



**School District #22 (Vernon)**  
**Hazard Identification form**  
 (To be completed with site based inspection form)

**Date:**

**School/Facility:**

**Inspected by:**

**Admin rep:**

**Cupe rep:**

**VTA rep:**

**Hazard rating scale:**

“A” Hazard = Major hazard: A condition or practice likely to cause permanent disability, lose of life or body, part and/or extensive loss of structure, equipment or material.

“B” Hazard = Serious hazard: A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive, but not extensive.

“C” Hazard = Housekeeping: A disorderly or unclear condition or practice likely to contribute to injury or illness, disruption of work or property damage.

Hazard Classification (A,B,C)	Unsafe conditions	Corrective Action Required	Department Area/room#	Work order # (if applicable)

This document can be filled in while open on a computer, and then saved. To Save a copy, simply click on the floppy disk icon on the left portion of the window.

**SCHOOL DISTRICT #22 (VERNON) SAFETY INSPECTIONS**

**Members of Joint Health/Safety Committee  
(Names to be posted as per WorkSafe BC regulations)**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

11. Are there safety concern issues in any area? YES\_\_\_\_\_ NO\_\_\_\_\_

EXPLANATION: \_\_\_\_\_

**PRINCIPAL/VICE PRINCIPAL/SUPERVISOR COMMENTS (If Required)**

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**OHS COMMITTEE COMMENTS (If Required)**

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## SCHOOL DISTRICT #22 (VERNON)

### Safety Inspections

School/Facility Inspected: \_\_\_\_\_

District Safety Committee Representative: \_\_\_\_\_

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

<b>A. WALKWAYS (INTERIOR)</b>		<b>YES</b>	<b>NO</b>	<b>EXPLANATION</b>
1.	Are all walkways, aisles and doorways clear of obstacles?	___	___	_____
2.	Are all floor surfaces clean, ie no spills, grease, oil?	___	___	_____
3.	Are all holes, openings, etc. properly guarded?	___	___	_____
4.	Are mats and gratings in good repair?	___	___	_____
5.	Does the layout of walkways allow easy evacuation in cases of emergency?	___	___	_____
6.	Is there adequate room to move freely around desks, counters and cabinets?	___	___	_____
7.	Are all extinguishers easily accessible?	___	___	_____
8.	Have all extinguishers been serviced annually?	___	___	_____
9.	Is there alternative, automatic emergency lighting available?	___	___	_____

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<b>B. STAIRS AND STAIRWAYS</b>		<b>YES</b>	<b>NO</b>	<b>EXPLANATION</b>
1.	Are all stairs and stairways clear of all obstructions?	___	___	_____
2.	Do all stairs have treads in good order?	___	___	_____
3.	Are all handrails in place, in good order and according to regulations?	___	___	_____
4.	Do all stairways have adequate illumination?	___	___	_____
5.	Are all emergency exits clearly marked and free of obstructions?	___	___	_____

**C. SITE EQUIPMENT AND ELECTRICAL SYSTEMS**

1.	Are all machines clean and free of excessive dirt?	___	___	_____
2.	Are all guards in place?	___	___	_____
3.	Are all machines securely mounted?	___	___	_____
4.	Is there sufficient illumination?	___	___	_____
5.	Are on-off switches clearly marked on main supply switches?	___	___	_____
6.	Are all cords in good order, no breaks, fraying, etc.?	___	___	_____
7.	Are electrical cords secured to prevent tripping and other accidents?	___	___	_____
8.	Does equipment (powered) have lock-out capabilities?	___	___	_____

**SCHOOL DISTRICT #22 (VERNON) SAFETY INSPECTIONS**

	YES	NO	EXPLANATION
9. If required, is hearing protection (PPE) provided/available?	___	___	_____
10. Are notices posted re: Hearing Protection Required?	___	___	_____
11. Ventilation Systems: See filter change log at Maintenance Office			_____
12. Fire Blanket? (shops only)	___	___	_____
Emergency Eye Wash? (check First Aid stations )	___	___	_____
Emergency Shower?	___	___	_____
13. Are ladders appropriate and in good repair?	___	___	_____

**D. HYGIENE FACILITIES**

1. Are washroom areas kept clean and in good order?	___	___	_____
2. Is lunchroom clean and free of all contaminants, ie dust, fumes, noise, etc.?	___	___	_____

**E. STORAGE AREAS**

1. Are materials stored in a safe manner?	___	___	_____
2. Is the available storage space used efficiently?	___	___	_____
3. Are flammable materials and/or explosive materials stored in a safe manner?	___	___	_____
4. Is there adequate lighting services to ensure proper visibility?	___	___	_____

**SCHOOL DISTRICT #22 (VERNON) SAFETY INSPECTIONS**

		YES	NO	EXPLANATION
5.	Are all materials clearly marked as to their contents?	___	___	_____
6.	Are lights shrouded as required?	___	___	_____
7.	Are cupboards/shelving units secured	___	___	_____

**F. GROUNDS**

1.	Are play areas free of dangerous objects?	___	___	_____
2.	Are Adventure Playgrounds checked on a regular basis?	___	___	_____
3.	Are exterior walkways in good condition and seasonally maintained?	___	___	_____
4.	Is exterior lighting adequate?	___	___	_____

**G. LIGHTING AND OUTLETS**

1.	Is there adequate lighting?	___	___	_____
2.	Are burnt out bulbs being replaced?	___	___	_____
3.	Are switches and outlets in good repair?	___	___	_____
4.	Do all outlets have grounds?	___	___	_____
5.	Does all electrically powered equipment have ground prongs intact?	___	___	_____

**SCHOOL DISTRICT #22 (VERNON) SAFETY INSPECTIONS**

<b>H. W.H.M.I.S./ CONTROLLED PRODUCTS</b>	<b>YES</b>	<b>NO</b>	<b>EXPLANATION</b>
1. Is there a procedure for updating WHMIS book re: Material Safety Data Sheets	___	___	_____
2. Are the are the current MSDS's current?	___	___	_____
3. Are containers labeled as required by WHMIS, ie Supplier Workplace Labels?	___	___	_____

**I. EMERGENCY PRECAUTIONS**

1. Are there plans and procedures for emergency situations: ___ Bomb Threats ___ Earthquake, ___ Fire ___ Lock downs (Policy 5010.3, 3c, 3e)?	___	___	_____
2. Are all alarm systems working?	___	___	_____
3. What was the date of the last fire practice?	___	___	_____
4. What was the date of the last earthquake practice?	___	___	_____
5. First Aid Book location.	___	___	_____
6. Name of First Aid Attendant.	___	___	_____
7. First Aid Certificate?	___	___	_____
8. Is " Notice of First Aid and Attendant" posted/displayed?	___	___	_____
9. Are accident records being maintained?	___	___	_____
10. Is privacy of accident records maintained?	___	___	_____

**AREAS IDENTIFIED FOR SAFETY INSPECTIONS**  
**(Please adjust for your site)**

**Site Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- \_\_\_ Classrooms \_\_\_\_\_
- \_\_\_ Office (s) \_\_\_\_\_
- \_\_\_ Hallways \_\_\_\_\_
- \_\_\_ Washrooms \_\_\_\_\_
- \_\_\_ Storage Locations/Basement \_\_\_\_\_
- \_\_\_ Teacher Prep Area (s) \_\_\_\_\_
- \_\_\_ Staff room (s) \_\_\_\_\_
- \_\_\_ Drama Room \_\_\_\_\_
- \_\_\_ Band/Music Room \_\_\_\_\_
- \_\_\_ Art Room \_\_\_\_\_
- \_\_\_ Home Ec Room \_\_\_\_\_
- \_\_\_ Science Labs \_\_\_\_\_
- \_\_\_ Science Storage Rooms \_\_\_\_\_
- \_\_\_ PE Equipment Room \_\_\_\_\_
- \_\_\_ Medical Room \_\_\_\_\_
- \_\_\_ Custodial Room(s) \_\_\_\_\_
- \_\_\_ Electrical Room(s) \_\_\_\_\_
- \_\_\_ Mechanical/Boiler/Furnace Room(s) \_\_\_\_\_
- \_\_\_ Roof Access \_\_\_\_\_
- \_\_\_ Ladder Storage Access \_\_\_\_\_
- \_\_\_ Waste Storage Areas \_\_\_\_\_
- \_\_\_ Entrance Areas \_\_\_\_\_
- \_\_\_ Inside Stairways \_\_\_\_\_
- \_\_\_ Outside Stairways \_\_\_\_\_
- \_\_\_ Shop(s): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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\_\_\_ Other: \_\_\_\_\_