



HEALTH AND SAFETY

INSPECTION GUIDE

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1. **Inspection of a Classroom**

1.1 **Housekeeping**

- Floors clear of tripping hazards.
- Extension cords elevated or fastened to prevent tripping.
- Clear routes are available to the exit from all parts of the room.
- Floor surface itself is in good repair (include area rugs).

1.2 **Materials**

- Equipment stored in a manner that prevents tripping and falling or excessive climbing.
- Heavy items stored on lower shelves.
- Shelves or shelving units firmly secured to the wall.
- No materials suspended from light fixtures.

1.3 **Equipment**

- Suitable equipment available for reaching high objects (a small step ladder).
- Ground pins are present on three wire electrical plugs.
- CSA or Hydro approved labels are on all electrical equipment.
- No evidence of frayed or broken electrical wires (caps over end, exposed wires visible).
- Windows open according to their design.
- All equipment located in the room includes safeguards.

1.4 **Emergency Systems**

- Emergency exit signs are posted and in working order.
- Emergency fire exit routes are posted.
- Emergency lighting is provided and functional.

1.5 **Windows**

- Windows should not be difficult to open or close.
- No presence of leaks.
- Review window deflectors are not cracked or missing.
- Screens provided and correctly in place.

1.6 **Ceilings**

- Tiles loose or falling.
- Fluorescent light fixtures have protective covers.

1.7 **Floors**

- Broken or missing tiles.
- Torn or buckling carpets.
- Outlets sticking up from floor.
- Carpet adequately fastened to floor.

1.8 **Ventilation**

- Ventilation system operating.
- Lack of intake and exhaust systems.
- Ventilation units should not be obstructed.

1.9 **Staff Room**

- Door seal of microwave oven clean.
- Copies of Occupational Health & Safety Act, WCB and Health and Safety Handbook available.

NOTE: Regulations apply to Staff Safety Only. Any hazards observed which may affect students should be brought to the attention of the Principal.

2. **Inspection of a Gymnasium / Physical Education Area**

- Storage rooms should be safe and orderly
- Volleyball poles, if stored upright, should be secured to the wall
- Gym floors should be slip-resistant. Caretakers should use sealer or non-skid wax
- Gym mats should be in good condition (free of rips)
- Benches, ropes and all other equipment should be in good repair.
- Open storage areas above stages should have railings and ladders installed.
- Fire extinguishers should be present (inspected monthly)
- Check all electrical equipment
- Lights to be protected by screen/cage
- Electrical outlets, switches, PA outlets should be flush with wall surface.
- Floor sockets for game standards are to be flush with the floor. Fixtures tight, none missing.
- Light fixtures sturdy and resistant to damage.
- Exits free from obstructions.
- Equipment in good repair.
- All fixed equipment (i.e. ropes, climbing racks and basketball backstops) is inspected regularly.
- Equipment storage available.
- Floor clear of objects or substances which may cause tripping or slipping.
- Hot water tanks installed in storage rooms are adequately protected.

3. **Inspection of a Family Studies Classroom**

- Fire extinguishers or systems maintained.
- Electrical cords in good condition.
- 3-wire plugs in good condition with ground plug attached.
- Electrical receptacles have cover plates in place. Receptacles firmly attached.
- Floors kept clear of water, grease, flour.
- Deep fryers thermostatically controlled.
- Emergency lighting provided for safe exit where no natural light is available.
- ON/OFF switches on electrical mixers, meat slicers or shredders shielded or recessed to prevent accidental start.
- Guards in place on meat slicers and shredders.
- Microwave clean, including door seal.
- Concentrated detergents, chemicals and pesticides labelled and stored away from food.
- Walk-in refrigerators/freezers internal door openers in good working order.

4. **Inspection of a Visual Arts Room**

- All chemicals, paints, dyes and metals are properly labelled.
- Material Safety Data Sheets (MSDS) available from the manufacturer or distributor.
- Less toxic art materials been substituted where possible.
- Flammable liquids stored in safety containers.
- Eye protection available where corrosive chemicals are handled.
- Kilns operating with canopy exhaust ventilation.
- Kiln located close to exhaust canopy (i.e. no lower than 4" - 6" below canopy).
- Floors, work tables and aisles are clear of potential obstructions.
- Personal protection is available (face and eye protection, gloves and protection (barrier) creams).
- Metal container with lid available for oily rags.
- Good personal hygiene practised.
- Fire extinguishers are available.
- Eyewash facilities available where corrosive liquids are handled.

5. **Inspection of a Science Lab**

5.1 **Housekeeping**

- Rooms are tidy and free of litter on the floor.
- Clear aisles to both exits.
- Clearly marked container for broken glass in the room.
- Materials safely stored and secured in the room.
- Tops of cupboards free from heavy objects and chemicals.

5.2 **General Conditions**

- Exhaust vents clear of blockages.
- Exits clearly marked.
- Exit doors swing outwards.
- All electrical receptacles are covered.
- Emergency lighting is present where no natural light is available.

5.3 **Equipment**

- An ABC type fire extinguisher is in the room.
- Fire extinguisher is inspected, tagged, dated and initialled.
- Personal protective equipment is available (goggles, shields, aprons, pot holders).
- Eyewash/deluge shower in or near the room capable of continual flushing.

5.4 **Natural Gas**

- The master shut-off for the room is accessible and identified.

6. Inspection of Science Storage - Preparation Area

6.1 Housekeeping

- Room has an over-all tidy appearance.
- Clear aisles maintained to the exits.
- Emergency lighting present in room.
- Teachers' desks located outside the chemical storage area.
- There is ventilation and mechanical exhaust in the area.
- Refrigerators are used exclusively for chemical/bacterial culture storage.

6.2 Equipment

- A spill control kit is present in this room. If present, does the kit contain rubber gloves, eye protection apron?
- Eyewash/deluge shower present.

6.3 Materials

- Is there a separate, flammable liquid storage cabinet.
- Is there a separate acid storage cabinet. If present, is the acid cabinet mechanically vented?
- Is there a fume hood. If present, is the hood used for chemical transfer only, not storage?

6.4 Chemicals

- Material Safety Data Sheets are current and available.
- Large bottles of chemicals are stored close to the floor.
- Chemicals are stored according to similarities in chemical properties.
- Incompatible chemicals are separated and stored apart.
- All chemicals are clearly labelled.
- The labels comply with WHMIS regulations.

6.5 **Radioactive**

- If radioactive chemicals are present, ensure they are stored in specialized containers.
- Containers and storage areas should be labelled with international symbols.
- Locked storage is to be provided for radioactive sources.

6.6 **Compressed Gases**

- Compressed gas cylinders are present. If present, are these cylinders fastened securely and are valves operative properly, and free of excessive corrosion?

7. **Inspection Of A Technical Shop**

7.1 **Housekeeping**

- Check all items as per regular classroom inspection.
- Storage is organized and arranged in a safe manner.
- Aisles are clear.
- The floor free of tripping or slipping hazards.
- Wood section must be stored safely with vertical storage secured with safety chains.

7.2 **Fire Precautions**

- Extinguishers are maintained and mounted.
- Flammable liquids are stored in approved safety cans.
- A metal container with lid available for oily rags.
- A fire extinguisher (near finishing room) and a fire blanket (near welding area) must be present.

7.3 **Chemicals**

- Current Material Safety Data Sheets (MSDS) are available where applicable.
- Flammable, combustible and corrosive liquids are labelled.
- Eyewash station is present.

7.4 **Electrical**

- At least two electrical "Panic Buttons" are available to shut off power to equipment.
- Switches and receptacles are enclosed, no exposed wiring (i.e., knock-out plugs and cover plates missing).
- Magnetic switches are in place to prevent machines restarting.
- Toggle switches are shielded to prevent accidental start.
- Electrical cords are maintained in good condition.
- Three wire plugs have ground pin attached.
- High voltage sources are clearly labelled.
- Electrical equipment is CSA approved.

7.5 **Gas Supply**

- The main supply cut off valve is identified and readily accessible.
- The gas flow to portable appliances is regulated.

7.6 **Special Equipment**

- The breathing air supply, hoods, hoses and connections in Paint Spray Booths are maintained and in good condition.
- Filters are installed and maintained in Spray Paint Booths.
- Hoists, A-Frames and Block & Tackle are labelled as to design capacity and maintained in good condition.
- All portable power tools are electrically grounded as CSA or Ontario Hydro approved.
- Tools and blades are sharp, clean and appropriately stored when not in use.
- Power tools and equipment are equipped with guards to prevent access to the cutting blade or pinch point.
- Dust collectors, after filters are used and maintained in good operating condition.
- Metal lathes are kept free of waste build up and waste stock is broken into small pieces.
- Welding fumes are removed at the generation source by a local exhaust.
- Protective equipment is available (i.e., welding gloves, apron, eye and face protection. Protection shall meet CSA standards.
- Eyewash facilities are available where corrosive liquids are handled.
- Band saws and disc sanders must be disconnected from central dust collecting system.
- Table saw guard must be fastened securely and the plastic should not be cracked or broken.
- Hand or foot shear levers should be secured when not in use.
- Strips or non-skid material is present at all machine locations or danger areas.

8. **Inspection of an Audio Visual Workshop**

- Chemicals are properly labelled.
- Material Safety Data Sheets are available.
- The darkroom is ventilated. Exhaust ventilation to the outdoors.
- Paints, ink, and solvents are stored safely and labelled.
- If aerosol sprays are used, it must be limited to an area with local exhaust or outdoors.
- The laminator is being operated at the manufacturer's recommended temperatures.
- Good hygiene is being practised (hands washed frequently).
- Housekeeping and storage is satisfactory.
- Electrical equipment is CSA or Ontario Hydro approved, cords are in good shape, and 3-wire plugs have the ground pin attached.
- See personal protective equipment under Science.

9. **Inspection of Office Areas**

9.1 **Housekeeping**

9.1.1 **Floors (walking and working)**

- Floor surfaces are clean, dry and free of debris.
- Carpets are well secured to the floor and free of worn or frayed spots.

9.1.2 **Aisles and Passageways**

- Aisles, doorways and corners are free of objects to permit unobstructed visibility and/or exit.
- File cabinets and storage closets are placed so drawers and doors do not open into walkways.

9.1.3 **Stairs/Partitions**

- Handrails are secure.

9.1.4 **Exits/Egress**

- Emergency exits are well marked and free of obstruction.
- An evacuation plan is available in case of fire.
- Glass doors are clearly identified.

9.2 **Workplace Conditions**

- Regular maintenance is provided for photocopier.

9.2.1 **Electric Cord/Plugs**

- Power bars are connected directly to main outlets.
- All electrical equipment is grounded or double insulated.
- Phone lines, electric cords and extension wires are secured under desks or alongside baseboards.
- All ground plugs are tight and secure and all wires in good condition.
- Raised receptacles are located in non-traffic areas.

9.2.2 **Noise Exposure**

- acoustic covers are in place over equipment

9.2.3 Other

- Typewriters, keyboards and monitors are placed at proper working heights.
- Secretarial chairs are adjustable.
- Ensure all rungs and legs are sturdy on chairs. For chairs with casters, ensure they are not loose.
- Furniture should be free of any sharp edges, pints, burrs or splinters.

9.3 Materials

9.3.1 Stacking and Storage

- Heavy items are stored in lower and middle shelves of storage cabinets.

9.3.2 Chemicals and Fuels/Storage

- Materials used in the office (i.e. cleaning fluids, photocopy toner) are safely stored.

9.4 Equipment

9.4.1 Machine/Guards/Cutters

- Sharp tools such as scissors and blades have covers.
- Paper cutter is stored with the blade down.

9.4.2 Ladders/Step stools

- The office equipped with a step stool or ladder so high objects can be safely reached.

9.5 Hazards

9.5.1 Materials Labelling/Safety Data

- Chemicals are properly labelled.
- Material Safety Data Sheets are available from the manufacturer.

9.6 **Emergency Systems**

9.6.1 **Emergency Instructions**

- Office staff is familiar with emergency procedures and reporting of accidents.

9.6.2 **First Aid Kits/Stations**

- A first aid kit is available.

9.7 **Personal Protective Equipment**

- Gloves are used for administering first aid and handling chemicals.

9.8 **Environmental Concerns**

9.8.1 **Lighting**

- Adequate lighting is present.
- Work area is free of a glare/shadow.
- Identify leaking ballasts.
- Identify light fixtures in need of repair.

9.8.2 **Ventilation**

- Identify a lack of intake and exhaust systems or unsatisfactory systems.
- Ensure ventilation system operating.
- Ensure ventilation units are not obstructed.

10. **Inspection Of Custodial/Maintenance Areas**

10.1 **Housekeeping**

10.1.1 **Floors (walking and working)**

- Floor surfaces are clean, dry and free of debris.
- Carpets are well secured to the floor and free of worn or frayed spots.

10.1.2 **Aisles and Passageways**

- Aisles, doorways and corners are free of objects to permit unobstructed visibility and/or exit.
- File cabinets and storage closets are placed so drawers and doors do not open into walkways.

10.1.3 **Stairs/Partitions**

- Handrails are secure.

10.1.4 **Exits/Egress**

- Emergency exits are well marked and free of obstruction.
- An evacuation plan in case of fire is available.
- Glass doors are clearly identified.

10.2 **Workplace Conditions**

- Ensure regular maintenance is provided for photocopier.

10.2.1 **Electric Cord/Plugs**

- Power bars are connected directly to main outlets.
- Electrical equipment is grounded or double insulated.
- Phone lines, electric cords and extension wires are secured under desks or alongside baseboards.
- Ground plugs are tight and secure and all wires are in good condition.
- Raised receptacles are located in non-traffic areas.

10.2.2 **Noise Exposure**

- Acoustic covers are in place over equipment.

10.2.3 Other

- Typewriters, keyboards and monitors are placed at proper working height.
- Secretarial chairs are adjustable.
- Ensure all rungs and legs on chairs are sturdy. If chairs have casters, ensure there are no loose casters.
- Furniture should be free of any sharp edges, points, burs or splinters.

10.3 Materials

10.3.1 Stacking and Storage

- Storage space is available.
- Heavy items are stored in lower and middle shelves of storage cabinets.

10.3.2 Chemicals and Fuels/Storage

- Materials used in the office (i.e. cleaning fluids, photocopy toner) are safely stored.

10.4 Equipment

10.4.1 Machine/Guards/Cutters

- Sharp tools such as scissors and blades have covers.
- The paper cutter is stored with the blade down.

10.4.2 Ladders/Step stools

- The office equipped with a step stool or ladder so high objects can be safely reached.

10.5 Hazards

10.5.1 Materials Labelling/Safety Data

- Chemicals are properly labelled.
- Material Safety Data Sheets are available from the manufacturer.

10.6 Emergency Systems

10.6.1 Emergency Instructions

- Office staff is familiar with emergency procedures and reporting of accidents.

10.6.2 First Aid Kits/Stations

- A first aid kit available.

10.7 Personal Protective Equipment

- Gloves are used for administering first aid and handling chemicals.

10.8 Environmental Concerns

10.8.1 Lighting

- Ensure adequate lighting.
- Work area is free of a glare/shadow.
- Identify leaking ballasts.
- Identify any light fixtures in need of repair.

10.8.2 Ventilation

- Identify a lack of intake and exhaust systems or unsatisfactory systems.
- Ensure ventilation system operating.
- Ensure ventilation units are not obstructed.

10.9 General

- Guards are provided on all mechanical and electrical equipment.
- Material Safety Data Sheets are available.
- Appropriate procedure manuals and safety documentation are available.
- Personal protective equipment (gloves, goggles, etc.) is available and used.

11. **Inspection Of Playgrounds**

11.1 **Play Structures**

- Solid, attachments, secure, sand 12" depth and spread to cover base, protruding bolts, wear

11.2 **Swings**

- Structure solid, seats & chains fastened, links good

11.3 **Climbing Apparatus**

- Structure solid, protruding bolts, sharp edges

11.4 **Posts**

- Anchored, florescent paint, sharp edges, protruding bolts

11.5 **Ground/Potholes/Debris**

- Uneven areas, stumps, posts, etc.
- Glass, cans, limbs, sticks, stones.