



School District No. 54 (Bulkley Valley)  
Occupational Health & Safety Program

**INSPECTIONS**

**APPENDIX 3**

5 Pages

**MONTHLY SITE INSPECTION  
CHECKLIST FORM**

- **Houston Maintenance Shop – 3455 13<sup>th</sup> Ave.**





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Site/Name: Houston Maintenance 3455 13<sup>th</sup> Ave Houston B.C. Date: \_\_\_\_\_ Completed \_\_\_\_\_  
 Site-based Inspection Team is to include Management, and CUPE representatives (where applicable)  
 Site inspections are to be done once a month. Please indicate below either “S” for Satisfactory or “U” for unsatisfactory at your site. **Any area marked with a “U” must be assigned a Hazard Rating. Use N/A if not applicable.**

**HAZARD RATING**

**“A” HAZARD – MAJOR**  
 A condition or practice likely to cause permanent disability, loss of life or body, part and/or extensive loss of structure, equipment or material.  
**“B” HAZARD – SERIOUS**  
 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 – MINOR**  
 A condition or practice likely to cause minor, non-disabling injury or illness or non-disruptive property damage.  
**“H” HAZARD – HOUSEKEEPING**  
 A disorderly or unclear condition or practice likely to contribute to injury or illness, disruption of work or property damage.

**INSIDE**

Area: Wood Shop	U/S	W/O	Hazard / Comments
Floors: free of tripping hazards			
Doors: exits free of obstruction			
Ventilation: exhaust systems operable for flammable materials			
Lighting:			
Electrical: cords, fixtures, plugs in good condition. Panels closed, clearly labeled disconnects, panels not blocked			
Storage: Stacked materials stable. Shelving anchored securely. Minimum of Flammable materials and compliant with SDS. Can the weight be supported			
Housekeeping: Material storage is orderly, refuse containers are emptied regularly, aisles clear, exits/entrances unobstructed			
Outside walkway: clear of obstruction. Good repair			
<b>Equipment:</b>			
Machinery: push sticks available. Saws not left on unattended. Drill press			
Manuals: available			
Guards: machine guarding in place, barrier guards, etc.			
Hand tools: grounded or double insulated, cords in good repair, guard intact			sander
Energized equipment: hydraulic, electric or gas powered: in good condition, lockouts available,			Table saw, band saw, 12” edger, planer, jointer, drill press, scissor sharpener
Ladders and step stools: in good condition.			
Carts/Dollies: good condition			
<b>Safety</b>			
Safety information: emergency procedures signs posted. First Aid procedures posted. Location of dressing station. Shut offs posted. MSDS posted			
Certified Attendant: name, area and certificate posted.			
First Aid Kits: available and stocked			
Standard Safe Operating Procedures being used. Key information available (manuals, training documents and worksite signage)			



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Chemical Storage: Stable shelving, clearly labeled containers, in compliance with WHMIS/MSDS, directions and provisions for spill containment, gas valves have stable lock outs, properly bonded and grounded			
Ergonomics:			
<b>Safety Equipment</b>			
PPE: signs posted in hearing regulated areas (see WCB reg.). PPE available (hearing protection, safety glasses, face shields, footwear, respirators, etc.)			
Eyewash stations: accessible and operative			
Fire protection: Extinguisher gauges in the green zone, in place, inspections up to date. Fire exit signs posted			
Fire extinguishers: well marked and appropriate for area. A – ordinary combustibles B – flammable liquid, gas or grease fires C – energized electrical equipment			
Start/Stop switched on machinery clearly marked lock out available for energize equipment before servicing or adjustment			
Emergency lighting: operative and regularly tested			No emergency lighting required – well lit
Safety zones: clearly marked			

Area: Office & Lunchroom/washroom	U/S	W/O	Hazard / Comments
Floors: free of tripping hazards. Drawers and filed cabinets closed			
Doors: exits free of obstruction			
Lighting:			
Electrical: cords, fixtures, plugs in good condition. Panels closed, clearly labeled disconnects, panels not blocked. No excessive use of extension cords			
Storage: Stacked materials stable. Shelving anchored securely. Minimum of Flammable materials and compliant with MSDS. Can the weight be supported			
Housekeeping: Material storage is orderly, refuse containers are emptied regularly, aisles clear, exits/entrances unobstructed			
Food preparation area: clean and sanitary			
Outside walkway: clear of obstruction. Good repair			
<b>Equipment:</b>			
Manuals: available			
Ladders and step stools: in good condition and available			
Carts/Dollies: good condition			
<b>Safety</b>			
Safety information: emergency procedures signs posted. First Aid procedures posted. Location of dressing station. Shut offs posted. MSDS posted			
Chemical Storage: Stable shelving, clearly labeled containers, in compliance with			



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WHMIS/MSDS, directions and provisions for spill containment, gas valves have stable lock outs, properly bonded and grounded			
<b>Safety Equipment</b>			
PPE: signs posted in hearing regulated areas (see WCB reg.). PPE available (hearing protection, safety glasses, face shields, footwear, respirators, etc.)			
Fire protection: Extinguisher gauges in the green zone, in place, inspections up to date. Fire exit signs posted			
Fire extinguishers: well marked and appropriate for area. A – ordinary combustibles B – flammable liquid, gas or grease fires C – energized electrical equipment			
Washrooms/Shower area: clean			

**OUTSIDE**

<b>Area: Storage Shed</b>	U/S	W/O	Hazard / Comments
Doors: exits free of obstruction			
Lighting:			
Electrical: cords, fixtures, plugs in good condition. Panels closed, clearly labeled disconnects, panels not blocked			
Storage: Stacked materials stable. Shelving anchored securely. Minimum of Flammable materials and compliant with MSDS. Can the weight be supported			
Housekeeping: Material storage is orderly, refuse containers are emptied regularly, aisles clear, exits/entrances unobstructed			
Outside walkway: clear of obstruction. Good repair			
<b>Equipment:</b>			
Manuals: available			
<b>Safety</b>			
Safety information: emergency procedures signs posted. First Aid procedures posted. Location of dressing station. Shut offs posted. MSDS posted			
Standard Safe Operating Procedures being used. Key information available (manuals, training documents and worksite signage)			
Chemical Storage: clearly labeled containers, in compliance with WHMIS/MSDS, directions and provisions for spill containment			
<b>Safety Equipment</b>			
PPE: signs posted in hearing regulated areas (see WCB reg.). PPE available - gloves , safety vests, footwear, etc.) (buses)			

<b>Area: Maintenance Yard</b>	U/S	W/O	Hazard / Comments
Stair/wells: Regulation steps and hand rails, well lit in good condition			
Bus Parking: easy access for vehicles backing out, use of horns while backing out.			
Gates: exits free of obstruction			



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Lighting:			
Electrical: cords, fixtures, plugs in good condition. Panels closed, clearly labeled disconnects, panels not blocked			
Housekeeping: Material storage is orderly, refuse containers are emptied regularly, aisles clear, exits/entrances unobstructed			
Outside walkway: clear of obstruction. Good repair			
<b>Equipment:</b>			
<b>Safety</b>			
<b>Safety Equipment</b>			
Street lights			

Area: BUSES	U/S	W/O	Hazard / Comments
Bus Parking: easy access for vehicles backing out, use of horns while backing out.			
Random check of pre-trip inspections, driver seat set-up, emergency procedure practice			
Doors: exits free of obstruction			
Lighting:			
Electrical: cords, fixtures, plugs in good condition.			
Housekeeping: Material storage is orderly, refuse containers are emptied regularly, aisles clear, exits/entrances unobstructed			
Outside walkway: clear of obstruction. Good repair			
<b>Equipment:</b>			
Manuals: available (buses)			
<b>Safety</b>			
Chemical Storage: clearly labeled containers, in compliance with WHMIS/MSDS, directions and provisions for spill containment,			
PPE: signs posted in hearing regulated areas (see WCB reg.). PPE available - gloves , safety vests, footwear, etc.) (buses)			
<b>Safety Equipment</b>			



School District No.54 (Bulkley Valley) – Houston Maintenance Shop


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