



Formal Health & Safety Site Inspection Report

AF411-K
09/2018

Location:		Date of Inspection:	
Inspection Team:		Inspection Team Lead:	
Name of Principal/ Assoc. Sup. HR:		Principal's/ Assoc. Sup. HR's Signature:	

This template form is used to complete formal health and safety site inspections of the schools and facilities at Rocky View Schools (RVS). The Principal or the Associate Superintendent of Human Resources is required to ensure that formal site health and safety inspections occur at their respective school or Education Centre occurs at least twice per year. The Principal or Associate Superintendent of Human Resources, or assigned designate, must sign to confirm completion of the corrective action items identified during the inspection. The Priority Index below identifies a guideline for the urgency of completion of correction actions which is based on risk and legislative compliance. The Assigned Responsible Person is responsible to ensure the deficient items are addressed by may delegate to appropriate staff members.

Priority Index: 1. Urgent (address or isolate immediately) 3. Medium (addressed within 30 days)
 2. High (addressed within 4 days) 4. Low (addressed within 1-3 months)

Inspection Results and Corrective Action Summary

Location of Deficiency and Description (based on attached checklist)	Corrective Action(s)	Priority Levels (1-4)	Assigned Responsible Person	Due Date	Completed Date	Principal's Initials

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Documentation Review:	<p>The following documentation was reviewed:</p> <ul style="list-style-type: none"> - Site OH&S Orientation Forms - Job Hazard Assessments (JHAs) - Working Alone Form - First Aid Record & Training Certificates - Formal Site Inspection Checklists
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Inspection Checklist

Deficiencies identified in this list are to be recorded in the Inspection Results Corrective Action Summary Chart on page 1.

Section A – Safety Program	
	Is the Health and Safety Commitment posted by main office and staffroom
	Health and safety records filed on site (e.g. inspections, hazard assessments, meeting minutes, injury reports, etc.)
Section B – Working Conditions	
	Indoor air quality
	Lighting levels adequate
	Noise levels appropriate
	Ergonomic work stations
	Step ladders or step stools available and in good conditions
	Warning signs posted (e.g. wet floor, noise, confined space, PPE requirements)
Section C – House Keeping	
	Railings, flooring, walls, ceilings, furniture, doors and fixtures in good condition
	Hallways, offices and storage rooms free from tripping hazards, debris and obstruction
	Trash/recycling bins emptied regularly
	Materials, shelves, pictures, signs, fixtures and cords secure
	Shelves/cabinets free of overload and heavy items stored low
Section D – Electrical	
	Electrical cords, light switches, bulbs, fixtures and cover plates in good repair
	Ground fault circuit interrupters installed where necessary (within 1 m of water source)
	Extension cords are for temporary use and not through walls or doors
	Electrical panels labeled and shut (locked where students have access)
	Outlets free of overloads and extension cords not daisy chained

Section E – Fire Prevention	
	Flammable liquids stored in approved containers/cabinet
	Walls have less than 20% combustible material
	Large spaces have posted occupancy limits
	Evacuation maps posted
	Curtains and window coverings flame resistant
	Exit signs, fire extinguishers and emergency lighting checked monthly
	Heat sources clear of flammable or combustible material
Section F – First Aid and Emergency Response	
	First aid kits, eye wash stations, gas and emergency shut offs clearly marked, accessible and in good repair
	Locations for first aid supplies clearly marked
	Appropriate number of staff with current first aid certification
	List of certified staff posted at first aid site locations
	AED checked monthly
Section G – Hazardous Materials and Equipment	
	SDS (Safety Data Sheets) available for all onsite controlled products
	PPE specified on the SDS present and well maintained
	Decanted products properly labelled
	Chemical spill kits available/appropriate for materials present
	Machinery safety zones and start/stop switches clearly marked
	All machinery guards secured in-place
	Vent hoods inspected/cleaned annually
	Saw dust collected/disposed of regularly
	Plumbing fixtures operational, drain properly and not leaking
	Logout devices and tags available

Reference:

- AP411 Occupational Health and Safety