



MASTER SCHOOL INSPECTION CHECKLIST – for use by the JOHSC to coordinate inspection of the school.

School _____

Date _____

#	Item to be Inspected	Yes	No*	N/A	Action	By Whom	Date Completed
	Building Common Areas: <i>lobbies, washrooms, hallways, stairways, etc.</i>						
1	Do all exit doors work properly?						
2	Are stairways in good repair?						
3	Are stairways clear of any material that may cause a tripping hazard?						
4	Are under stair areas free from storage?						
5	Are hallways clear from clutter that may cause a tripping hazard or disrupt orderly evacuation?						
6	Are outside walkways and parking lot in good repair?						
7	In winter are they sufficiently cleared and salted / sanded?						
	Fire Protection Equipment and Procedures						
8	Are fire exits clearly marked?						
9	Are fire exits free from obstruction?						
10	Are hallways free from items that may cause problems during evacuation? <i>(For example: tables, chairs or other movable items.)</i>						

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#	Item to be Inspected	Yes	No*	N/A	Action	By Whom	Date Completed
11	Is all material stored no closer than 18 inches from a sprinkler head? <i>(If the school has a sprinkler system there can be no items within 18 inches of the ceiling. Also no item can be suspended from ceilings.)</i>						
12	Are fire extinguishers located where they are visible from a distance?						
13	Are fire extinguishers inspected annually? <i>(This will be noted on a tag on the extinguisher.)</i>						
14	Are fire extinguishers in good condition and fully charged? <i>(This is determined by a visual inspection. A fully charged extinguisher's gauge will show "green".)</i>						
	Electrical & Mechanical						
15	Are electrical rooms kept locked? <i>(Electrical and mechanical rooms are to be kept locked.)</i>						
16	Are electrical rooms free from storage? <i>(Electrical and mechanicals rooms are not to be used for storage.)</i>						
17	Are mechanical / air handing unit rooms kept locked?						
18	Are mechanical / AHU rooms free from storage?						
	Personal Protective Equipment						
19	Is personal protective equipment (PPE) available if required? <i>(For example: rubber gloves, safety glasses.)</i>						
20	Is PPE being used when required?						

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#	Item to be Inspected	Yes	No*	N/A	Action	By Whom	Date Completed
	Hygiene and First Aid						
21	Are washrooms kept clean?						
22	Are water fountains kept clean?						
23	Are food preparation areas (in staff rooms, for example) kept clean?						
24	Is there sufficient first aid equipment on site? <i>(The First Aid Regulations, pages 6-8 describe the minimum amount required.)</i>						
25	Is the location of the supplies known to staff and students? <i>(Staff and students should know where to go to seek assistance.)</i>						
26	Are there enough qualified First-Aiders on staff? <i>(See First Aid Regulations, page 3 for minimum # required.)</i>						
27	Are names of first aid qualified persons posted? <i>(Names must be posted in a prominent location.)</i>						
	Storage Facilities and Rooms						
28	Are shelves/shelving units at risk of falling over firmly anchored to the wall? <i>(Storage of all items should follow the following guide: heavy objects on low shelves, light objects on high shelves, and breakable objects such as glass items on low shelves.)</i>						
29	Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes? <i>(Storage must not be within 18" of the ceiling if building has a sprinkler system.)</i>						
30	Are storage rooms organized so as not to present a safety hazard? <i>(eg: tripping hazard)</i>						

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	Job Procedures and Training						
31	Are employees satisfied with the training they have received to complete their assigned job/tasks safely? <i>(If there is job/task specific training desired ensure it is noted.)</i>						
	Environment						
32	Do windows open easily and stay open according to their design?						
33	Are ventilation systems operating? <i>(This can be easily checked by attaching a tissue to a meter stick and holding it near the vents. A supply vent will push the tissue away or "flutter", a return vent should suck the tissue against the vent.)</i>						
34	Are ceiling tiles in place, unbroken and with no sign of water damage or mould formation?						
35	Are the ceiling, walls and floor free of water leaks?						
	Are floor tiles or carpeting securely fastened to reduce trip hazards?						
	Other Checklists:						
36	Has the JOHSC received a completed classroom inspection checklist from each classroom teacher?						
37	Has the JOHSC received a completed chemistry/science lab inspection checklist?						
38	Has the JOHSC received a completed gymnasium inspection checklist? <i>(Checklist is available in the "Physical Education Safety Guidelines P-12" issued by the Department. of Education)</i>						

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	Other:						
39							
	Other:						
40							
	Other:						
41							

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