

## 14.0 WORKPLACE INSPECTIONS

### 14.1 WORKPLACE INSPECTION PROCESS

#### **Purpose**

This procedure provides a format for ensuring that in addition to the JHSC Monthly Inspections, that other required workplace inspections are conducted and consistent. Inspections will be conducted by the following;

#### *Director of Education*

The Director of Education will undertake a Workplace Safety Inspection, visiting each Board facility once over a three year period. The inspection report will be presented to a regular meeting of senior management (see attached schedule template).

#### *Superintendents*

Superintendents will undertake an annual workplace safety inspection of facilities that they are responsible for. Their inspection reports will be presented at a regular meeting of senior management (see attached schedule template).

#### *Principals, Managers and Supervisors*

Principals, Managers and Supervisors will naturally be aware, observant and will take the appropriate action on health and safety concerns at the facilities that they manage. Principals, Managers and Supervisors will undertake a formal workplace health and safety inspection of their facilities, every 3 months. Their inspection report will be presented to a regular meeting of senior management (see attached schedule template).

#### *All Board Staff*

All Board Staff will continuously monitor their workplace. In their work, as they move and travel throughout Board facilities, any concerns or potential hazards will be brought to their supervisor's attention.

#### **Operator Pre-Use Inspections**

Where appropriate, Pre-Use Equipment Inspections will be required. These pieces of equipment are identified under Safe work Practices of this program. The Pre-Use Inspections will be recorded on the applicable log. Logs will be stored with the equipment or in an appropriate nearby location.

#### **Scope**

This standard applies to all areas of the workplace.

## **Standards/Procedures**

1. Inspectors will use the following methods/tools to conduct appropriate inspections:
  - a) Walk through Inspection instructions,
  - b) Inspection checklist,
  - c) Inspection worksheet,
  - d) Previous inspection report(s),
  - e) Incident/injury reports to review, if needed, corrective action that has been taken.
2. An annual documented schedule for workplace inspections (see roles and responsibilities for timeframes) for each worksite/location will be established.
3. Any hazards or unsafe conditions observed while conducting the inspection are corrected, immediately, if possible. This includes notifying the supervisor/manager of the area where the hazard was identified and recording the notification on the inspection worksheet.
4. A minimum of 2 employee contacts or observation(s) of activities will be conducted during each workplace inspection. Results of the inspections are to be documented on the Workplace Inspection form.
5. Those conducting the inspection must sign the original completed inspection worksheet.
6. Inspection worksheets will be forwarded to the Principal/Supervisor of the worksite/location as soon as possible.

The worksite Supervisor will:

- will ensure that the appropriate corrective action is taken;
  - if correction will be delayed, will provide interim corrective measures;
  - will post inspection report on the worksite Health and Safety bulletin board within one week of the completion of the inspection. Inspection reports shall be posted for a minimum of one month;
  - provide a copy to the Health and Safety Officer.
7. The Health and Safety Officer will provide a copy of all inspection worksheets to the Director of Education at the regularly scheduled Administrative Council meetings.

## **Forms/Records**

- Checklist for office environments and schools are included in this manual for reference.

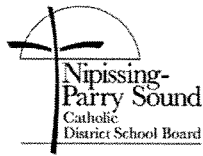
**14.2 Sample Workplace Inspection Checklist for Office Environments**  
 (This checklist is meant as a guide only to assist with the completion of inspections)

<b>Walking Surfaces</b>	✓	<b>Fire Prevention</b>	✓
Walkways free of obstacles		Extinguishers available & accessible	
Cords anchored or covered		Extinguishers/hose cabinets dated monthly	
Floor coverings in good condition		Pull stations accessible	
No slip/trip hazards present		Electric cords/outlets in good condition	
Warnings posted when floors are wet		Electrical outlets not overloaded	
		Fire exits clear of obstruction	
		Fire doors closed	
		Fire exit signs lit	
<b>Furniture/Office Equipment</b>		<b>Security</b>	
In good mechanical condition		Employees/visitors have ID badges	
Properly assembled		Visitors have safety rules	
Properly adjusted			
Secure from tipping		<b>First Aid</b>	
Free from sharp edges/corners		First aid kit available at First Aid Station in central location	
Dangerous parts properly guarded		First aid kit checked monthly	
Emergency switches accessible		WSIB poster (Form 82) posted nearby	
Preventative maintenance program established for equipment & tools		Certificates of first aiders current and posted	
Loose clothing/jewelry/ID badges secured		First aid log sheet available & in use	
Appropriate for work being done		<b>Protective Clothing/Equipment</b>	
Defective equipment properly identified		Equipment/clothing provided where required	
Unnecessary items removed		Equipment/clothing used where required	
Employees instructed on safe/proper use		Appropriate footwear being worn	
Electrical cords at workstation secured		Equipment/clothing in good condition	
<b>Bookcase/Shelves/Cabinets</b>		Employees trained in use of Personal Protective Equipment	
Secured from tipping		Are areas where PPE is required appropriately signed?	
In good condition		Do employees have/wear proper PPE when they visit other workplaces	
Drawers/doors closed when not in use		If applicable: are respirators: fit tested and properly used/stored	
One drawer of filing cabinet open at a time			
Material safely stored/stacked/piled		<b>Posted Information</b>	
Heavier or commonly accessed items between knuckle and shoulder height		OH&S Act and Regulations	
Step stools available, if required		NPSCDSB Health and Safety Policy and JHSC Members posted	
<b>Environment</b>		Joint Health and Safety Committee meeting minutes posted	
Light levels adequate		Early and Safe Return to Work program posted;	
Air quality adequate		Recent inspection(s) posted	
Temperature and humidity adequate		MOL Orders posted	
People dressed appropriately for season		Results of Hygiene testing posted	
Air/Temperature units unobstructed		<b>Training</b>	
Noise levels appropriate		Employees aware of emergency procedures	
Hazardous materials properly labeled		Employees aware of security procedures	
Hazardous materials properly stored		Employees provided information and instruction to protect their Health and Safety	
Unexpired Materials Safety Data Sheets are available		Staff Training up-to-date	
Housekeeping satisfactory			
No construction hazards present		<b>Disabled</b>	
		Required accommodations provided	
		Accommodations provided are functional	

**14.3 Sample Workplace Inspection Checklist for Classrooms**

**(This checklist is meant as a guide only to assist with the completion of inspections)**

<b>Fire Safety</b>		<b>Electrical</b>	
Are legible fire exit and route signs in appropriate locations?	<input type="checkbox"/>	Are CSA or Electrical Safety Authority approval labels on all electrical equipment?	<input type="checkbox"/>
Is there a Fire Safety Plan and is the teacher aware of the content and location of the Plan?	<input type="checkbox"/>	Are there ground pins on three wire electrical plugs?	<input type="checkbox"/>
Are ceilings or exit doors free of combustible materials such as artwork, posters, paper, etc.? As a guideline, no more than 20% of the total wall surface (including board, cupboards, windows, etc..) to be covered with combustible materials.	<input type="checkbox"/>	Are electrical outlets, cover plates and wall switches secure and undamaged?	<input type="checkbox"/>
Where there is an EXIT door, is there a clear path through the classroom furniture? As a rule of thumb, the width of the clear path should be the same as the width of the door(s).	<input type="checkbox"/>	Are extension cords three wire, in good condition and used for temporary purposes only?	<input type="checkbox"/>
		Are multi-use cords equipped with power bars?	<input type="checkbox"/>
<b>General</b>			
Do windows open easily and stay open according to their design?	<input type="checkbox"/>	Is air quality, temperature and ventilation acceptable to meet applicable standards? Concerns may be determined by conversation with the teacher in the classroom.	<input type="checkbox"/>
Are ventilation and heating ducts kept unobstructed by books, paper etc..?	<input type="checkbox"/>	Are ceiling tiles in place, unbroken and with no sign of mold formation?	<input type="checkbox"/>
Are floor tiles or carpeting securely fastened to reduce trip hazards?	<input type="checkbox"/>	Are floors free from slips, trips and fall hazards?	<input type="checkbox"/>
Are audio-visual screens and maps securely suspended using fittings designed for the purpose?	<input type="checkbox"/>	Are shelves or shelving units firmly anchored to the wall? 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.	<input type="checkbox"/>
Are step stools or small ladders available for accessing stored items from high shelves?	<input type="checkbox"/>	Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes?	<input type="checkbox"/>
Do paper cutters have guards in place and is the torsion spring adjusted to hold the blade up when released?	<input type="checkbox"/>	Are there first Aid stations and trained First Aiders available? Does all staff know where the stations are located and are the trained staff locations identified?	<input type="checkbox"/>
Is there an Asbestos Management Program, and do all staff know where the Asbestos Log is kept in the school?	<input type="checkbox"/>	Are the exterior siding, soffits and eaves including eaves troughs, where applicable, in good condition?	<input type="checkbox"/>
Is the area around and under the portable well drained with not standing water?	<input type="checkbox"/>	Are steps and porch surfaces in good repair with suitable anti-slip materials on the surfaces?	<input type="checkbox"/>
Are guardrails and hand railings installed and secure?	<input type="checkbox"/>	Is snow and ice removed at both doorways and the approaches to the doorways?	<input type="checkbox"/>
Is the electrical service mast in good repair and meter socket enclosed?	<input type="checkbox"/>	Is exterior lighting operating and adequate?	<input type="checkbox"/>
Are wall panels intact with no exposed fiberglass insulation?	<input type="checkbox"/>	Are there signs of mold growth on wall panels or ceiling, particularly near windows or areas of past water leakage?	<input type="checkbox"/>
Is the exhaust fan functioning including shutters? Where electric heaters are installed, they must be kept free of combustible objects (e.g., clothing, paper, etc.)	<input type="checkbox"/>	In portables built after 1990, are heating and ventilation units functioning and grills kept clear of books and papers?	<input type="checkbox"/>
Is an intercom or other method of communication with the main building in operating condition?	<input type="checkbox"/>		<input type="checkbox"/>



**14.4 DIRECTOR OF EDUCATION  
INSPECTION SCHEDULE**  
(All sites must be inspected once every three years)

Inspections can be completed through one of the following methods: Personal tour of the workplace, inspect with supervisor, inspect with the Joint Health and Safety Committee member, inspect with the Health & Safety Site Representative.

Note: Should concentrate on critical or important Health and Safety items (not a comprehensive inspection)

	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
July			
August			

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Copy: JHSC  
School Principals



**14.5 SUPERINTENDENTS OF EDUCATION/BUSINESS  
INSPECTION SCHEDULE**  
(All sites must be inspected once per year)

Inspections can be completed through one of the following methods: Personal tour of the workplace, inspect with supervisor, inspect with a Joint Health and Safety Committee member, inspect with the Health & Safety Site Representative.

Note: Should concentrate on critical or important Health and Safety items (not a comprehensive inspection)

For the \_\_\_\_\_ school year

Month	CC	J23	MSB	OLF	OLS	StA	StF	StG	StH	StL	StT	StV	SJSH	BO
Sept														
Oct														
Nov														
Dec														
Jan														
Feb														
Mar														
Apr														
May														
June														
July														
Aug														

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Copy: Director of Education  
School Principals  
JHSC