

**Annual  
Workplace  
Inspections**

*Risk Management*

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## Annual Workplace Inspections

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### **FIRE**



### **Fire Prevention Check List**

- All flammable chemicals shall be used, stored and disposed of according to WHMIS Regulations.
- Extension cords are provided for temporary use and shall not present a tripping hazard. Cords must not pass through doorways, ceiling tiles or corridors.
- Corridors must be kept clear and not used as a storage area for equipment, desks, filing cabinets, recycling, etc.
- Fire alarm pull stations, fire extinguishers and fire hose stations must be completely accessible.
- Gas shut-off valves must be clearly identified and locked off when not in use.
- Boiler, electrical and mechanical rooms are not to be used for storage of combustible materials.
- Crawlspace shall not be used for storage of combustible materials.
- Artwork and posters shall not exceed 20% of wall surface in classrooms and laboratories.
- Artwork and posters shall not exceed 5% of wall surface in corridors.
- Doors in fire separations shall not be held open by wedges.
- All fire doors shall be tested on a regular basis to ensure they close properly. The testing procedure shall be recorded.
- Fire department access lanes must be kept clear and unattended vehicles shall be towed away.
- Shop or laboratory activities requiring an ignition source shall take place only when a teacher is present to supervise the activity.
- All fire exits must be kept clear of snow or other obstructions.
- Emergency lights and fire extinguishers are checked on a monthly basis and the procedure recorded.
- Exit lights are working.

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### **Fire Extinguishers**

- Fire extinguishers shall be readily located and mounted on the wall within 75 feet travel distance to all portions of the building.
- All fire extinguishers shall be inspected monthly and a maintenance inspection performed annually.



*All staff must be knowledgeable about Fire Alarms, Smoke and Discovering a Fire. This must be discussed at a staff meeting.*

### **Custodial/Physical Plant/Service Areas**

#### **Boiler Rooms**

- The floor must be kept clear of water, oil or other slip and trip hazards.
- Emergency lighting should be provided and checked monthly.
- A carbon monoxide detector should be provided and checked monthly.
- Certificates of annual inspection shall be visible.
- There must be no combustible materials stored in this room.
- Doors locked when area is unattended.
- Identified asbestos wrapped pipe shall be in good condition and properly labelled.

#### **Fan Rooms**

- The floor must be kept clear.
- Guards must be in place over belts and rotating shafts on any equipment.
- Doors locked when area is unattended.

#### **Electrical Rooms**

- Doors locked when area is unattended.
- The electrical room is not to be used for storage of combustible items.

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- Panels must be accessible at all times with a clear space around the front and sides of all panels.
- The electrical room shall be clearly signed.

### **Loading Area**

- All carts and mechanical lifting aids are in good condition and well maintained.
- Ensure that recycling material is kept to a minimum by regular pick-up.
- Ventilation is adequate for any battery charging that may take place.

### **Custodial Storage Room**

- All chemicals appropriately labelled (WHMIS).
- Material Safety Data Sheets (MSDS) are readily available.
- Personal Protective Equipment (PPE) (PPE) is available for all staff.
- All flammable liquids such as gasoline are stored in ULC approved safety cans and kept in flammable liquid storage cabinets or stored outside.
- Storage shelves shall be firmly constructed and stable to prevent tipping and items are safely stored.

### **Public Areas**

- Corridors, foyers and stairwells must be kept clear of stored items.
- Fire doors shall be kept closed unless equipped with magnetic closures.
- Fire exit signs must be illuminated at all times.
- Stair treads and risers are maintained in good condition.
- Wet floor signs used as required.
- Sidewalks shall be maintained in good condition.
- Exterior lighting is adequate and maintained.



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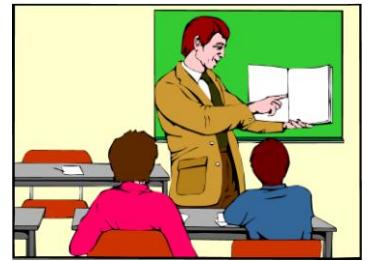
## **Annual Workplace Inspections**

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- Procedures shall be in place to have regular inspections of playground and records kept.

### **Classrooms**

- All chemicals appropriately labelled (WHMIS).
- Legible fire exit/evacuation route signs are posted in each room.
- No more than 20% of the total wall surface shall be covered by combustible materials, such as artwork or posters and light fixtures are free of artwork.
- There must be a clear path through the classroom furniture to the exit door and the door shall be free of combustible material.
- Ventilation and heating ducts shall not be obstructed by books or papers.
- Floor tiles or carpets shall be securely fastened to reduce tripping hazards.
- Audio visual screens and maps shall be securely suspended.
- Shelves shall be well constructed and stable and no heavy objects stored above shoulder height.
- Extension cords are for temporary use only and shall not cross traffic areas.
- Multiple plugs shall not be attached to an electrical outlet. Power bars are acceptable in many situations such as computers, printers, etc.



### **Office Areas**

- Floor surfaces shall be clean, dry and free from tripping hazards.
- Aisles and doorways shall permit unobstructed visibility and exit.
- File cabinets shall be situated so that drawers do not open into aisles.



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- ❑ Phone lines, electrical cords and extension cords shall be secure under desks or along baseboards.
- ❑ Staff shall be aware of the contents of the school emergency plan.
- ❑ Fire extinguishers are visible and serviced annually.
- ❑ Keyboards, printers, monitors, etc. shall be at the appropriate work height.
- ❑ Heavy items such as paper bundles shall be stored in a manner to reduce back pain during lifting and staff is trained in lifting techniques.
- ❑ Material Safety Data Sheets are provided for all WHMIS inventoried chemicals including glues, White Out, toners, etc.

### **Science Rooms/Laboratories**

- ❑ The natural gas emergency shut-off valve shall be clearly marked and easily accessible and shut off when not in use.
- ❑ Eye wash station and deluge shower shall be operational and clearly signed. These units shall be regularly tested and cleaned.
- ❑ Personal Protective Equipment (PPE) shall be readily available and used as required.
- ❑ A fire extinguisher shall be mounted in each science room/laboratory and in each prep room and a fire blanket provided.
- ❑ Fume hoods shall be used for chemical transfer and not used for storage.
- ❑ Chemicals must be stored safely and incompatible chemicals separated.
- ❑ MSDS's must be available for all chemicals.



### **Technology/Vocational Areas/General for Shops**

- ❑ All chemicals appropriately labelled (WHMIS).
- ❑ All WHMIS controlled products are inventoried and the MSDS for each chemical is readily available to all staff.
- ❑ All WHMIS controlled products are clearly labelled.



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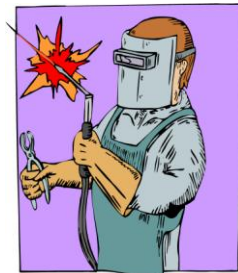
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- ❑ All decanted products are identified with a workplace label.
- ❑ Shelving and storage racks are stable and heavier items are stored between knee and shoulder height.
- ❑ All items shall be stored so as not to present a tripping hazard.
- ❑ There must be clear pathways between machinery, electrical panels and to the exit doors and shop must be maintained in a neat/orderly manner.
- ❑ All electric cords and cables shall be arranged so as not to present a tripping hazard and extension cords not used for permanent electrical connection.
- ❑ All defective equipment shall be tagged and removed from service.
- ❑ Emergency shut-offs shall be clearly visible and readily accessible.
- ❑ Staff must be aware of lock out procedures in order to de-energize equipment during equipment repair.
- ❑ All ladders shall be in good repair.
- ❑ All elevated mezzanines have guardrails and steps have handrails.
- ❑ First aid stations must be clearly posted and be highly visible.
- ❑ Fire extinguishers and eyewash stations must have signage which is highly visible.
- ❑ Fire exits and route signs must be highly visible.
- ❑ All powered hand tools must have undamaged power cords and plugs.
- ❑ All major equipment must have shielded or recessed on/off switches to prevent an accidental start.
- ❑ All guards must be operational and in place and safe work procedures posted at each location housing major equipment.

### **Welding Equipment**

- ❑ Ventilations must be available to draw fumes away from the operator.
- ❑ All compressed gas cylinders whether empty or full must be secure.
- ❑ All appropriate Personal Protective Equipment (PPE) such as welding goggles and aprons must be available.





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- ❑ Oxyacetylene tanks must have reverse gas flow devices on all hoses and hoses must be in good condition with no cracks.
- ❑ A metal receptacle bucket shall be located adjacent to the welding area.
- ❑ A fire extinguisher shall be in the immediate vicinity of the welding area.
- ❑ ULC approved flammable liquid storage cabinets shall be used to store flammable/combustible materials.
- ❑ Flash curtains shall be available for use around arc welding area.

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

### **Woodworking Shops/Construction**

- ❑ Personal Protective Equipment (PPE) shall be used when there is a risk of injury.
- ❑ Floor areas shall be kept clear of tripping hazards.
- ❑ Eye wash stations shall be accessible and flushed at least monthly.
- ❑ Wood products shall be stored in a safe manner.
- ❑ Dust collector system should be operating well and maintained on a regular basis.
- ❑ All machinery shall be securely fastened to the floor or work bench and shall be guarded as per manufacturer's instructions.
- ❑ All electrical cords must be in good condition and not cross traffic areas.
- ❑ Lock out procedures must be adhered to when maintenance work is done.



### **Painting/Printing/Photography**

- ❑ Local exhaust ventilation must be sufficient to remove odours of solvents and non-latex paints.
- ❑ Chemical resistant gloves must be provided for clean-up involving solvents.
- ❑ Chemicals shall be labelled appropriately with WHMIS supplier labels or workplace labels if decanted.
- ❑ MSDS information must be readily available and appropriate Personal Protective Equipment (PPE) provided.



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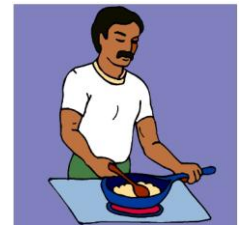
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- An eye wash station shall be accessible and flushed/cleaned monthly.
- Safe Work Procedures shall be posted regarding use, handling, storage of chemicals and disposal of waste.
- Fire extinguisher must be accessible and mounted appropriately.

### **Home Economics/Cafeterias**

- The local exhaust ventilation must be kept clean.
- Fire extinguishers shall be secured to wall and inspection tagged.
- Exhaust fans/hoods must be clean and all facilities clean and sanitary.
- The area around stoves shall be kept clear of combustible materials.
- All containers must be clearly labelled.
- Knives shall be stored in racks or knife blocks.
- Cutting surfaces must be maintained to prevent contamination.
- All large mixers, meat slicers, shredders, etc. must have guards in place.
- Safe working procedures shall be posted for the use and clean-up of food processing equipment. These will include lock-out requirements during maintenance.
- Floors shall be kept clear of water, grease, etc.
- Anti-slip strips or rubber mats should be provided in work areas.
- Concentrated cleaning products and pesticides shall be labelled and stored away from food areas.
- Sewing machines and cords must be in good repair and arranged so as not to create a tripping hazard.
- Walk in refrigerators/freezers shall be free of water/ice that could cause a slipping hazard and all doors shall be equipped with an internal door opener.



### **Gymnasiums**

- Storage areas shall have appropriate restraints to prevent falling of volleyball net poles.



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- ❑ Storage areas shall have guards over the ceiling lights to prevent bulb breakage.
- ❑ Gymnasiums shall have secure guards over lights to prevent breakage.
- ❑ Bleachers and basketball stops shall be securely fastened to the wall.
- ❑ Retractable basketball backstops shall be raised and lowered manually unless controlled by an electrical system.
- ❑ All fixed equipment shall be checked at least annually and records kept.
- ❑ Floor sockets must be flush with the gym floor.
- ❑ Entrance way doors should have some wired or unbreakable glass in order to observe students or staff who may be standing on the other side.

### **Building Renovations/Additions** $\sqrt{\quad}$ Where applicable

#### **Exterior**

- ❑ Areas under construction shall be adequately fenced to keep unauthorized persons off the site.
- ❑ Exit doors leading into construction areas shall be clearly marked and use of these doors prohibited.
- ❑ Adequate exit doors must be available and fire plans changed where necessary.
- ❑ Provisions must be made to ensure parking lots and drop off areas are safe.
- ❑ All temporary walkways and passages shall be well marked, adequately lit and organized to minimize the risk of a slip or fall injury.
- ❑ Construction workers must be informed about expected conduct on site and protocol required when entering school.
- ❑ All construction materials shall be properly stored and secure.
- ❑ Precautions must be taken to ensure personal safety upon arrival and departure of construction equipment.



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### **Interior**

- All construction areas shall be secure to ensure that unauthorized persons do not enter.
- All hallways must be clear of tripping hazards, especially electrical cords.
- Noise, dust and fume issues must be resolved.
- All construction workers are required to maintain a safe work environment and follow all Workplace Safety and Health regulations.



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Date Inspection Completed: \_\_\_\_\_

Completed by: \_\_\_\_\_  
\_\_\_\_\_  
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Follow Up:

Areas to be addressed: \_\_\_\_\_  
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