SCHOOL SAFETY INSPECTION HANDBOOK

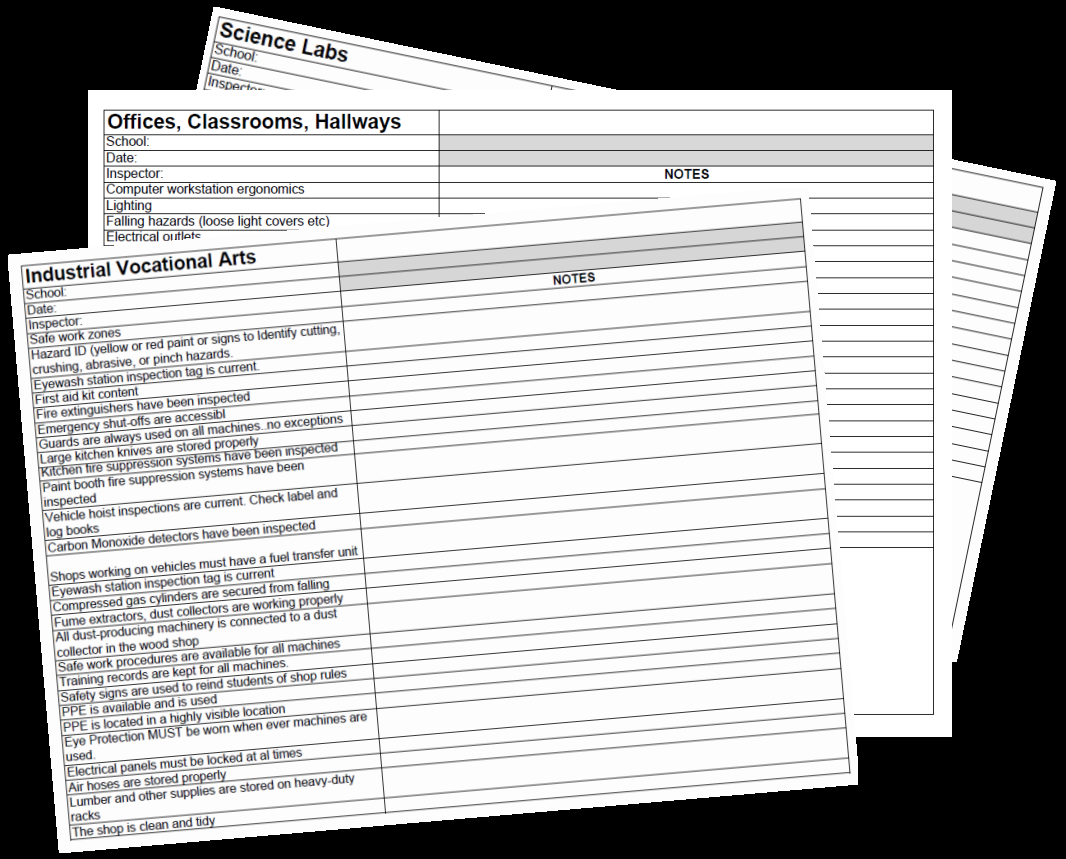
School Inspection Handbook

Courtesy of
The St. James-Assiniboia School Division
Developed by Paul Deacon

SCHOOL SAFETY INSPECTION HANDBOOK

CHECKLISTS

When performing a school inspection be sure to use the corresponding checklists to create a report.



Science Labs
School:
Date:

Offices, Classrooms, Hallways	
School:	
Date:	
Inspector:	NOTES
Computer workstation ergonomics	
Lighting	
Falling hazards (loose light covers etc)	
Electrical outlets	

Industrial Vocational Arts	NOTES
School:	
Date:	
Inspector:	
Safe work zones	
Hazard ID (yellow or red paint or signs to identify cutting, crushing, abrasive, or pinch hazards.	
Eyewash station inspection tag is current.	
First aid kit content	
Fire extinguishers have been inspected	
Emergency shut-offs are accessibl	
Guards are always used on all machines. no exceptions	
Large kitchen knives are stored properly	
Kitchen fire suppression systems have been inspected	
Paint booth fire suppression systems have been inspected	
Vehicle hoist inspections are current. Check label and log books	
Carbon Monoxide detectors have been inspected	
Shops working on vehicles must have a fuel transfer unit	
Eyewash station inspection tag is current	
Compressed gas cylinders are secured from falling	
Fume extractors, dust collectors are working properly	
All dust-producing machinery is connected to a dust collector in the wood shop	
Safe work procedures are available for all machines	
Training records are kept for all machines.	
Safety signs are used to reind students of shop rules	
PPE is available and is used	
PPE is located in a highly visible location	
Eye Protection MUST be worn when ever machines are used	
Electrical panels must be locked at al times	
Air hoses are stored properly	
Lumber and other supplies are stored on heavy-duty racks	
The shop is clean and tidy	

SCHOOL SAFETY INSPECTION HANDBOOK

OFFICES, CLASSROOMS, HALLWAYS

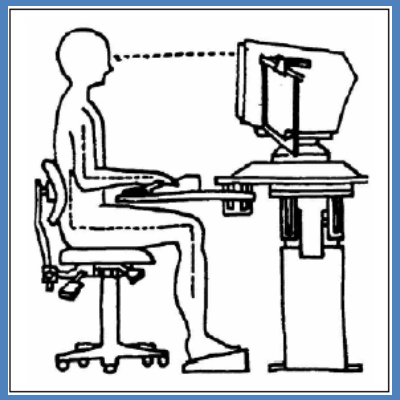
Offices,Classrooms, Hallways

Offices, Classrooms, Hallways	
School:	
Date:	
Inspector:	NOTES
Computer workstation ergonomics	
Lighting	
Falling hazards (loose light covers etc)	
Electrical outlets	
Extension cord usage	
Slip/fall hazards	
Vending machines	
Storage shelves	
Fire plan located in highly visible location in the office.	
Fire evacuation plans posted in all classrooms	
Paper on classroom walls does not exceed 20%	
Paper on hallway walls does not exceed 5%	
No paper on classroom doors	
Exits are not blocked	
No exposed wiring.	
Washrooms are cleaned regularly. No slip hazards	
Storage rooms equipped with smoke/heat detectors	
Access to boiler/fan rooms is restricted	
Boiler/fan rooms are locked	
Emergency exits are not held open by wedges	
Food is stored in sealed containers... All locations.	
Paper cutters are not accessible to children.	
Missing/stained ceiling tiles must be replaced.	
Other	**Summary**

SCHOOL SAFETY INSPECTION HANDBOOK

OFFICES, CLASSROOMS, HALLWAYS

Computer workstations should be designed using ergonomic principals.



Devices such as this multi-tap adapter must not be used. A power bar is an acceptable replacement. Note: Power bars may not be used for high amperage equipment such as refrigerators

Extension cords must not be used as permanent wiring. They are for short-term use of equipment. They must be unplugged after use.

SCHOOL SAFETY INSPECTION HANDBOOK

OFFICES, CLASSROOMS, HALLWAYS

Precautions are taken to reduce slip/fall hazards. Snow is cleared from steps and wheelchair ramps. Wet floor signs are used as needed.

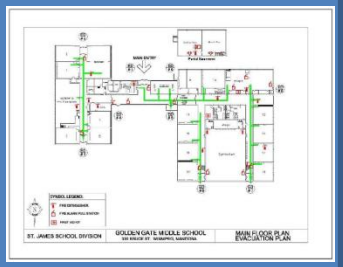
Vending machines must be fastened to the wall. They must be placarded with a tipping hazard warning label.

Storage shelves must be stable. Shelves exceeding a 3:1 ratio (height/depth) must be fastened to the wall to prevent tipping.

SCHOOL SAFETY INSPECTION HANDBOOK

OFFICES, CLASSROOMS, HALLWAYS

The fire safety plan must be located in the office in a highly visible location for fire dept access. Evacuation plans must be posted in each classroom.



Paper on classroom walls must not exceed 20% of the total wall surface. Paper on hallway walls must not exceed 5% of the total wall surface.

Paper must not be posted on classroom doors. In cases where a classroom has 2 doors paper may be posted on the classroom side of one door. The total paper in the classroom must not exceed 20% interior wall surface.

SCHOOL SAFETY INSPECTION HANDBOOK

OFFICES, CLASSROOMS, HALLWAYS

Exits must never be blocked.

Exposed wiring is not permitted in any location.

Washrooms must be cleaned regularly. Ensure soap dispensers do not leak resulting in a slipping hazard

SCHOOL SAFETY INSPECTION HANDBOOK

OFFICES, CLASSROOMS, HALLWAYS

Storage rooms (for books, paper, supplies etc.) and service rooms (fan rooms etc) must be equipped with heat or smoke detectors

Access to boiler controls must be restricted to authorized personnel. Boiler rooms must have self-locking, self-closing doors.

Self-closing fire/smoke doors must never be compromised by using wedges etc to keep them open. Hold-open devices must be interlocked with the fire alarm system so the doors will close when the alarm sounds.

SCHOOL SAFETY INSPECTION HANDBOOK

OFFICES, CLASSROOMS, HALLWAYS

Food must always be stored in tightly sealed containers. This is essential to keeping mice and insects out of the building. Check classrooms, teacher prep rooms and daycares to ensure compliance.

Paper cutters (in workrooms) should not be accessible to children

Missing ceiling tiles must be replaced to maintain fire separation. Stained ceiling tiles may indicate the presence of mould. The caretaker should take appropriate action.

SCHOOL SAFETY INSPECTION HANDBOOK

THEATRES

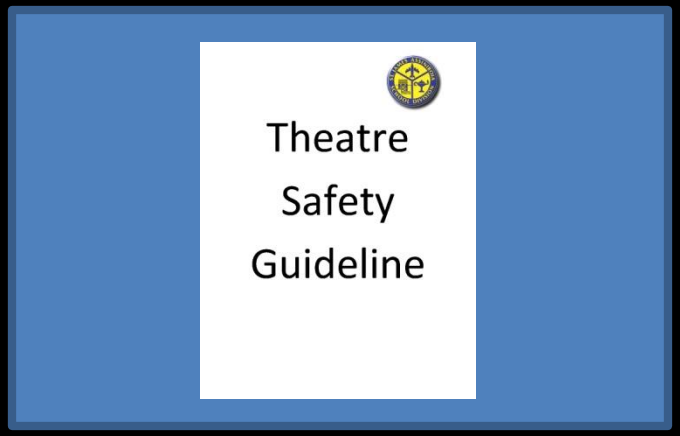
Theatres

Theatre Inspection	
School:	
Date:	
Inspector:	NOTES
A "Theatre Safety Guideline" is in place.	
Emergency announcements are made prior to performances	
No additional seating is used	
A seating plan has been developed for non-fixed seating	
Exits are never blocked	
Curtains are flame resistant	
Emergency lights are operational	
Exits (exit lights work, exits are not blocked)	
Other	**Summary**

SCHOOL SAFETY INSPECTION HANDBOOK

THEATRES

All activities taking place in theatres shall be governed by a “Theatre Safety Guideline”. Staff or outside groups wishing to use the theatre must abide by the guideline.



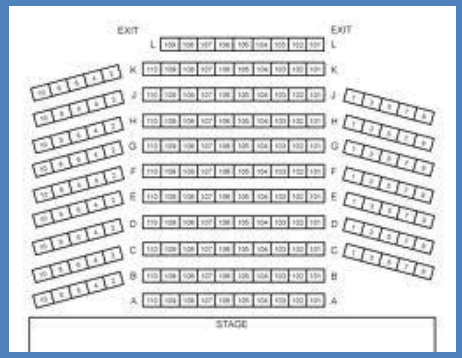
An emergency procedures announcement must be made prior to each performance. If the alarm sounds the teacher in charge must alert patrons from the stage of the need to evacuate.

No additional seating may be introduced in a theatre with fixed seating. Exits must never be blocked.

SCHOOL SAFETY INSPECTION HANDBOOK

THEATRES

In schools where concerts/ productions take place in a gym a seating plan should be developed. The plan must be in compliance with the National Fire Code.



Theatre curtains must be flame resistant. Ensure the curtains are labeled as such or produce a “Certificate of Flame Resistance” from the manufacturer.

Ensure emergency lights and exits signs are operational

SCHOOL SAFETY INSPECTION HANDBOOK

SCIENCE LABS

Science Labs

Science Labs	
School:	
Date:	
Inspector:	NOTES
Flammable storage cabinets	
Acid/corrosive storage cabinets	
Secondary spill containment trays are used	
Fume hoods are certified for use.	
Chemicals are not stored in fume hoods	
Condition of shelving	
Chemicals are labeled according to WHMIS protocols	
First aid kit contents	
PPE is available and is used.	
An accurate chemical inventory exists.	
MSDS are available for all chemicals	
Safety carriers are used for concentrated acids	
A chemical spill kit and spill clean-up procedures exist	
Eyewash station inspection tag is current.	
Other	**Summary**

SCHOOL SAFETY INSPECTION HANDBOOK

SCIENCE LABS

Flammables must be stored in a self-closing flammable storage cabinet. The cabinet does NOT need to be vented. Vent openings should be sealed. Do NOT store acids in metal flammable storage cabinets as they will cause the cabinet to rust.

Acids should be stored in an acid storage cabinet. They are typically made of wood.

Liquids should be stored on trays to provide secondary spill containment

SCHOOL SAFETY INSPECTION HANDBOOK

SCIENCE LABS

Chemical fume hoods must be rated for flammables. They must have a dedicated exhaust. The sash must operate properly and airflow must meet the AIHA standard (80-120 f/s).

Chemicals should never be stored in fume hoods

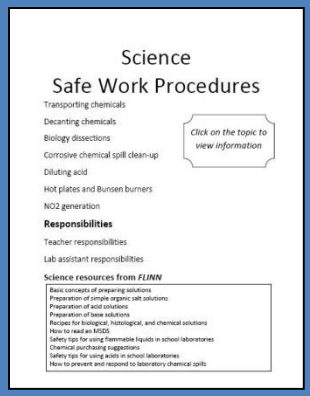
Shelving must be in good condition.

SCHOOL SAFETY INSPECTION HANDBOOK

SCIENCE LABS

All chemicals must be labeled as per WHMIS 2015 protocols. This includes stock solutions that will not be used up immediately. Stock solutions must indicate chemical name and concentration (in moles).

Written safe work procedures must be developed. A copy must be available for the inspection team to view.



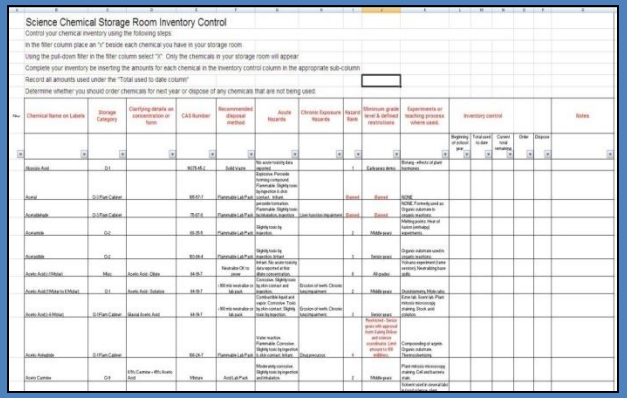
The lab must have a fully stocked first aid kit.

SCHOOL SAFETY INSPECTION HANDBOOK

SCIENCE LABS

Appropriate PPE (Personal Protective Equipment) must be available and must be used.

An accurate chemical inventory must be maintained at all times.


Science Chemical Storage Room Inventory Control

MSDS (Material safety Data Sheets) must be available for all chemicals. If an electronic database is used staff must be able to demonstrate their ability to use system.

SCHOOL SAFETY INSPECTION HANDBOOK

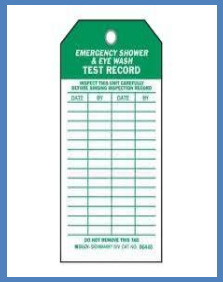
SCIENCE LABS

If the lab uses large bottles of concentrated chemicals they must be transported using safety carriers.

Hydrochloric acid (12.1 M)
Sulfuric acid (18.0M)
Glacial acetic acid (17.4M)
Nitric acid (15.8M)
Phosphoric acid (14.8M)

All chemical storage rooms must have a spill kit and written chemical spill response procedures

Chemical storage rooms must have an emergency eyewash station. It must be tested by the teacher or lab assistant every week. An inspection tag must be initialed



SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Industrial Arts Vocational Arts

Industrial Vocational Arts	
School:	
Date:	
Inspector:	NOTES
Safe work zones	
Hazard ID (yellow or red paint or signs to Identify cutting, crushing, abrasive, or pinch hazards.	
Eyewash station inspection tag is current.	
First aid kit content	
Fire extinguishers have been inspected	
Emergency shut-offs are accessibl	
Guards are always used on all machines..no exceptions	
Large kitchen knives are stored properly	
Kitchen fire suppression systems have been inspected	
Paint booth fire suppression systems have been inspected	
Vehicle hoist inspections are current. Check label and log books	
Carbon Monoxide detectors have been inspected	
Shops working on vehicles must have a fuel transfer unit	
Eyewash station inspection tag is current	
Compressed gas cylinders are secured from falling	
Fume extractors, dust collectors are working properly	
All dust-producing machinery is connected to a dust collector in the wood shop	
Safe work procedures are available for all machines	
Training records are kept for all machines.	
Safety signs are used to reind students of shop rules	
PPE is available and is used	
PPE is located in a highly visible location	
Eye Protection MUST be worn when ever machines are used.	
Electrical panels must be locked at al times	
Air hoses are stored properly	
Lumber and other supplies are stored on heavy-duty racks	
The shop is clean and tidy	

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Safe work zones around machinery should be indicated with yellow paint. Pinch points on machines should be clearly identified with yellow paint or labels

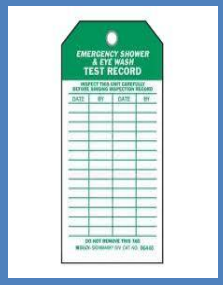
Yellow paint should be used to identify the moving belt and disk on sanders.

Yellow or red paint helps the eye to differentiate between the steel table-top and the moving blade on this band saw.

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Shops must be equipped with eyewash stations. They must be tested weekly and an inspection tag must be initialed.



Open the first aid kit to check for contents including a first aid manual, disposable gloves, band-aids, bandages, waterless hand cleaner, and a resuscitation mask with a one-way valve.

Shops must have fire extinguishers. They must be inspected monthly. Emergency shut-offs must work and must be accessible. Emergency exits must clear.

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Guards are required for almost all shop equipment…. including lathes….

….scroll saws and drill presses…..

…grinders and table saws…

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

… band saws….

….metal lathes…..

…milling machines…

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

… printing presses….

….portable power tools…..

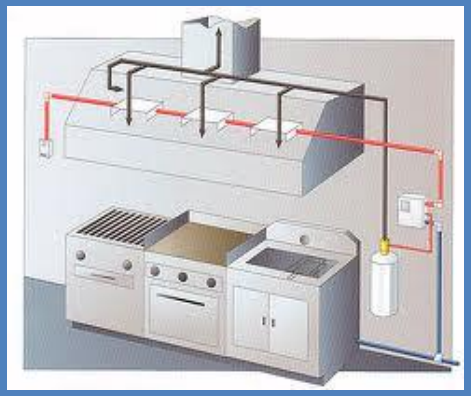
… and kitchen equipment such as slicers and dough mixers.

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Large kitchen knives must be stored in blocks or with magnetic holders

Fire suppression systems found in kitchens must be inspected annually by certified inspectors. Check to ensure the inspection label is up-to-date.



Paint booths (autobody shops) have fire suppression systems. They must be inspected by certified inspectors. Check to ensure the inspection label is up-to-date.

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Automobile hoists must be inspected annually by a certified inspector. Check inspection label. Shop teachers must inspect hoists daily. Log books must be kept. Check log book

Automobile shops must have a carbon monoxide detector. It must be inspected annually by a certified inspector. Check the inspection label.

Power mechanics shops and autobody shops must have a fuel transfer unit. They must also have a safe work procedure to operate the unit.

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Compressed gas cylinders must be secured so they cannot fall. This requirement includes CO2 cylinders used in soft drink soda fountains. Propane tanks (barbeque tanks) must NOT be stored inside

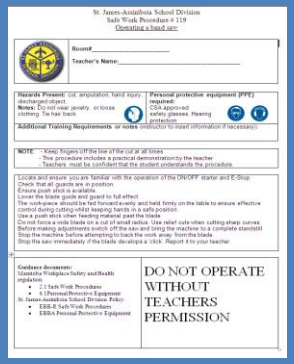
Welding operations require a variety of fume extraction systems. Systems should be checked annually by qualified inspectors to ensure adequate airflow. Check inspection log book.

All dust-producing machinery in wood shops must be serviced by a dust collector.

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Safe work procedures must be available for all machinery used in the various shops.



It is important to keep a record of training for all students for every machine they have been trained to use.

Signs should be used to remind students of the rules applying to machines and other equipment.

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Personal Protective Equipment (PPE) must be used according to the shops specific requirements. Signs help to remind students of the requirement.

Shops must provide PPE. It should be located in a highly visible location such as this display.

Eye protection is extremely important. The consequences of non-compliance may last a life-time.

SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

All electrical panels must be equipped with a lock to prevent unauthorized access. Any Machines (including portable power tools) with frayed or bare wires must be taken out of service.

Air hoses and electrical cords must be stored properly.

Lumber and other supplies must be stored on heavy duty storage racks.

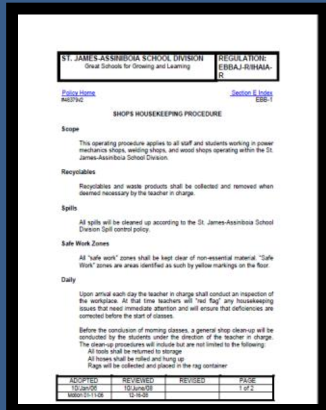
SCHOOL SAFETY INSPECTION HANDBOOK

INDUSTRIAL ARTS & VOCATIONAL ARTS

Good housekeeping is essential to safety in all shops

Tools, lumber, electrical cords, and hoses must be stored properly. Floors must be kept clean. Oily rags must be kept in a self-closing metal can

All shops should have a shop-specific housekeeping policy.



ST. JAMES-ASSINIBOIA SCHOOL DIVISION Great Schools for Growing and Learning	REGULATION: EBBAJ-R/IHAIA-R

Policy Home — Section E Index

#46379v2 — EBB-1

SHOPS HOUSEKEEPING PROCEDURE

Scope

This operating procedure applies to all staff and students working in power mechanics shops, welding shops, and wood shops operating within the St. James-Assiniboia School Division.

Recyclables

Recyclables and waste products shall be collected and removed when deemed necessary by the teacher in charge.

Spills

All spills will be cleaned up according to the St. James-Assiniboia School Division Spill control policy.

Safe Work Zones

All "safe work" zones shall be kept clear of non-essential material. "Safe Work" zones are areas identified as such by yellow markings on the floor.

Daily

Upon arrival each day the teacher in charge shall conduct an inspection of the workplace. At that time teachers will "red flag" any housekeeping issues that need immediate attention and will ensure that deficiencies are corrected before the start of classes.

Before the conclusion of morning classes, a general shop clean-up will be conducted by the students under the direction of the teacher in charge. The clean-up procedures will include but are not limited to the following:
All tools shall be returned to storage
All hoses shall be rolled and hung up
Rags will be collected and placed in the rag container

ADOPTED	REVIEWED	REVISED	PAGE
10/Jan/06	10/June/08		1 of 2
Motion 01-11-06	12-16-08		

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Gymnasiums

Gym Inspection	
School:	
Date:	
Inspector:	
General	**NOTES**
Lighting	
Falling hazards (loose light covers etc)	
Tripping hazards (protruding floor sockets etc)	
Electrical panel	
Guards on clocks etc	
Padding on corners and volleyball posts.	
Exits (exit lights work, exits are not blocked)	
Emergency equipment (extinguishers, first aid kits	
"In Case of Fire" sign is posted.	
Gym occupancy load sign is posted.	
Gymnasium dividers/curtains	
Walk-draw gym divider	
Roll-up gym divider	
Fold-up Gym divider	
Bleacher/seating	
Equipped with pull-out handles	
Condition of seats	
Operation of rollers,drive chains and hinges.	
Fill all gear boxes with 80-90 weight gear oil	
Hardware (nuts, bolts etc)	
Stage	
Condition of theatre curtains	
Basketball	
Hoop attachment	
Backboard condition (cracks, splits etc)	
Frame apparatus (securely attached to wall)	
Winch block	
Pulley system operataion	
Check for frayed wires.	
Wall padding behind basketball net	
Five year check performed (note date)	

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Look up!
Ensure there is sufficient lighting.

Check for potential falling hazards. The cover on this light may fall and cause a serious injury.

Look down! Check the floor sockets to ensure they are flush with the floor surface. Check for holes or tears in the floor.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

All electrical panels must be equipped with a lock to prevent unauthorized access. Also, any holes (used to house breakers) must be plugged to prevent electrical shocks.

Prevent damage to equipment by ensuring guards are in place.

Volleyball and badminton posts must be padded. The padding should be in good condition.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Walk-draw gym dividers typically consist of a curtain that rolls along a 3” aluminum channel on nylon wheels spaced every 12”. Drop chains are used for proper height adjustment.

Pull the curtain open to check for tears in the material. Check to ensure all chains are attached

Re-attach any chains that have come loose to ensure the weight of the curtain is evenly distributed. This will ensure ease of operation and help prevent damage to the curtain.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Roll up gym dividers hang from overhead supporting steel structures. They are motorized. A key is used to raise and lower the curtain

Lower the curtain. Visually inspect the bottom batten for any bends or separation of the splices. Check for any tears in the curtain. If tears are present, patch immediately to prevent further damage

Check the operation of the limit switch. Check every wheel and pulley for smooth operation. Clean curtain with mild detergent and water.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Fold up gym dividers hang from overhead supporting steel structures. They operate by using lift cables passing through grommets as the bottom tube is raised. It folds and unfolds like an accordion

Lower the curtain. Visually inspect the bottom batten for any bends or separation of the splices. Check for any tears in the curtain. Ensure the bottom pipe is secure.

Check the operation of the limit switch. Check every wheel and pulley for smooth operation.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Bleachers should be equipped with handles to pull them open. Serious hand (pinch) injuries can occur if bleachers are opened incorrectly.

Check rollers for ease of operation. The bleachers should be securely attached to the wall. Check for splinters.

Curtains should operate smoothly. Curtains are required to be treated with flame retardant to ensure they pass the NFPA match flame test.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Ensure the entire basketball apparatus is firmly attached to the wall.

Check the backboard for splits and cracks

Make sure the basketball hoop is firmly attached.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Check the condition of the hoop. Staff are using masking tape to hang nets on the damaged hoop. There are sharp edges where the hangers have broken off.

Check nuts, bolts and welds. The weld on this basketball backboard support has failed. The backboard could fall if a player hangs on to the hoop.

The wall padding should be 8’ in both directions from the centre of the apparatus.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Check the winch block for cracks and ensure it is fastened securely to the wall.

Check the operation of the pulley system by raising and lowering the apparatus. The movement should be smooth and continuous. Check for frayed wire.

Once every five years use a man-lift to inspect all upper cables, connections, pulleys, and moving joints. Grease if necessary

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Climbing frames must be set up to inspect them properly. Start by raising the structure using the spring-loaded clamps so the wheels can roll freely.

Pull the sections of the frame into position ensuring components line up and attach securely.

Pins should line up with floor sockets. Drop the frame into place using the spring-loaded clamp. Finally, tighten up the entire unit by setting the cable clamp on the wall hook.

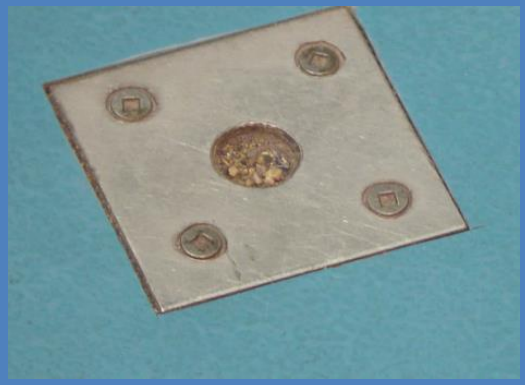
SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Climb the frame to check for loose, bent, or broken components and to ensure the entire apparatus is stable.

Check for protruding nails or screws. The wood slat covers holes where the rungs are attached to the frame. If the holes are not covered they pose a finger entrapment hazard.

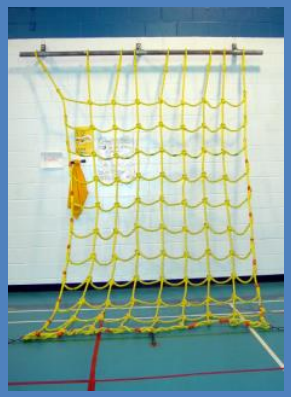
Check to ensure floor sockets are not clogged with dirt or wax.



SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Cargo nets must be supplied with an anchoring system so they can be attached to both the wall and the floor.



Check to ensure the anchoring system works .

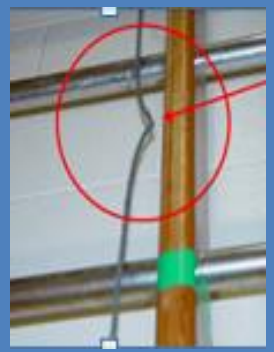
Check for frayed rope and loose tape. Ensure nothing (skipping ropes, clothing etc) has been added to the net.

SCHOOL SAFETY INSPECTION HANDBOOK

GYMNASIUMS

Check ropes on all equipment for fraying and ensure they are firmly attached. Black, green, or red tape is frequently used to indicate the height students are permitted to climb.

Ensure cables are not compromised. They should not have kinks or drag along other equipment or structures.



SCHOOL SAFETY INSPECTION HANDBOOK

WEIGHT ROOMS

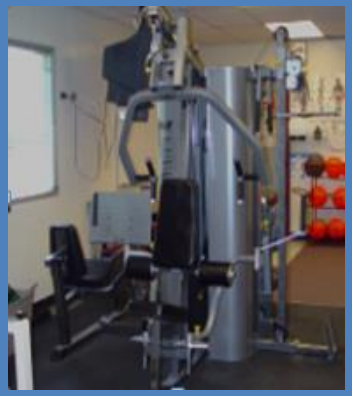
Weight Rooms

Weight rooms	
School:	
Date:	
Inspector:	
Multi-gyms	**NOTES**
Condition of frame, welds, weight plates	
Condition of guide rods, pulleys, cables, belts,bolts.	
Condition of shock absorbers (if present)	
Incline/decline/military etc benches	
Condition of moving parts	
Stability	
Integrity of all padding	
Stationary racks	
Check for broken welds, worn parts, missing or loose hardware	
Condition of weight rooms mirrors	
Electrical wiring on treadmills etc	
Emergency stop devices are used	
Tripping hazards	
Adequate rooms between equipment	
Activities are monitored	
Rules are posted	
Other	**Summary**

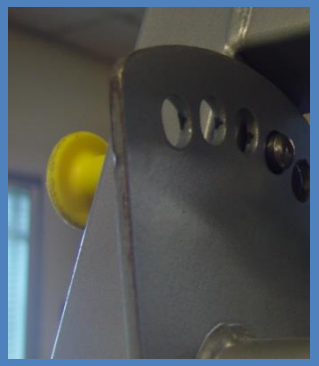
SCHOOL SAFETY INSPECTION HANDBOOK

WEIGHT ROOMS

The frame, welds, and weight plates on multi-gyms should be inspected every 5 years.



Guide rods, pivot bearings, pulleys, pull pin components, cables, belts, bolts, etc should be inspected annually for obvious wear and to ensure smooth operation. If the apparatus includes shock absorbers they should be checked for leakage.

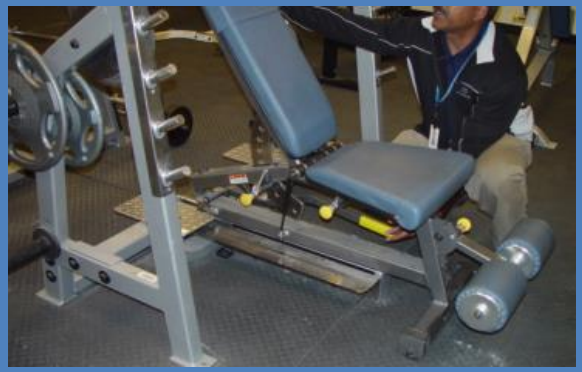


SCHOOL SAFETY INSPECTION HANDBOOK

WEIGHT ROOMS

The broken pulley in this example may cause the cable to get caught resulting in jerky movement while the user is lifting a heavy weight.

Check all moving parts on incline/decline benches, military benches, glut-ham benches, etc . Also, check for stability.



Check the integrity of all padded equipment. This workbench has been compromised. Do not repair with tape…replace the padding.

SCHOOL SAFETY INSPECTION HANDBOOK

WEIGHT ROOMS

The smith press, stationary racks, multi racks, etc. should be checked once a year . Check for broken welds , worn parts, and missing or loose nuts and bolts.
Check for stability

Bolts tend to loosen and fall off if they are not inspected and tightened on a regular basis.

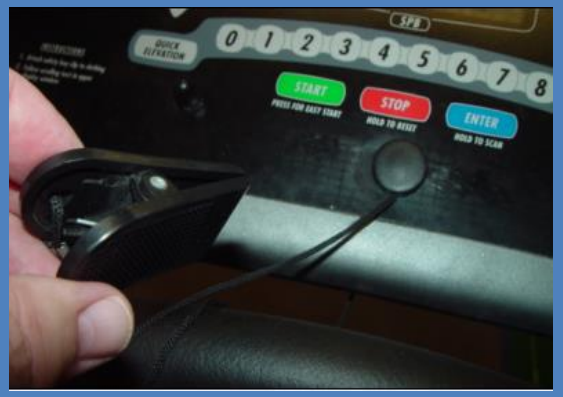
Ensure weight room mirrors do not have any cracked or broken glass

SCHOOL SAFETY INSPECTION HANDBOOK

WEIGHT ROOMS

Check the wiring on motorized equipment such as treadmills.

Ensure any emergency stop devices are operational and are used.

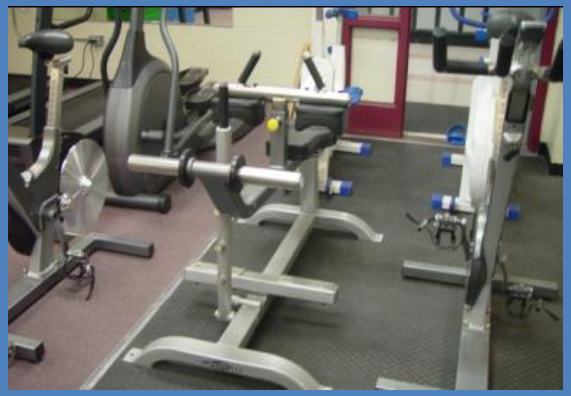


Check the condition of the floor to ensure no trip hazards are present.

SCHOOL SAFETY INSPECTION HANDBOOK

WEIGHT ROOMS

Ensure there is adequate room between equipment.



Activities in weight rooms should be monitored at all times. Emergency procedures should be developed and all weight room users must know what to do in an emergency.

"On-site" supervision or "In the Area" supervision as required by *Safety Guidelines for Physical Activity in Manitoba Schools*

Weight room rules should be posted

SCHOOL SAFETY INSPECTION HANDBOOK

SERVICE ROOMS

Service Rooms

(Boiler, fan electrical, custodial)

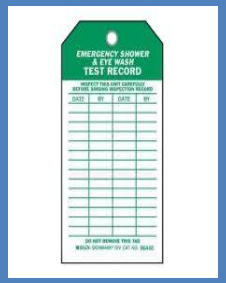
Service rooms	
School:	
Date:	
Inspector:	**NOTES**
Electrical panels have 39" clearance zone	
Eyewash station inspection tag is current	
Timers have guards	
Fans and pulleys are fitted with guards	
Crawlspace entry hatch precautions are posted	
Crawlspace entry hatchlogs are current	
Fire protection systems have been inspected.	
Deficiences in fire inspection report have been corrected.	
Cleaning chemicals are labeled as per WHMIS protocols.	
MSDS are available	
Asbestos survey is up-to-date. All ACM's are listed in GOOD condition.	
Other	**Summary**

SCHOOL SAFETY INSPECTION HANDBOOK

SERVICE ROOMS

A 39” clearance zone must be maintained around all electrical equipment

The SDS (formerly MSDS) for many boiler chemicals requires access to a plumbed-in eyewash station. An inspection tag is required to be signed weekly.



Timers must be guarded. All electrical hazards must be corrected immediately.

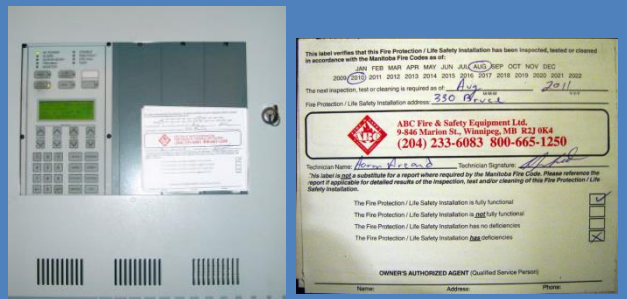
SCHOOL SAFETY INSPECTION HANDBOOK

SERVICE ROOMS

Pulleys and fan belts must be fitted with guards.

Crawlspace hatches should be placarded with entry restrictions, procedures and log sheets. Only authorized persons may enter a crawlspace.

Fire protection and life safety systems must be inspected by certified inspectors annually. Any deficiencies must be corrected immediately. Check the date on the inspection label.

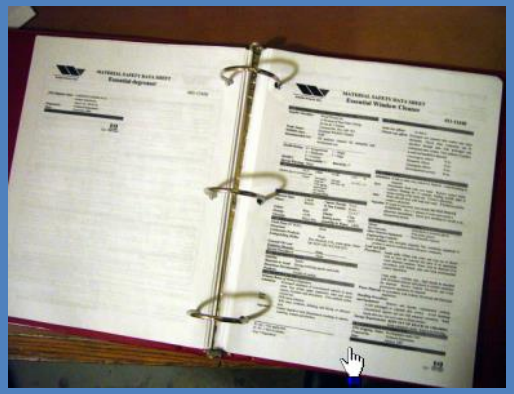


SCHOOL SAFETY INSPECTION HANDBOOK

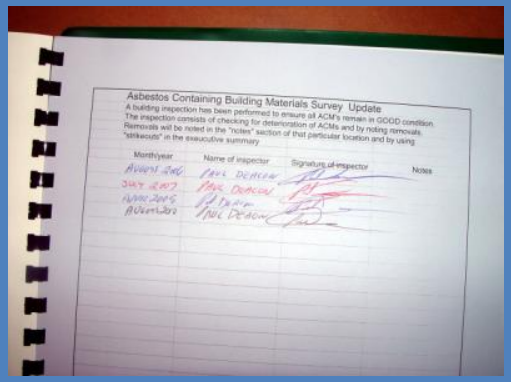
SERVICE ROOMS

Cleaning chemicals must be labeled as per WHMIS (Workplace Hazardous Materials Information System) protocols.

SDS (WHMIS 2015 Safety Data Sheets) must be available for all chemicals. If an electronic database is used staff must be able to demonstrate their ability to use system.



The asbestos survey for the building must be updated once per year. Check the date of the last inspection.



SCHOOL SAFETY INSPECTION HANDBOOK

LIFTS, SLINGS, CHANGE TABLES

Special Needs Equipment

(Lifts, slings, change tables)

Lifts, slings, change tables	
School:	
Date:	
Inspector:	
Lifts	**NOTES**
Sling bar condition	
Safety latch condition	
Unit raises and lowers properly	
Base-width adjustment works properly	
Emergency lowering feature works properly	
Slings/Vests	
Condition of fabric, straps, seams, and loops.	
Safe work procedures have been developed.	
Users have received training	
Change tables	
Check the table for smooth operation	
Check pneumatic cylinders for leakage	
Check cleanliness	
A Safe lifting environment program is in place	
Other	**Summary**

SCHOOL SAFETY INSPECTION HANDBOOK

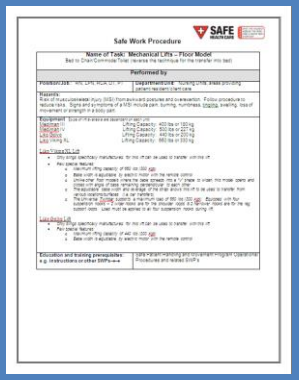
LIFTS, SLINGS, CHANGE TABLES

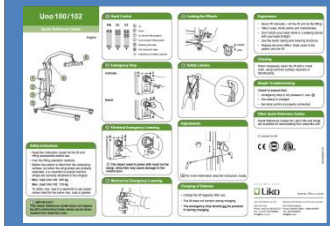
Inspect mobile lifts for any signs of external damage. Check the condition of the sling bar. Check safety latch. Check raising, lowering and base-width adjustment. Check the emergency lowering function.

Mobile lifts

Inspect teddy slings and hygiene vests. Check fabric, straps, seams and loops for wear and damage.

Specialized equipment requires training. A safe work procedure must be developed. Quick reference guides should be posted to remind staff of key points learned during training.





SCHOOL SAFETY INSPECTION HANDBOOK

LIFTS, SLINGS, CHANGE TABLES

Check the change table folding operation and pneumatic cylinders (if the unit is equipped with them) for easy smooth quiet folding. Place a small amount of white lithium grease at all hinge points. Height adjustment should be smooth and quiet. Cleaning is recommended between each use. Most general purpose cleaners and disinfectants are compatible with change tables.

A safe lifting environment program should be established for staff who work with mobility impaired students. Contact your safety officer for details.