

Beautiful Plains School Division
 Colony Supervisors Safety & Health Inspection Form
COLONY SCHOOL ADMINISTRATION

DATE: (Day / Month / Year) _____

SCHOOL: _____

INSPECTION PERFORMED BY: _____
 (Supervisor)

Fire & Emergency

YES NO N/A
 (Please Check ✓)

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Monthly fire drills are being conducted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Exits and emergency escape routes are posted in all areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Exits, hallways and corridors free of clutter or blockage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Paper posted on hallways, foyer, and entrance halls does not exceed fire code standards. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The annual Emergency Response Plan has been completed, reviewed with staff and a copy provided to the Division Office. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Periodic emergency safety drills are being conducted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Classrooms are uncluttered and materials are a safe distance from electrical and heating appliances. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Extension cord use is kept to a minimum and portable heaters are not is use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. The fire alarm is fully operational. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Fire extinguishers have been inspected and are in operating condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Fire exit doors are operational and unobstructed. (Free of ice and snow in winter.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Exit and emergency lighting is operational. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Boiler, furnace, mechanical, electrical rooms are free of litter and combustibles. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Workplace Hazardous Materials Information System

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. WHMIS labels and/or supplier labels are on all (caustic, corrosive, etc.) chemical containers in the school. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Your Material Safety Data Sheet (MSDS) book in WellNet has been compared to actual chemical inventory for accuracy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. An annual inventory of chemicals list stating maximum quantities on hand has been completed and a copy provided to the Division Office. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. All chemicals (including flammables) are safely stored in appropriate cabinets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

YES NO N/A
(Please Check)

5. An annual WHMIS awareness session with all staff has been held.
6. Custodial cleaning and floor waxing / stripping chemicals are properly stored.

General

1. First aid kits are available and properly stocked.
2. The playground and play structures are inspected weekly.
3. Sidewalks are clean. (Free of ice and snow in winter.)
4. New employees or volunteers have been provided with job orientation, review of safety bulletins and applicable safety program policies and procedures.
5. "Playing it Safe" guidebook, safety bulletins and inspection checklists have been reviewed annually with playground supervisors.
6. Accidents and dangerous incidents have been investigated and if serious reported to Workplace Safety & Health Committee.
7. Workplace Safety & Health Committee minutes and safety bulletins have been posted on Safety Bulletin Boards.
8. Periodic building and ground walkabouts have been conducted.
9. A list of staff with current first aid training posted on the Safety Bulletin Board.
10. Unsafe conditions have been reported.
11. Bus safety and evacuation drills have been conducted when using divisional buses for field trips.

Unsafe conditions that fall under school division responsibility should be reported to Safety Committee representative and/or the Superintendent.

Unsafe conditions that fall under colony responsibility should be reported to the colony by letter at least every three months. A copy of the letter should be attached to this quarterly report.

COMMENTS: _____

Signature: _____
Supervisor / Administrator

Date: _____