

Inspection checklist: Maintenance

Inspection completed by: CUPE _____

CUPE _____

Management _____

Date and time: _____

Site-Based Inspection Team is to include Management and two CUPE Members. Site inspections are to be done in January and September during the school year.

Please indicate below either: "S" for Satisfactory

"U" for unsatisfactory at your site. Any "U" must be assigned a Hazard Rating.

N/A to be used if not applicable

Hazard Rating:

A – Major A condition/practice likely to cause permanent disability, loss of life or body, part and/or extensive loss of structure, equipment or material.

B – Serious A condition/practice likely to cause serious injury/illness, resulting in temporary disability or property damage that is disruptive, but not extensive.

C – Minor A condition or practice likely to cause minor, non-disabling injury/illness or non disruptive property damage.

D – Housekeeping A disorderly or unclear condition/practice likely to contribute to injury/illness, disruption of work or property damage.

		u/s	H	w/o
#	A. Facilities and equipment			
	Emergency equipment and procedures			
1	Equipment present and working:			
2	• Fire extinguishers			
3	• Fire detection & suppression systems			
4	• First aid kits (stocked and available)			
5	• Eye wash stations (eye wash bottles are filled monthly)			

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		u/s	H	w/o
6	• Emergency lighting (please test)			
7	• Alarms			
8	• AED (green light flashing)			
9	• Sprinkler heads are clear of obstruction			
10	Emergency contact information posted			
11	Fire exits signs are posted in hallways			
	First Aid			
12	First aid Book accessible to FA attendants/site-based Rep			
13	Certified attendant available			
14	Taps are coded for hot and cold in first aid room			
15	First aid drill performed in the last 12 months			
16	First aid procedures are posted			
	Floors, walkways, and stairways			
17	Well-lit			
18	No blind corners			
19	Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables)			
20	Railings and guardrails in place and secure			
	Entrances and parking lots			
21	Well-lit			
22	Clear of obstructions			
23	Entrances are secured			
24	Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.)			
	Shop floors and work yards			
25	Appropriate lighting for work tasks			
26	Air flow and ventilation appropriate for work tasks			
27	Piping for gas, compressed air, etc. clearly labelled			
28	Electrical control boxes have clear access			
29	Circuit breakers and starter switched clearly marked			
30	Adequate heating and cooling			
31	Noise – Hearing regulated signs are posted			
32	Dust collector – is operative			
	Materials			
33	Stacked materials are stable (interlocked, strapped, or other means of restraint)			
34	Stacked materials are not near ignition sources			
35	Stacked materials do not obstruct sprinkler systems			
36	Containers and storage racks undamaged and appropriate for materials			
37	Hazardous materials are properly labelled			
38	Flammable and hazardous materials secured and stored in approved containers – compressed Gas stored in upright spot			
39	MSDS available and less than three years old			
	Tools and equipment			
40	Maintenance log up-to-date			
41	Inspection log up-to-date			
42	Warning signage for physical hazards created by equipment and processes			
43	Hazardous points of operation adequately guarded			
44	Safeguards in place, in good condition, and cannot be easily removed by workers			
45	Lockout procedures posted			

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		u/s	H	w/o
46	Equipment positioned to avoid endangering other workers			
47	Workers protected from materials ejected from tools or equipment			
48	Equipment controls clearly labelled and within easy reach, but protected from inadvertent activation			
49	Defective tools and equipment tagged and removed from service			
50	PPE available as required for all workers (hearing protection, masks, etc.)			
51	Carts/dollies in good condition			
52	Man-Lifts inspected yearly			
53	Paint Spray Booth exhaust system is operational			
54	Paint Table exhaust system is operational			
55	Range hoods and local exhaust systems are operative on stoves			
	Ladders			
56	Ladders are appropriate for the work task			
57	Ladders are in good condition with no obvious signs of wear and tear			
	Mobile equipment			
58	Maintenance logs up-to-date			
59	Pre-use inspection logs up-to-date			
60	Operators are trained			
	Vehicles			
61	Maintenance logs up-to-date			
62	Inspection logs up-to-date			
	Other areas of focus			
63	Problems identified in previous inspection(s):			
64	Priority areas as defined by the joint committee:			