



# Huron-Superior Catholic District School Board

## WORKPLACE INSPECTION FORM

Workplace Inspected (School/Building): \_\_\_\_\_ For Month of: \_\_\_\_\_

Inspection Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Item No.	Area/Room	Description of Hazard	Immediate Action	Resolved (Yes/No)
1.				
2.				
3.				
4.				
5.				

<b>ALL UNRESOLVED HAZARDS:</b>	<b>INSPECTED BY:</b>
1. Complete Employee Hazard Report (Stage 1) and follow established procedures.	Health & Safety Rep:
2. Forward this form and employee hazard report to Principal/Supervisor for action.	Health & Safety Rep:
3. Health & Safety Representative or JHSC Member files documents in Binder of Health & Safety Bulletin Board	Principal/Supervisor:
	JHSC Member:

OVER →

## **HAZARD CHECKLIST AND GUIDELINE**

### WHERE ?:

CLASSROOMS	OFFICE	HALLS	LOUNGES	FOYERS
SHOPS	LABS	CAFETERIA	GYMNASIUM	AUDITORIUM
BUS AREA	PARKING LOT	STORAGE AREA	BOILER ROOM	SHIPPING
WASHROOMS	WORKROOMS	PORTABLES	FIRST AID STATIONS	

### WHAT ?:

HEALTH & SAFETY BOARD	VENTILATION & TEMPERATURE	YARDS & BUILDINGS	FLOORS, STAIRWAYS & WALKWAYS	LADDERS, SCAFFOLDS, ETC.
EXCAVATIONS	ILLUMINATION & EMERGENCY LIGHTS	SOUND LEVELS	ELECTRICAL EQUIPMENT	HARMFUL MATERIALS
PERSONAL PROTECTIVE EQUIPMENT	WARNING SIGNS	EQUIPMENT	MACHINE GUARDS	HAND TOOLS
PORTABLE POWER TOOLS	HOISTING EQUIPMENT	MATERIAL HANDLING EQUIPMENT	HAZARDOUS MATERIAL	FIRST AID KITS
EYE WASH STATIONS	FIRE PREVENTION	UNSAFE ACTS		

### **NOTE:**

1. **PLEASE DO NOT INCLUDE ANY MAINTENANCE ITEMS.**
2. **ALL ISSUES MUST BE EMPLOYEE ISSUES, NOT STUDENT ISSUES.**