



Administration

Workplace Safety

Inspection

SM: 249A

**Park West School Division
Workplace Safety Inspection / Security Checklist**

Site: _____ **Date:** _____

Completed By (please print names): _____

Chairs	Yes	No	N/A
Are all chairs in good condition?			
Are adjustable office chairs properly adjusted for the employee?			
Electrical	Yes	No	N/A
Are all electrical cords in good repair?			
Is there clear access to electrical panels?			
Are electrical cords secured to prevent trip hazards?			
Are all electrical panels secured?			
Are plugs, sockets and switches in good condition?			
Are all loose or exposed electrical wires properly secured or capped? (not just extension cords)			
Are electrical vaults free of combustible storage?			
Ergonomics	Yes	No	N/A
Is equipment and supplies stored properly so staff do not have to bend or reach beyond a safe range?			
Entrances and Exits	Yes	No	N/A
Are emergency exits clear of materials or equipment?			
Are emergency exit signs working?			
Are the proper chemical identification signs clearly visible before			
Are the proper PPE requirement signs clearly visible before entering the room?			
Are doorways clear of materials or equipment?			
Environment (Physical Hazard)	Yes	No	N/A
Are preventative measures in place protecting employees from cool drafts or excessive heat?			
Are employees protected from excessive noise?			
Equipment and Machinery (Physical Hazard)	Yes	No	N/A
Is proper personal protective equipment being worn as per policy HRS -			
Is machinery adequately guarded as per policy HRS - 045?			
Page 1 comments			
Total Number of "No" answers from page 1:			/ 19

First Aid (Physical Hazard)	Yes	No	N/A
Is the first aid kit accessible and clearly labeled?			
Is the first aid kit adequate and complete?			
Fire Safety and Security (Physical Hazard)	Yes	No	N/A
Are fire pull stations identified and accessible?			
Have monthly fire extinguisher inspections been performed?			
Are fire detectors free of obstruction and in serviceable condition?			
Are flammable liquids properly stored ?			
Floors and Walkways (Physical Hazard)	Yes	No	N/A
Are hallways clear of materials or equipment?			
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than three boxes high?(the three box high rule is for heavier boxes)			
Are carpets or tiles in good condition? (i.e. free of loose or lifting			
Is all hallway storage limited to one side of the hall? (chairs, lifts etc.)			
Garbage (Physical Hazard)	Yes	No	N/A
Are bins located at suitable points?			
Are bins emptied regularly?			
Is garbage or recycling picked up so it does not accumulate to pose a fire hazard?			
Hazardous Materials (Chemical and Biological Hazards)	Yes	No	N/A
Are MSDS sheets available for all hazardous chemical materials?			
Are ALL chemical containers clearly labeled with WHMIS labels?			
Are hazardous materials properly stored?			
Are hazardous materials disposed of properly?			
Are storage areas for hazardous goods clearly identified?			
Lighting (Physical Hazard)	Yes	No	N/A
Are lighting levels in work areas adequate?			
Are work areas free of glare or excessive lighting contrast?			
Does emergency lighting work?			
Page 2 comments			
Total Number of "No" answers from page 2:			/21

Parking (Physical and Psychological Hazards)	Yes	No	N/A
Are parking spots and walkways appropriately lighted?			
Have all possible precautions been taken to ensure icy spots in the parking lots have been salted or chipped away?			
Stairs, Ladders, and Platforms (Physical Hazard)	Yes	No	N/A
Are ladders safe and in good condition?			
Are stair handles fastened to the wall securely?			
Are stairwells clear of storage or obstructions?			
Are stairs and handrails in good condition?			
Storage (Physical Hazard)	Yes	No	N/A
Are supplies and materials stored properly on shelves?			
Does your storage layout minimize lifting problems?			
Are trolleys or dollies available to move heavy items?			
Are floors around shelves clear of clutter?			
Are racks and shelves in compliance with the Racking and Shelving Policy - HRS – 044?			
Walls and Ceilings (Physical Hazard)	Yes	No	N/A
Are signs and fixtures securely fastened to the wall?			
Are penetrations in the walls or ceilings repaired?			
List any additional physical, psychological, ergonomic, chemical, or biological hazards:	Yes	No	N/A
Page 3 comments			
Total Number of "No" answers from page 3:	/13		

Page 4 Security Questions

At Risk situations	Yes	No	N/A
When staff are working alone someone knows where they are and how long they will be alone?			
Any cash handling staff working with the public has a physical barrier between them and the public?			
Anyone working with money is out of site from the public?			
Are there secure areas for storing money or valuables?			
Outside and around the building	Yes	No	N/A
Are employees encouraged to use a buddy system when walking to their vehicles?			
Are isolated parking lots identified and all precautions taken when staff are walking to their vehicles? (ex. Call back to the school once the staff member is in the vehicle/buddy system)			
Are hiding places for perpetrators identified and minimized as much as possible?			
Are any other businesses or organizations nearby that have a high risk of violence identified? (these buildings might bring in violent offenders into the area)			
Are locks replaced when keys are lost or stolen?			
Are all manual locks on exterior doors working properly?			
Are there building deficiencies that could compromise staff safety such as broken exterior windows or doors and locks?			
Violence Policy and Procedure	Yes	No	N/A
Is the Violence Policy HRS _____ posted in a highly visible location?			
Have staff been trained on the Violence Procedure?			
Page 4 comments			
Total Number of "No" answers from all pages:	/66		

All "NO" Answers are to be investigated by the WS&H committee

Co-Chairpersons' Signatures:	
This checklist has been reviewed by the Workplace Safety and Health Committee	
_____ Print name of Employer Co-Chair:	_____ Print Name of Worker Co-Chair
_____ Signature:	_____ Signature: