Beautiful Plains School Division

Colony Supervisors Safety & Health Inspection Form

COLONY SCHOOL ADMINISTRATION

DATE: (Day / Month / Year) _____

SCHOOL: _____

INSPECTION PERFORMED BY: _____
(Supervisor)

	YES	NO	N/A
Fire & Emergency	(Please Check √)		
1. Monthly fire drills are being conducted.	☐	☐	☐
2. Exits and emergency escape routes are posted in all areas.	☐	☐	☐
3. Exits, hallways and corridors free of clutter or blockage.	☐	☐	☐
4. Paper posted on hallways, foyer, and entrance halls does not exceed fire code standards.	☐	☐	☐
5. The annual Emergency Response Plan has been completed, reviewed with staff and a copy provided to the Division Office.	☐	☐	☐
6. Periodic emergency safety drills are being conducted.	☐	☐	☐
7. Classrooms are uncluttered and materials are a safe distance from electrical and heating appliances.	☐	☐	☐
8. Extension cord use is kept to a minimum and portable heaters are not is use.	☐	☐	☐
9. The fire alarm is fully operational.	☐	☐	☐
10. Fire extinguishers have been inspected and are in operating condition.	☐	☐	☐
11. Fire exit doors are operational and unobstructed. (Free of ice and snow in winter.)	☐	☐	☐
12. Exit and emergency lighting is operational.	☐	☐	☐
13. Boiler, furnace, mechanical, electrical rooms are free of litter and combustibles.	☐	☐	☐
Workplace Hazardous Materials Information System			
1. WHMIS labels and/or supplier labels are on all (caustic, corrosive, etc.) chemical containers in the school.	☐	☐	☐
2. Your Material Safety Data Sheet (MSDS) book in Canada SDS has been compared to actual chemical inventory for accuracy.	☐	☐	☐
3. An annual inventory of chemicals list stating maximum quantities on hand has been completed and a copy provided to the Division Office.	☐	☐	☐
4. All chemicals (including flammables) are safely stored in appropriate cabinets.	☐	☐	☐

	YES	NO	N/A
	(Please Check √)		
5. An annual WHMIS awareness session with all staff has been held.	☐	☐	☐
6. Custodial cleaning and floor waxing / stripping chemicals are properly stored.	☐	☐	☐

General

1. First aid kits are available and properly stocked.	☐	☐	☐
2. The playground and play structures are inspected weekly.	☐	☐	☐
3. Sidewalks are clean. (Free of ice and snow in winter.)	☐	☐	☐
4. New employees or volunteers have been provided with job orientation, review of safety bulletins and applicable safety program policies and procedures.	☐	☐	☐
5. Has the Manitoba Physical Activity Safety in Schools (MPASS) guidebook and inspection checklist been reviewed annually with playground supervisors?	☐	☐	☐
6. Accidents and dangerous incidents have been investigated and if serious reported to Workplace Safety & Health Committee.	☐	☐	☐
7. Workplace Safety & Health Committee minutes and safety bulletins have been posted on Safety Bulletin Boards.	☐	☐	☐
8. Periodic building and ground walkabouts have been conducted.	☐	☐	☐
9. A list of staff with current first aid training posted on the Safety Bulletin Board.	☐	☐	☐
10. Unsafe conditions have been reported.	☐	☐	☐
11. Bus safety and evacuation drills have been conducted when using divisional buses for field trips.	☐	☐	☐

Unsafe conditions that fall under school division responsibility should be reported to Safety Committee representative and/or the Superintendent.

Unsafe conditions that fall under colony responsibility should be reported to the colony by letter at least every three months. A copy of the letter should be attached to this quarterly report.

COMMENTS: _____

_____

_____

Signature: _____ Date: _____

Supervisor / Administrator