



Workplace Inspection Checklist At: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Board	Yes	No	N/A	Comments
Are they well organized and legible?				
Is the material updated frequently?				
Evidence of Fire Drills ( <i>located in the Blue Ministry Binder</i> )				
<b>Do you have the following posters posted on your board:</b>				
▪ WSIB – In Case of Injury Poster				
▪ Health & Safety Policy Statement				
▪ Health & Safety of Work: Prevention Starts Here Poster				
▪ Employment Standards in Ontario Poster				
▪ UFCC Anti-Harassment and Workplace Violence Policy				
▪ JHSC Current Minutes				
▪ JHSC Committee Member Listing				
▪ Occupational Health and Safety Act ( <i>Green Book</i> )				
▪ First Aid Book				
▪ First Aid Certified Staff Listing				
▪ Monthly Inspections Completed Each Month and Posted				
<b>Floors</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Carpets are in good condition, clean and not worn				
Tiles are in good condition, clean and not chipped or broken				
Is there loose material or debris on the floor?				
Are the floors slippery, oily, or wet?				
<b>Stairways / Hallways / Air Lock</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are clear, unblocked and accessible				
Stairways are well lit				
Are handrails, handholds in place?				
<b>Material Storage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Materials are stored safely and neatly				
Passageways and work areas are clear of obstructions				
Heavy materials & supplies are stored below waist level				
<b>Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are protective devices in place and effective (goggles & gloves)				
Is the furniture safe?				
<b>Sanitation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Washrooms, laundry areas are clean ( <i>ie., including stacked items</i> )				
Water is drinkable ( <i>if not, explain in comment section</i> )				
Toilet & sinks are available, clean and stocked				
Clothing storage area is cleaned & stocked				



<b>Kitchen / Food Prep Areas</b>				
Kitchen and food prep areas are sanitary				
Kitchen equipment in good repair and area organization				
<b>Emergency Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Fire control equipment is regularly tested by custodian (check log)				
Staff first aid kit is fully stocked				
Staff first aid kit includes an inspection form and is filled out				
Staff first aid kit includes a treatment log and is filled out				
<b>WHMIS Practices</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
All dangerous substances are identified				
Have staff been trained?				
Safety Data Sheets are up to date				
<b>Security</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Entry & Exit procedures address personal security (lighting)				
Emergency plans & procedures exist; staff trained				
<b>Lighting</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Interior work area lighting is appropriate and working				
<b>General</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Extension cords do not present tripping hazards				
Electrical wiring is properly concealed				
Equipment has no sharp metal projections				
Ceiling fixtures are fastened securely				
Desk and file drawers are closed when not in use & not overloaded				
Toys and accessories are stored in secure places				
Minimal stacking of materials on cabinets / counters				
Wastebaskets & equipment do not present tripping hazards				
Speak to two employees and ask them questions regarding Health & Safety				Indicate Employee & Question Here:
<b>COVID 19</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Screening Area set up in accordance with Pandemic Plan and Fire Code (with Face Masks, Hand Sanitizer, Cleaning & Disinfectant available – as required)				
Daily Cleaning Logs Completed in All Classrooms				
Daily Screening Logs Completed Daily and Uploaded				
Employees wearing PPE				
Signs posted in Accordance with Pandemic Plan				



Thermometer Battery Charged (Back Up Batteries Available)				
Thermometer Cleaning Wipes Available at Screening Area				
PPE Inventory Stocked (2-week supply) Available and Tracked				
Isolation Bag Available (Fully Stocked) – for each cohort				

Inspector: \_\_\_\_\_

Inspector: \_\_\_\_\_

Comments:

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Classroom: \_\_\_\_\_

(fill this page out for every classroom that you share in the school)

Floors	Yes	No	N/A	Comments
Carpets are in good condition, clean and not worn				
Tiles are in good condition, clean and not chipped or broken				
Is there loose material or debris on the floor?				
Are the floors slippery, oily, or wet?				
Equipment – Staff	Yes	No	N/A	Comments
Are protective devices in place and effective				
Are cleaning bins well stocked? (ie. Paper towels, gloves, cleaning bottles)				
▪ Cleaning bottles labelled (ie. Soap & water, disinfectant, water)				
Is the furniture safe?				
Passageways are unobstructed?				
Emergency Equipment	Yes	No	N/A	Comments
Emergency lighting is in place and regularly tested by the custodian				
Children's first aid kit is fully stocked				
Children's first aid kit includes an inspection form and is filled out				
Children's first kit includes a treatment log and is filled out				
Lighting	Yes	No	N/A	Comments
Interior work area lighting is appropriate and working?				
General	Yes	No	N/A	Comments
Are bathrooms cleaned?				
Are bathrooms well stocked?				
Extension cords do not present tripping hazards				
Electrical wiring is properly concealed				
Ceiling fixtures are fastened securely				
<b>Child Care Cart:</b>				
▪ top shelf only contains cleaning supply bin & first aid kit				
▪ toys and equipment are stored safely on the shelf				
▪ shelves are not overloaded				
▪ no heavy bags are hanging from the sides of the cart				
▪ the cart can easily be pushed				
Wastebaskets & equipment do not present tripping hazards				