

Beautiful Plains School Division
Supervisors Safety & Health Inspection Form
SCHOOL ADMINISTRATION

DATE: (Day / Month / Year) _____

SCHOOL: _____

INSPECTION PERFORMED BY: _____
(Supervisor)

Fire & Emergency

YES NO N/A
(Please Check ✓)

- | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Are monthly fire drills being conducted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are exits and emergency escape routes posted in all areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are exits, hallway and corridors free of clutter or blockage? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do paper displays in hallways, foyer, and entrance walls meet fire code standards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the annual update of the Emergency Response Plan been completed & reviewed with staff, and a copy provided to the Division Office? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you providing emergency response and lockdown information to all substitute teachers and other casual staff prior to them starting work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are periodic emergency plan safety drills being conducted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are classrooms uncluttered and materials kept away from electrical/heating appliances? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is extension cord use kept to a minimum and no portable heaters being used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Workplace Hazardous Materials Information System

- | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. Are WHMIS labels and/or supplier labels on all chemical containers in the custodial, science, art room, shops, home economics and life skills areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have those responsible to maintain a MSDS Book on MSDS online compared actual chemical inventory to MSDS sheets on MSDS online for accuracy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has annual training on accessing MSDS online been conducted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are MSDS forms being reviewed prior to use of controlled products or chemicals to ensure proper safety equipment is available? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is a current up to date inventory of chemicals stating maximum quantities from all areas kept in a central location and available at all times? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has the most recent copy of the inventory of chemicals stating maximum quantities been provided to the Division Office? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

YES NO N/A
(Please Check ✓)

7. Are chemicals and flammables safely stored (flammable cabinets or locked) in custodial, science, art room, shops, home economics and life skills areas?

8. Has there been the annual WHMIS awareness session with all staff of the facility?

General

1. Are first aid kits available and properly stocked?

2. Has there been a semi annual meeting with all staff in the facility and was workplace safety a topic at this meeting?

3. Are weekly inspections of playgrounds and play structures being completed?

4. Has the Playing it Safe guidebook and inspection checklist been reviewed annually with playground supervisors?

5. Are sidewalk conditions and cleaning logs being maintained?

6. Has the annual Workplace Inspection – Risk Management been completed?

7. Has the head custodian completed the building and mechanical equipment condition monthly inspection checklist?

8. Have new employees or volunteers been provided with job orientation (including work procedures), review of safety bulletins and applicable safety program policies and procedures? (working alone, hearing conservation, WHMIS orientation, fire evacuation, lock down procedure, severe storms, etc.)

9. Has the operation of the camera system been checked on a regular basis?

10. Are periodic building and grounds walkabouts conducted?

11. Is staff using hearing protection in areas when warranted?

12. Is a list of staff with current first aid training posted on the safety bulletin board?

13. Are the weight and space capacities of shelving and cupboards being respected?

14. Have accidents and dangerous incidents been investigated and if serious reported to the Workplace Safety & Health Committee?

15. Have students been provided school bus ridership and bus evacuation training as per Division policy?

16. Are all Workplace Safety & Health Committee minutes and safety bulletins posted on the Safety Bulletin Board?

COMMENTS & DEFICIENCIES: _____

Unsafe conditions reported to Division Administration or Workplace Safety Committee (This reporting period): Please describe: _____

Signature: _____
Supervisor

Date: _____

Signature: _____
School Administrator/Supervisor

Date: _____