

Workplace Safety and Health School Inspection Checklists

GENERAL BUILDING CHECKLIST

ENTRANCES	YES	NO	N/A	NOTES
1. Is the entrance well lit?				
2. Are floor mats provided on the inside of all entrances?				
3. Are floor mats maintained in such a manner as to prevent tripping?				
4. Are steps in good condition with no broken or loose steps?				
5. Are handrails installed and are they firmly attached?				
6. Is there a sign directing all visitors to sign in at the office when entering the school?				
HALLWAYS	YES	NO	N/A	NOTES
1. Are hallways and entrances to rooms well lit?				
2. Are hallways clean and free of loose paper and debris that could create a tripping hazard?				
3. Are halls free of tripping hazards (cords, book bags, boxes, etc.) that could create a tripping hazard?				
4. Are the flooring materials in good condition? No lost or broken tiles, carpets not torn or bunched up?				
5. Are lockers, display cases, and their items securely mounted to the wall or floors?				
6. Are heat registers and other devices properly maintained to prevent tripping or catching of clothing?				
7. Are fire doors able to close properly? Are they free of wedges to keep them open? (includes classroom doors)				
8. Are fire extinguishers and fire alarm pull boxes properly identified, accessible, and securely mounted?				
9. Do custodians use warning signs when mopping, stripping, and washing floors to warn others of potential slip hazards?				

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STAIRS AND STAIRWAYS	YES	NO	N/A	NOTES
1. Are stairs and stairways well lit?				
2. Are stairs free of clutter and trash that could create a slip/trip/fall condition?				
3. Are the stairs in good condition with no broken steps or damaged/worn runners?				
4. For exterior steps, are they covered with a non-slip coating or tread to prevent slips during wet or inclement weather?				
5. Are handrails installed securely and in good condition?				
6. For stairs and stair landings greater than 4 feet in height, is a guardrail system in place? A guardrail consists of a top rail, mid-rail, and toe board to prevent falls from heights.				
EXITS	YES	NO	N/A	NOTES
1. Are exits properly marked?				
2. Do all exit doors open outwards with the path of egress?				
3. Are exit doors free of chains or padlocks when employees and/or children are in the building? (Chaining or padlocking an emergency exit door with employees or children in the school is a fire code violation.)				
4. Do all exit doors open freely and provide an unobstructed path to an outside public area?				
5. Are exit paths marked and maintained free of debris and other items that can block the exit? (There must be a minimum width of 22 inches for all exit paths and doors.)				
OFFICE AREAS	YES	NO	N/A	NOTES
1. Are desks and chairs appropriate for the type of work being performed?				
2. Are electrical cords covered or secured to prevent a tripping hazard?				
3. Are file cabinets and desk drawers kept shut when not in use?				
4. Are file cabinets, shelves, partitions properly secured and free of loose items lying on top of them?				

GENERAL BUILDING CHECKLIST

CLASSROOMS	YES	NO	N/A	NOTES
1. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?				
2. Are floors free from cords, toys, books and other trip hazards?				
3. Are chairs, seats, and desks in good repair?				
4. Are windows free of breaks and cracks?				
5. Are closets and storage rooms clean and orderly?				
6. Is the room neat and clean (trash removed, no evidence of water intrusion, etc.)?				
RESTROOMS	YES	NO	N/A	NOTES
1. Are floors clean and dry to prevent slips and falls?				
2. Are commodes, urinals, and sinks secured firmly to the wall or floor as designed?				
3. Is the restroom well lit?				
4. Are the restrooms clean and sanitary?				
GYMNASIUMS	YES	NO	N/A	NOTES
1. Are the bleachers in good condition and provided with guardrails if greater than four feet from the ground in elevation?				
2. Are lights protected from glass breakage?				
3. Is the floor in good condition?				
4. Are all exits properly marked and maintained?				
5. Are there mats behind the basketball goals and in other areas where students can run into or fall from heights (ropes, balance beams, parallel bars, etc.)?				
6. Are locker rooms and shower facilities kept clean and free of standing water?				

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AUDITORIUMS	YES	NO	N/A	NOTES
1. Are fixed seats firmly secured to the floor?				
2. Are aisles and walkways free of trip hazards?				
3. Are the stairs leading to the stage provided with a handrail?				
4. Are backstage areas lighted sufficiently to prevent slips and falls?				
5. Is housekeeping satisfactory?				
CUSTODIAN/JANITOR CLOSETS	YES	NO	N/A	NOTES
1. Are the doors shut and locked when not in use?				
2. Are all chemical containers clearly labelled as per GHS?				
3. Are items sorted in a neat and orderly fashion?				
4. Are extension cords and power cords on equipment in good repair?				
BOILER AND MECHANICAL ROOMS	YES	NO	N/A	NOTES
1. Are the doors shut and locked when not in use?				
2. Are all chemical containers clearly labelled as per GHS?				
3. Is the room clean and orderly and not used for storage of non-essential materials and items (holiday decorations, spare or old books, etc.)?				
4. Are the floors free of standing water or liquids?				
5. Are electrical panels and breaker boxes clear of obstructions?				
4. Do electrical junction boxes, switches and receptacles have proper covers in place?				

GENERAL BUILDING CHECKLIST

LABORATORIES AND SCIENCE ROOMS	YES	NO	N/A	NOTES
1. Do storage rooms have locks?				
2. Is there a sufficient number of fire extinguishers?				
3. Are there approved fire blankets?				
4. Is there an operable safety shower?				
5. Is there an operable eyewash station?				
6. Eye, face and body protection:				
a. safety glasses				
b. safety chemical goggles				
c. plastic face shields				
d. demonstration safety shields				
e. rubber gloves				
f. rubber, plastic or cloth aprons				
g. heat resistant gloves (pairs)				
h. lab coats				
7. Are compressed gas cylinders properly secured and protected?				
8. Are waste disposal facilities adequate?				
9. Are there securable storage spaces for chemicals?				
10. Are operable fume hoods provided?				
11. Is there a master cut-off for gas in the laboratory?				

GENERAL BUILDING CHECKLIST

LABORATORIES AND SCIENCE ROOMS (continued)	YES	NO	N/A	NOTES
12. Is there a master cut-off for electricity in the laboratory?				
13. Do you perform your chemical audit at least annually?				
14. Do you dispose of your unwanted chemicals as per recommended methods?				
15. Have you disposed of all unlabelled chemicals safely?				
16. Are all Safety Data Sheets (SDSs) available and up-to-date?				
TECHNOLOGY/VOCATIONAL AREAS/GENERAL FOR SHOPS	YES	NO	N/A	NOTES
1. Are all chemicals and controlled products clearly labelled (GHS)?				
2. Are all GHS controlled products inventoried and the SDS for each chemical readily available to workers?				
3. Are all decanted products identified with an appropriate label?				
4. Are shelving and storage racks stable, with heavier items stored between knee and shoulder height?				
5. Are all items stored so as not to present a tripping hazard?				
6. Are there clear pathways between machinery, electrical panels and to the exit doors?				
7. Is the shop generally neat and orderly?				
8. Are all electrical cords and cables arranged so as not to present a tripping hazard?				
9. Are extension cords used for temporary connections only?				
10. Is defective equipment tagged and removed from service?				
11. Are emergency shut-offs clearly visible and readily accessible?				
12. Are all workers aware of lock out procedures to de-energize equipment during repairs?				
13. Are all ladders in good repair?				

GENERAL BUILDING CHECKLIST

TECHNOLOGY/VOCATIONAL AREAS/GENERAL FOR SHOPS (continued)	YES	NO	N/A	NOTES
14. Do all elevated mezzanines have guardrails and steps have handrails?				
15. Are First Aid stations clearly posted with highly visible signage?				
16. Do fire extinguishers and eyewash stations have highly visible signage?				
17. Are fire exit and route signs highly visible?				
19. Are powered hand tools equipped with undamaged cords and plugs?				
18. Is all major equipment equipped with shielded or recessed power switches to prevent an accidental start?				
19. Are all guards in place and operational?				
20. Are Safe Work Procedures posted at each location housing major equipment?				
WELDING EQUIPMENT	YES	NO	N/A	NOTES
1. Is ventilation available to draw fumes away from the operator?				
2. Are all compressed gas cylinders (whether empty or full) secure?				
3. Is all appropriate Personal Protective Equipment (PPE) such as welding goggles and aprons available?				
4. Do oxyacetalene tanks have reverse gas flow devices on all hoses, and are all hoses in good condition with no cracks?				
5. Is there a metal receptacle bucket located adjacent to the welding area?				
6. Are fire extinguishers accessible, mounted properly, and inspection tagged?				
7. Are ULC approved flammable liquid storage cabinets being used to store flammable or combustible materials?				
8. Are flash curtains available for use around arc welding areas?				

GENERAL BUILDING CHECKLIST

NOTE: Check with Instructor regarding special procedures for spray booths and isocyanate paints.

WOODWORKING SHOPS/CONSTRUCTION	YES	NO	N/A	NOTES
1. Is PPE being used when there is risk of an injury?				
2. Are floor areas kept clear of tripping hazards?				
3. Are eye wash stations accessible and flushed at least monthly?				
4. Are wood products stored in a safe manner?				
5. Is the dust collector system operating well and maintained on a regular basis?				
6. Is all machinery securely fastened to the floor or work bench?				
7. Is all machinery securely fastened to the floor or work bench?				
8. Are all electrical cords in good condition and not crossing traffic areas?				
9. Are lock out procedures adhered to when maintenance work is done?				
WOODWORKING SHOPS/CONSTRUCTION	YES	NO	N/A	NOTES
1. Is the local exhaust ventilation sufficient to remove odours of solvents and non-latex paints?				
2. Are chemical resistant gloves provided for cleaning up solvents?				
3. Are chemicals labelled appropriately with GHS supplier labels (or workplace labels if decanted)?				
4. Is SDS information readily available, and are Safe Work Procedures posted regarding the use, handling, and storage of chemicals and disposal of waste?				
5. Are eye wash stations accessible and flushed at least monthly?				
6. Is Personal Protective Equipment provided?				
7. Are fire extinguishers accessible, mounted properly, and inspection tagged?				

GENERAL BUILDING CHECKLIST

HOME ECONOMICS/CAFETERIAS	YES	NO	N/A	NOTES
1. Is the local exhaust ventilation system kept clean?				
2. Are fire extinguishers accessible, mounted properly, and inspection tagged?				
3. Are exhaust fans and hoods clean?				
4. Are the areas around stoves kept clear of combustible materials?				
5. Are all containers clearly labelled?				
6. Are knives stored in racks or knife blocks?				
7. Are cutting surfaces maintained to prevent contamination?				
8. Do all large mixers, meat slicers, shredders, etc. have guards in place?				
9. Are Safe Work Procedures posted for the use and clean-up of food processing equipment (including lock-out requirements during maintenance)?				
10. Are floors kept clear of water, grease, etc.?				
11. Are anti-slip strips or rubber mats provided in work areas?				
12. Are concentrated cleaning products and pesticides labelled and stored away from food areas?				
13. Are sewing machines and cords in good repair and arranged so as not to create a tripping hazard?				
14. Are walk-in refrigerators and freezers free of water or ice that could cause a slipping hazard, and are they equipped with an internal door opener?				
15. Are the general facilities clean and sanitary?				

GENERAL BUILDING CHECKLIST

NOTE: These lists are to be used when renovations or construction is happening either inside or outside the school building.

EXTERIOR	YES	NO	N/A	NOTES
1. Are areas under construction adequately fenced to keep unauthorized persons off the site?				
2. Are exit doors leading into construction areas clearly marked indicating that the use of these doors is prohibited?				
3. Are adequate exit doors available and are fire plans changed where necessary?				
4. Are provisions made to ensure parking lots and drop off areas are safe?				
5. Are all temporary walkways and passages well-marked, adequately lit, and organized to minimize the risk of a slip or fall injury?				
6. Have construction workers been informed about expected conduct on site and protocol required when entering the school?				
7. Are all construction materials properly stored and secure?				
8. Are precautions taken to ensure personal safety upon the arrival and departure of construction equipment?				
INTERIOR	YES	NO	N/A	NOTES
1. Are all construction areas secured or blocked off to ensure that unauthorized persons do not enter?				
2. Are all hallways and common areas clear of tripping hazards, especially electrical cords?				
3. Are control measures in place for all noise, dust, and fume issues?				
4. Are all construction workers maintaining a safe work environment and following all WSH Regulations?				