



SCHOOL SAFETY ASSESSMENT - To be used by JOHSC in Sep/Oct for assessment of school safety program.

School _____

Date _____

#	Item to be Inspected	Yes	No*	N/A	Action	By Whom	Date Completed
	General Information:						
1	Has a JOHSC been selected for the upcoming year?						
2	Have the names of the members been posted? <i>(See question #5)</i>						
3	Has a copy of the list been sent to the OH&S Officer at Regional Office?						
4	Is there a copy of the AVRSB Safety manual available in a location known to all employees? <i>(Copy available from OH&S Officer)</i>						
5	Is there an OH&S bulletin board in a common area accessible to employees? <i>(It is a requirement of the NS Dept of Labour that each worksite have an OH&S bulletin board.)</i>						
6	Are the following posted on the bulletin board:						
	a. Copy of the OH&S Act?						
	b. AVRSB Safety Policy?						
	c. Names of JOHSC members?						
	d. JOHSC Minutes? (Minimum required is the most recent set.)						
	e. Department of Labour's phone number? (1-800-9-LABOUR)						
	f. If there are orders or reports from the Department of Labour, are they posted?						
	g. Are names of currently qualified first aiders posted? <i>(Course must have been taken within 3 years.)</i>						

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	Item to be Inspected	Yes	No*	N/A	Action	By Whom	Date Completed
7	Are copies of OH&S related regulations available in a known location? <i>(These include WHMIS Reg., First Aid Regulations, General Safety Regulations, Occupational Health Regulations, and Fall Protection Regulations.)</i>						
8	Are worksite inspections planned? <i>(Inspections due in Jan/Feb and May/Jun.)</i>						
9	Is there a plan in place to investigate accidents? <i>(See AVRSB Policy 305.15.)</i>						
	Building Common Areas: <i>lobbies, washrooms, hallways, stairways, etc.</i>						
10	Do all exit doors work properly?						
11	Are stairways in good repair?						
12	Are stairways clear of any material that may cause a tripping hazard?						
13	Are under stair areas free from storage?						
14	Are hallways clear from clutter that may cause a tripping hazard or disrupt orderly evacuation?						
15	Are outside walkways and parking lot in good repair?						
16	In winter are they sufficiently cleared and salted / sanded?						
	Fire Protection Equipment and Procedures						
17	Are fire exits clearly marked?						
18	Are fire exits free from obstruction?						

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19	Are hallways free from items that may cause problems during evacuation? <i>(For example: tables, chairs or other movable items.)</i>						
20	Is all material stored no closer than 18 inches from a sprinkler head? <i>(If the school has a sprinkler system there can be no items within 18 inches of the ceiling. Also no item can be suspended from sprinkler heads.)</i>						
21	Are fire extinguishers located where they are visible from a distance?						
22	Are fire extinguishers inspected annually? <i>(This will be noted on a tag on the extinguisher.)</i>						
23	Are fire extinguishers in good condition and fully charged? <i>(This is determined by a visual inspection. A fully charged extinguisher's gauge will show "green".)</i>						
	Electrical & Mechanical						
24	Are electrical rooms kept locked? <i>(Electrical and mechanical rooms are to be kept locked.)</i>						
25	Are electrical rooms free from storage? <i>(Electrical and mechanicals rooms are not to be used for storage.)</i>						
26	Are mechanical / air handing unit rooms kept locked?						
27	Are mechanical / AHU rooms free from storage?						
	Personal Protective Equipment						
28	Is personal protective equipment (PPE) available if required? <i>(For example: rubber gloves, safety glasses.)</i>						
29	Is PPE being used when required?						
	Hygiene and First Aid						
30	Are washrooms kept clean?						
31	Are water fountains kept clean?						

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32	Are food preparation areas kept clean?						
33	Is there sufficient first aid equipment on site? <i>(The First Aid Regulations, pages 6-8 describe the minimum amount required.)</i>						
34	Is the location of the supplies known to staff and students? <i>(Staff and students should know where to go to seek assistance.)</i>						
35	Are there enough qualified First-Aiders on staff? <i>(See First Aid Regulations, page 3. for minimum # required.)</i>						
	Storage Facilities and Rooms						
36	Are shelves/shelving units at risk of falling over firmly anchored to the wall? <i>(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.)</i>						
37	Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes?						
38	Are storage rooms organized so as not to present a safety hazard? <i>(eg: tripping hazard)</i>						
	Job Procedures and Training						
39	Are employees satisfied with the training they have received to complete their assigned job/tasks? <i>(If there is job/task specific training desired ensure it is noted.)</i>						
	Environment						
40	Do windows open easily and stay open according to their design?						
41	Are ventilation systems operating? <i>(This can be easily checked by attaching a tissue to a meter stick and holding it near the vents. A supply vent will push the tissue away or "flutter", a return vent should suck the tissue against the vent.)</i>						
42	Are ceiling tiles in place, unbroken and with no sign of water damage or mould formation?						

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#	Item to be Inspected	Yes	No*	N/A	Action	By Whom	Date Completed
43	Are the ceiling, walls and floor free of water leaks?						
44	Are floor tiles or carpeting securely fastened to reduce trip hazards?						
	Other:						
45							
	Other:						
46							
	Other:						
47							

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