Workplace Safety and Health School Inspection Checklists

**GENERAL BUILDING CHECKLIST**

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| **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? |  |  |  |  |

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| **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? |  |  |  |  |

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| **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? |  |  |  |  |

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| **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? |  |  |  |  |

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| **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? |  |  |  |  |

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

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| **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? |  |  |  |  |

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| **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? |  |  |  |  |

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

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| **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? |  |  |  |  |