers are in place and Inspections up-to-date				GYMNASIUMS/ PLAYGROUND AREAS			
Fire exits signs are posted in hallways				Check for safety concerns			
Range hoods and local exhaust systems are operative on stoves				SHOPS – Metal – Wood - Automotive			
Kiln should be clear of any flammable materials.				Shop Manuals Available & in shop			
Dryer vents are free of lint				Guards in place			
				Ventilation/exhaust systems operable for the use of flammable materials			
				Monthly Hoist checklist inspected			
FIRST AID				Flammable materials stored according to WHMIS regs.			
Certified attendant available				Hoists and clips have safety clips that are in good condition			
Kits are available and stocked throughout the site				Compressed gasses are stored securely in an upright position			
Taps are coded for hot and cold in First Aid areas				Inspected by School Reps from: <input type="checkbox"/> BVTU: <input type="checkbox"/> MANAGEMENT: <input type="checkbox"/> CUPE:			
Eyewash stations are accessible and operative or eyewash bottles are refilled monthly							
Eyewash check-off list (checked monthly)							
FLOORS				COPIES SENT TO: <input type="checkbox"/> SITE HEALTH & SAFETY COMMITTEE <input type="checkbox"/> DISTRICT HEALTH & SAFETY MANAGER <input type="checkbox"/> BVTU <input type="checkbox"/> CUPE			
Free of trip hazards							
DOORS							
Exterior doors are free of obstruction							
Operate properly							
STORAGE							
Stacked materials are stable							
No loose or heavy materials are stored overhead							
All shelving is securely anchored							
Small quantities of flammable materials are stored in rooms							

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