

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD

HEALTH AND SAFETY ADMINISTRATIVE CHECKLIST  
(Revised September 2007)

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

ACTION BY/  
DATE COMPLETED

A. PRINCIPAL/VICE-PRINCIPAL

- 1. Is Health and Safety a regular agenda item and minutes at staff meetings? YES \_\_\_ NO \_\_\_\_\_
- 2. Are all teaching and support staff invited to participate in staff meetings for health and safety items? YES \_\_\_ NO \_\_\_\_\_
- 3. Are Health and Safety issues reported by staff, acted upon and documented? YES \_\_\_ NO \_\_\_\_\_
- 4. Does your school use a Health and Safety bulletin board(s)? YES \_\_\_ NO \_\_\_\_\_

B. HEALTH AND SAFETY INFORMATION

- 1. Is the Occupational Health and Safety Act available to staff (posted)? YES \_\_\_ NO \_\_\_\_\_
- 2. Are names of Joint Health & Safety Committee members available to staff (posted)? YES \_\_\_ NO \_\_\_\_\_
- 3. Are records kept of Workplace Safety Inspections? YES \_\_\_ NO \_\_\_\_\_
- 4. Are most recent Minutes of Joint Health and Safety Committee meetings posted for staff ? (Board Intranet, Health and Safety Department if needed). YES \_\_\_ NO \_\_\_\_\_
- 5. Is the Workplace Safety & Insurance Board, "In All Cases of Injury" sticker posted? YES \_\_\_ NO \_\_\_\_\_
- 6. Is the "Extracts from the Occupational Health and Safety Act" posted? (pocket form) YES \_\_\_ NO \_\_\_\_\_
- 7. Is the Board's Health and Safety Manual available to staff? YES \_\_\_ NO \_\_\_\_\_
- 8. Are Workplace Hazardous Materials Information System Binder/duotangs available to staff? YES \_\_\_ NO \_\_\_\_\_

C. WORKPLACE SAFETY INSPECTIONS

- 1. Date of last Workplace Safety Inspection?
- 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 this documented? YES \_\_\_ NO \_\_\_\_\_
- 4. Are Ministry of Labour Inspection reports posted? YES \_\_\_ NO \_\_\_\_\_
- 5. Are Workplace Safety Inspection Reports followed up and distributed within 30 days? YES \_\_\_ NO \_\_\_\_\_

D. TRAINING

- 1. Are all staff provided with Health and Safety information? YES \_\_\_ NO \_\_\_\_\_

2. Is Health and Safety training for staff documented, i.e., Ladder and Scaffold, WHMIS, Blood and Body fluid precautions, Lock-out, Asbestos, Chemical Spill, etc.? YES \_\_\_NO\_\_\_\_\_

3. Are the above Procedures reviewed annually? YES \_\_\_NO\_\_\_\_\_

**E. RULES**

1. Are the Dufferin-Peel Catholic District School Board's Health and Safety Policy and Regulations, (Inc. Health & Safety Manual,/Intranet/G.A.P.) available to staff ? YES \_\_\_NO\_\_\_\_\_

**F. FIRST AID**

1. Do you have First Aid trained staff? (2 minimum). YES \_\_\_NO\_\_\_\_\_

2. Are names of certified first-aiders posted at the First Aid stations? YES \_\_\_NO\_\_\_\_\_

3. Are First Aid Kits restocked per WCIB Reg. 1101? YES \_\_\_NO\_\_\_\_\_

4. Are blood and body fluid cleanup kits/supplies available? YES \_\_\_NO\_\_\_\_\_

**G. INCIDENT/ACCIDENT INVESTIGATION/ REPORTING**

1. Are all employee injuries reported to the Benefits Department (GAP 310) YES \_\_\_NO\_\_\_\_\_

2. Are all incidents investigated and reported to the Health and Safety Department on the Incident Investigation Report Form.? (GF 390) YES \_\_\_NO\_\_\_\_\_

**NOTES:**

See Incident/Accident Investigation Procedure in Section 9 of the Health & Safety Manual. Should a staff member become critically injured, the Health and Safety shall be notified immediately.

**H. PERSONAL PROTECTION EQUIPMENT (PPE)**

1. Do staff wear eye protection when required, i.e., Custodians, Technical Shops, Visual Arts or Science? YES \_\_\_NO\_\_\_\_\_

2. Do staff wear hearing protection in noisy environments? YES \_\_\_NO\_\_\_\_\_

3. Do staff in the woodshops have dust masks available? 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. Does Personal Protective Equipment meet standards? YES \_\_\_NO\_\_\_\_\_

7. Are Health and Safety considerations observed per Ministry of Education curricula guidelines? YES \_\_\_NO\_\_\_\_\_

**I. EQUIPMENT**

1. Are hoists, elevators, retractable basketball back-stops and other lifting devices inspected annually? YES \_\_\_NO\_\_\_\_\_

2. Are records of inspection kept as required by the safety legislation? YES \_\_\_NO\_\_\_\_\_

3. Are basketball backstops winched by hand (no electric drills are to be used)? YES \_\_\_NO\_\_\_\_\_

4. Are gasoline and other flammable liquids dispensed from safety cans with a spring loaded lid? YES \_\_\_NO\_\_\_\_\_

**ACTION BY/  
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5. Is all equipment CSA or Ontario Hydro approved and in proper working order? YES \_\_\_ NO \_\_\_\_\_
6. Are all guards in place and used as required especially laminators and technological education equipment? YES \_\_\_ NO \_\_\_\_\_
7. Are laminators operated after regular school hours? YES \_\_\_ NO \_\_\_\_\_
8. Are T.V. carts properly set up, i.e., not top heavy and T.V. strap in place? YES \_\_\_ NO \_\_\_\_\_
6. Are equipment and electrical cords kept clear of sinks or water reservoirs such as aquariums and water tables? YES \_\_\_ NO \_\_\_\_\_
6. Do snow blowers have impeller guards (a wire guard in the discharge chute to prevent access to the impeller blades)? YES \_\_\_ NO \_\_\_\_\_
11. Is the kiln enclosed by a wire mesh cage (unless it is located in a separate room)? YES \_\_\_ NO \_\_\_\_\_
12. Do kiln rooms have a ventilation system which exhausts directly outside? YES \_\_\_ NO \_\_\_\_\_
13. Are kiln rooms clear of combustible and edible materials? YES \_\_\_ NO \_\_\_\_\_
14. Do drive belts, pulleys and couplings have cover guards? YES \_\_\_ NO \_\_\_\_\_
15. Do grinders have the tool rest set with no more than 1/8" clearance from the grinding wheel? YES \_\_\_ NO \_\_\_\_\_
16. Are dust collectors, after filters, exhaust systems used and maintained in good operative condition? YES \_\_\_ NO \_\_\_\_\_
17. Are eyewash stations flushed weekly? YES \_\_\_ NO \_\_\_\_\_
18. Is all Tech Ed. Equipment secured to the floor? YES \_\_\_ NO \_\_\_\_\_
- J. WHMIS**
1. Are all staff trained in the Workplace Hazardous Material Information System (WHMIS) and is it reviewed annually (WHMIS Video) or other method? YES \_\_\_ NO \_\_\_\_\_
2. Have staff in Science, Technical & Visual Arts been trained in WHMIS job specific requirements? YES \_\_\_ NO \_\_\_\_\_
3. Are all products purchased via the Purchasing Department's Standard Supply list? YES  
\_\_\_ NO \_\_\_\_\_
4. Are Material Safety Data Sheets (MSDS) available for all chemical products used in the school? YES \_\_\_ NO \_\_\_\_\_
6. Does the school have an inventory of all products containing WHMIS controlled chemicals? YES \_\_\_ NO \_\_\_\_\_
6. Are all products containing chemicals labelled? YES \_\_\_ NO \_\_\_\_\_
7. Do staff understand the meanings of the symbols on the labels? YES \_\_\_ NO \_\_\_\_\_
6. Are all chemical products properly stored according to MSDS requirements and age group of students, i.e., cleaning products should not be stored in classroom cupboards and Javex bleach should not be used in the school? YES \_\_\_ NO \_\_\_\_\_
9. Does the school have an inventory of hazardous waste products for disposal? YES \_\_\_ NO \_\_\_\_\_

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10. Has an updated copy of the inventory of hazardous waste products been sent to the Health & Safety Department annually? YES \_\_\_ NO \_\_\_\_\_

11. Are staff aware of the Chemical Spills Procedure? YES \_\_\_ NO \_\_\_\_\_

**K. ASBESTOS MANAGEMENT PROGRAM**

1. Have all staff received information on the Asbestos Management Program and is it reviewed annually? YES \_\_\_ NO \_\_\_\_\_

1. Have office staff been made aware of the Asbestos Management Program Procedures requiring ALL CONTRACT/MAINTENANCE STAFF TO CHECK ASBESTOS LOCATIONS BINDER? YES \_\_\_ NO \_\_\_\_\_

**L. FIRE SAFETY**

1. Are all exits, stairwells and corridors kept clear of stored combustible materials? YES \_\_\_ NO \_\_\_\_\_

2. Is combustible material stored for recycling, stored safely? YES \_\_\_ NO \_\_\_\_\_

3. Are occupancy loading signs posted for rooms designed for general assembly, i.e., cafeteria, auditorium and gymnasium? YES \_\_\_ NO \_\_\_\_\_

4. Is gasoline powered equipment, i.e., lawnmowers, snowblowers stored in a separate outside facility, or in a room designed for flammable storage? YES \_\_\_ NO \_\_\_\_\_

5. Is combustible artwork and teaching material on walls of classrooms kept to a minimum, i.e., 20% of the area of the walls? No corrugated paper! YES \_\_\_ NO \_\_\_\_\_

6. Are Emergency Evacuation Plans up to date? Is 911 or emergency number entered on the Plan where applicable? YES \_\_\_ NO \_\_\_\_\_

7. Are computer configurations, electrical wiring, ventilation, and space requirements determined prior to the purchase and installation of computers/computer labs? YES \_\_\_ NO \_\_\_\_\_

8. Are electrical and boiler rooms kept neat and orderly No flammable/combustible materials are to be stored in these rooms including lawn mowers and snow blowers. YES \_\_\_ NO \_\_\_\_\_

9. Are all electrical panels easily identified? Locked where appropriate? No storage within 3 feet of the electrical panel in any direction? YES \_\_\_ NO \_\_\_\_\_

10. Are fire extinguishers replaced immediately after discharge? YES \_\_\_ NO \_\_\_\_\_

11. Are access and exit areas kept clear at all times (minimum 3 feet)? YES \_\_\_ NO \_\_\_\_\_

12. Is emergency lighting checked regularly to ensure batteries and bulbs are functional? YES \_\_\_ NO \_\_\_\_\_

13. Is the fire log book updated regularly and maintained in an accessible location? YES \_\_\_ NO \_\_\_\_\_

14. Are all flammables kept in approved containers and stored in an approved flammable storage cabinet? Details available from the Purchasing Department. YES \_\_\_ NO \_\_\_\_\_

15. Are fire drills conducted as required? (3 times per semester) YES \_\_\_ NO \_\_\_\_\_

**M. PHYSICAL SAFETY**

1. Are all exterior walkways and entrances cleared of snow and surfaces salted as soon as possible and are these activities logged? YES \_\_\_ NO \_\_\_\_\_

2. Are all staff aware that Board approved step ladders and stools are to be used when accessing above head heights? Chairs and tables are never to be used! YES \_\_\_ NO \_\_\_\_\_

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3. Are these ladders inspected prior to each use? YES \_\_\_ NO \_\_\_\_\_
4. Are staff aware that Board approved step stools are available for reaching lower heights of 1-3' over head? YES \_\_\_ NO \_\_\_\_\_
5. Are all staff aware of safe storage procedures, i.e., no overloading upper file drawers, no storage of heavy items on high shelves, and no blocking of exits air vents, sprinkler heads, heaters, etc.? YES \_\_\_ NO \_\_\_\_\_
6. Does the school have an established air exchange program where required?  
Are ventilation vents and heaters cleared of boxes, paper, books, furniture, etc.? YES \_\_\_ NO \_\_\_\_\_
7. Are materials posted on bulletin boards with thumbtacks or staples?  
No straight pins or straightened paper clips are allowed potential eye and skin injury. YES \_\_\_ NO \_\_\_\_\_
8. Are ceilings and T-bars clear of string, paper, balloons, mobiles, etc.?  
Hanging objects are a safety (eye injuries) and fire hazard. YES \_\_\_ NO \_\_\_\_\_
9. Are storage shelves properly secured to the walls and materials properly stored, i.e., heavier items on the bottom shelves? YES \_\_\_ NO \_\_\_\_\_
10. Are fountains flushed daily as per Board procedure? YES \_\_\_ NO \_\_\_\_\_
11. Are torn carpets taped down to prevent tripping and work orders submitted for repairs? YES \_\_\_ NO \_\_\_\_\_
12. Are extension cords used for temporary placement of equipment only?  
Extension cords are not appropriate for computers. Electrical cords  
Electrical cords with multi extension cord connectors and/or multi  
power bars are not acceptable. Work orders should be submitted to add  
electrical outlet where necessary. YES \_\_\_ NO \_\_\_\_\_
13. Are stored materials reviewed at least annually and excess materials reused or recycled? YES \_\_\_ NO \_\_\_\_\_
14. Are folding legs on portable tables secured properly  
(hinges should be bolted)? YES \_\_\_ NO \_\_\_\_\_
15. Are water tables emptied daily and cleaned with detergent  
between uses? Bleach should never be used. YES \_\_\_ NO \_\_\_\_\_
16. Are spills and dropped materials picked up immediately? YES \_\_\_ NO \_\_\_\_\_
17. Are students and staff advised not to enter the boiler  
and electrical rooms? YES \_\_\_ NO \_\_\_\_\_
18. Are lights appropriately guarded to prevent broken  
glass from falling and scattering? YES \_\_\_ NO \_\_\_\_\_
- N. LEAD IN DRINKING WATER**
1. Are schools built pre 1990 having their drinking water sources flushed daily, and schools post 1990 weekly as per Ontario Regulation 243/7? YES \_\_\_ NO \_\_\_\_\_
2. Is the flushing being documented and filed at the school? YES \_\_\_ NO \_\_\_\_\_