

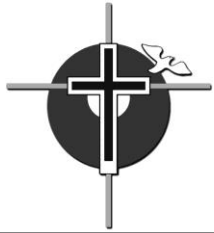
Health and Safety Administrative Checklist

A. Site Managers/Supervisors

1. Are you aware of your responsibilities under the Occupational Health & Safety Act and its Regulations? YES ____ NO ____
2. Are you aware of the potential hazards in your workplace? Have you made workers aware of these hazards? YES ____ NO ____
3. Is health and safety a regular agenda item and minuted at staff meetings? YES ____ NO ____
4. Are all staff members invited to participate in staff meetings for health and safety items? YES ____ NO ____
5. Are health and safety issues reported by staff, and acted upon and documented? YES ____ NO ____
6. Does your workplace have a health and safety bulletin board(s)? YES ____ NO ____
7. Do you use your Due Diligence Notebook to record all health and safety items? YES ____ NO ____

B. Health and Safety Information

1. Is the Occupational Health and Safety Act available to the staff(posted)? YES ____ NO ____
2. Are names of the Joint Health and Safety Committee members available (posted)? YES ____ NO ____
3. Are the records kept of Workplace Safety Inspections? YES ____ NO ____



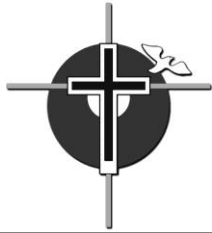
4. Are minutes of the Joint Health and Safety Committee meetings available to staff (posted)? YES ____ NO ____
5. Is the Workers' Compensation Board "In All Cases of Injury" Poster posted? YES ____ NO ____
6. Is the Board's Health and Safety Manual available to the staff? YES ____ NO ____
7. Are Workplace Hazardous Materials Information System Binders available to staff? YES ____ NO ____
8. Is the Asbestos awareness letter available to the staff? YES ____ NO ____
N/A ____

C. First Aid

1. Are names of certified first-aiders posted at First Aid Station(s)? YES ____ NO ____
2. Are First Aid Kits restocked per WSIB Reg. 1101? YES ____ NO ____

D. Workplace Safety Inspections

1. Copy of the last Workplace Safety Inspection available. YES ____ NO ____
2. Are concerns itemized on the inspection report addressed promptly or as appropriate? YES ____ NO ____
3. Do Joint Health and Safety Committee members receive feedback and is it documented? (within 21 days)? YES ____ NO ____
4. Are Ministry of Labour Inspection reports posted (when applicable)? YES ____ NO ____



E. Accident Investigation/Reporting

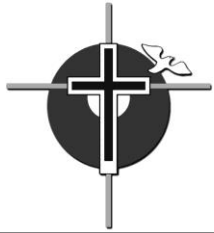
1. Are all personal injuries reported immediately to the Human Resources Department? YES ____ NO ____
2. Are all accidents/incidents investigated and Reported to the proper members of the Joint Health and Safety Committee? YES ____ NO ____

NOTES:

See Accident Investigation Procedure. Should a staff member become “critically injured”, the Joint Health & Safety Committee shall assist in the investigation.

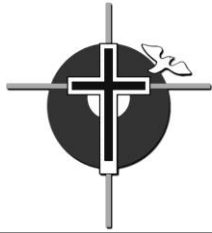
F. Personal Protection Equipment (PPE)

1. Do staff wear eye protection when required, i.e. Custodians, Technical, Visual Arts and Science Teachers, Maintenance Staff? YES ____ NO ____
2. Do staff wear hearing protection in noisy environments? YES ____ NO ____
3. Are dust masks available to staff who require them? YES ____ NO ____
4. Are staff trained in the use and care of PPE? YES ____ NO ____
5. Is PPE available for staff if requested? YES ____ NO ____
6. Are health and safety considerations observed per Ministry of Education curricula guidelines? YES ____ NO ____
7. Does all PPE meet CSA standards? YES ____ NO ____



G. Fire Safety

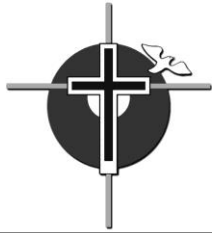
1. Are all exits, stairwells and corridors kept clear at all times? YES ____ NO ____
2. Is combustible artwork and teaching material on walls of classrooms and hallways kept to a minimum, ie. 20% of the area of the walls? YES ____ NO ____
3. Are Emergency Evacuation Plans up to date? YES ____ NO ____
4. Are emergency Exit signs posted in all rooms?
Is an alternative exit given? Is 911 or an
Emergency number clearly displayed? YES ____ NO ____
YES ____ NO ____
5. Are exits clearly marked? YES ____ NO ____
6. Is emergency lighting checked regularly to ensure batteries and bulbs are functional? YES ____ NO ____
7. Is combustible material ie. paper, recycling stored safely? (in an area with a heat or smoke detector) YES ____ NO ____
8. Are electrical and boiler rooms kept neat and orderly? No flammable/combustible materials are to be stored in the boiler room. No materials of any kind are to be stored in the electrical room. YES ____ NO ____
9. Are all electrical panels easily identified?
locked where appropriate? No storage
within 1 meter of the electrical panel in any direction? YES ____ NO ____
10. Are all flammables kept in approved containers and stored in approved flammable storage cabinets? YES ____ NO ____
11. Is gasoline powered equipment ie. lawn-mowers, snowblowers stored in a separate outside facility, or in a room designed for flammable storage? YES ____ NO ____
N/A ____



12. Is the Life Safety Systems section of the facility Inspection Logbook updated regularly? YES ____ NO ____
13. Are occupancy loading signs posted for rooms designed for general assembly, ie. Cafeteria, auditorium and gymnasium? YES ____ NO ____

H. Equipment

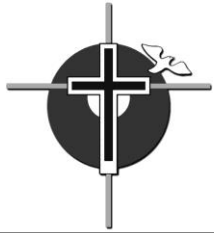
1. Are hoists, elevators, retractable basketball back-stops and other lifting devices inspected annually?
N/A YES ____ NO ____
2. Are records of inspections kept as required by the safety legislation? YES ____ NO ____
N/A ____
3. Are gasoline and other flammable liquids dispensed from safety cans with spring loaded lids? YES ____ NO ____
4. Is all equipment CSA or Ontario Hydro approved and in proper working order? YES ____ NO ____
5. Are all guards in place and used as required? ie. paper cutters, laminators and power tools. YES ____ NO ____
6. Are T.V. carts properly set up, ie. not top heavy and T.V. straps in place? YES ____ NO ____
7. Do drive belts, pulleys and couplings have cover guards? YES ____ NO ____
8. Do grinders have the tool rest set with no more than 1/8" clearance from the grinding wheel? YES ____ NO ____
N/A ____



9. Are dust collectors, after filters and exhaust systems used and maintained in good operative condition? YES ___ NO ___ N/A ___
10. Are electrical equipment and cords kept clear of sinks or water reservoirs such as water tables and aquariums? YES ___ NO ___
11. Do snowblowers have impeller guards in the discharge chute to prevent access to the impeller blade? YES ___ NO ___ N/A ___
12. Is the kiln enclosed by a wire mesh cage or is it located in a separate room? YES ___ NO ___ N/A ___
13. Is the kiln properly vented and exhausted directly outside? YES ___ NO ___ N/A ___
14. Are kiln rooms free of combustible and edible materials? YES ___ NO ___ N/A ___

I. Physical Safety

1. Are all exterior walkways and entrances cleared of snow and surfaces sanded as soon as possible and are these activities logged? YES ___ NO ___
2. Are all staff aware that stepladders are to be used when accessing above head heights? Chairs and tables etc. are not to be used! YES ___ NO ___
3. Are ladders inspected prior to each use? YES ___ NO ___
4. Are all staff aware of safe storage procedures, ie. no overloading of upper file draws, no storage of heavy items on high shelves, and no blocking of exits, air vents, sprinkler heads, heaters etc.? YES ___ NO ___

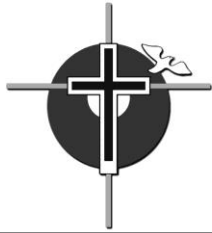


ADMINISTRATIVE PROCEDURE

5. Are all spilled materials immediately cleaned? YES ___ NO ___
6. Are staff aware of Chemical Spills Procedure?
Are clean-up kits available? YES ___ NO ___
7. Are ceiling and T-Bars clear of string, paper balloons, mobiles, etc.? Hanging objects are a safety and fire hazard. YES ___ NO ___
8. Are storage shelves properly secured to walls? YES ___ NO ___
9. Is the Ballast Procedure followed when a leaking ballast is identified? YES ___ NO ___
10. Are extension cords used for temporary placement of equipment only? Extension cords are not designed for long term use. Work orders should be submitted if additional electrical outlets are required. YES ___ NO ___
11. Are stored materials reviewed at least once a year and excess materials reused, disposed of or recycled? YES ___ NO ___
12. Are torn carpets taped down to prevent tripping and work orders submitted for repairs? YES ___ NO ___
13. Are water tables emptied daily and cleaned with detergent between uses? (Bleach should never be used) YES ___ NO ___
14. Are lights appropriately guarded to prevent broken glass from falling and shattering? YES ___ NO ___
15. Are staff, restricted and advised not to enter the boiled or electrical rooms? YES ___ NO ___

J. WHMIS

1. Are all staff made aware of the Workplace Hazardous Materials Information System? YES ___ NO ___



2. Are Material Safety Data Sheets available for all chemical products used in the school? YES ___ NO ___
3. Are all products purchased via the Purchasing Department's Standard Supply List? YES ___ NO ___
4. Are all products containing chemicals labelled? YES ___ NO ___
5. Do staff understand the meaning of the symbols on the labels? YES ___ NO ___
6. Does the workplace have an inventory of all products containing WHMIS controlled chemicals? YES ___ NO ___
7. Are all chemical products properly stored according to MSDS requirements and age group of students? Ie. cleaning products should not be stored in classroom cupboards. YES ___ NO ___
8. Have Department Heads from Science, Technical and Visual Arts been given addition WHMIS training which meets the needs of these areas? Have they in turn trained their staff? YES ___ NO ___
9. Does the workplace have an inventory of hazardous waste products for disposal? Is a copy sent to the Health & Safety Coordinator annually? YES ___ NO ___
10. Are staff aware of the Chemicals Spills Procedure? YES ___ NO ___