



School/Facility:	Date:
Inspected By:	
Inspected By:	
Inspected By:	

S=Satisfactory

U=Unsatisfactory

	S or U	Location (Room Name or Number)	Requires Immediate Attention
GENERAL			
Visitor Sign In/Out being used			
Occupational H&S policy posted			
OH&S consistently on staff meeting agendas			
JWHSC Minutes posted on bulletin board for 3 months			
Emergency phone numbers posted			
Construction contractor safety: work areas tidy, barricades/signage up for protection			
HOUSEKEEPING			
Emergency evacuation plan with routes posted in all rooms			
Hallways, doorways and exits are clear			
Vents clear of obstructions			
Carpet and tiles are in good condition			



Floors are kept dry and free of tripping hazards			
	S or U	Location (Room Name or #)	Requires Immediate Attention
Signs/fixtures/overhead items are securely fastened			
Extension cords in safe location			
Power outlets not overloaded			
STORAGE			
Mechanical rooms clear of stored materials			
CSA approved step ladder/stool available to reach top shelves			
Shelves are not over-loaded			
Heavy items are stored on lower shelves			
Electrical panel / breakers free of obstructions			
FIRST AID/EMERGENCY EQUIPMENT			
Equipment Present and Working:			
<ul style="list-style-type: none"> • Fire Extinguishers Inspection Date has not lapsed 			
<ul style="list-style-type: none"> • First Aid Kit 			
<ul style="list-style-type: none"> • Eye Wash Stations 			
Personal with First Aid Clearly Posted			
Fire extinguishers free of obstructions			
Fire-alarm pull stations unobstructed			
Clearances maintained around sprinkler heads			

	S or U	Location (Room Name or #)	Requires Immediate Attention
CUSTODIAL WORK AREAS			
Chemicals stored below eye level			
Floors are cleared of tripping hazards or electrical hazards			
SDS available			
PPE available			
LIBRARY/LEARNING COMMONS/ OFFICE			
Bookshelves situated with clear paths to fire exits			
Wall mounted shelves are securely fastened			
Computer cable/power bars do not pose tripping hazard			
File drawers kept closed			
Work stations satisfactory for user (ergonomics)			
GYMNASIUM			
Storage areas are organized without tripping hazards			
Guards on lights/exit signs			
Bleachers securely fastened to walls			
Floor sockets flush with floor			
Other			



	S or U	Location (Room Name or Number)	Requires Immediate Attention
CAREER/TECHNOLOGY/ART ROOMS			
Welding areas free of combustible and flammable liquids			
Proper garbage containers supplied			
Paints and solvents properly stored			
Flammable materials safely stored away from heat sources			
Is dry chemical extinguisher supplied			
Personal Protective Equipment is available			
Tool & equipment inspections taking place			
KITCHEN AREAS			
Appropriate fire extinguishers secured with proper inspection tags			
Pot/pan holders/mitts available			
Knives stored safely			
Food prep areas properly maintained			
Exhaust ventilation operating with clean filters			
Other			





	S or U	Location (Room Name or Number)	Requires Immediate Attention
EXTERIOR/PARKING LOT PLAYGROUND/BUS LOADING			
Sidewalks / Walkways Clear of snow and ice			
Playground No visibly broken, bent, or missing components			
Playground No broken glass, excess garbage, or vandalism			
Playground No drainage issues, holes, or exposed foundation			
Bus Loading Area Clear Entrance/Exit Points			
Ensure clear crossing areas for handicap stalls located near bus lanes			
Clear Bus lane signs/parent parking signs			
Ensure clear crossing areas for students			
Parking Lot Free of obvious hazards			





CORRECTIVE ACTIONS

1.	Assigned to:	Date of Completion:
2.	Assigned to:	Date of Completion:
3.	Assigned to:	Date of Completion:
4.	Assigned to:	Date of Completion:
5.	Assigned to:	Date of Completion:
6.	Assigned to:	Date of Completion:

:

Inspector's Signature: _____

Date: _____

Inspector's Signature _____

Date: _____

Principal's Signature: _____

Date: _____

