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| --- | --- | --- |
| School: | Date: | Date Reviewed by Committee |
| Room: | Checked By: |  |

Priority Index: 1. Imminent Danger 2. Serious 3. Minor 4. Acceptable 5. Not Applicable

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| --- | --- | --- | --- | --- |
| **SECTION A – STORAGE** | **YES** | **NO** | **PRIORITY** | **COMMENT** |
| Supplies and materials are stored neatly and securely. |  |  |  |  |
| There is sufficient training and equipment to move heavy items safely. |  |  |  |  |
| Storage racks / shelves are in good condition. |  |  |  |  |
| Storage racks / shelves are sturdy enough for the items stored on them. |  |  |  |  |
|  |  |  |  |  |
| **SECTION B – SLIPS TRIPS & FALLS** |  |  |  |  |
| Floors are kept clean, dry and free of debris. |  |  |  |  |
| Brooms / mops / etc are readily available to clean up spills and debris. |  |  |  |  |
| Stairs with three risers or more have adequate handrails and anti-slip strips or surfaces. |  |  |  |  |
| Sufficient garbage bins are near each work station. |  |  |  |  |
|  |  |  |  |  |
| **SECTION C - EQUIPMENT** |  |  |  |  |
| Portable tools / appliances / equipment are in good working condition. |  |  |  |  |
| Portable tools / appliances / equipment are not missing any required pieces (guards / covers / housing screws, buttons etc). |  |  |  |  |
| All equipment is periodically cleaned and inspected. |  |  |  |  |
| All equipment is working as designed and safely. |  |  |  |  |
| All standing equipment has the required guards in place. |  |  |  |  |
| Equipment power switches are clearly marked. |  |  |  |  |
| Dust collection systems are working and provide adequate suction. |  |  |  |  |
| Ventilation systems are working with adequate air transfer. |  |  |  |  |
| Power cords are not broken / frayed / missing grounding prong or missing insulation. |  |  |  |  |
|  |  |  |  |  |
| **SECTION D - Other** |  |  |  |  |
| Flamable liquids / chemicals / fuels are properly stored away from heat sources and in proper containers. |  |  |  |  |
| A reasonable number of fire extinguishers are readily available. |  |  |  |  |
| The fire extinguisher has been inspected in the last year and is charged. |  |  |  |  |
| Fire alarms are in the room. |  |  |  |  |
| Doors are locked when not in use and supervised. |  |  |  |  |
| First aid kits are available and accessible. |  |  |  |  |
| Sufficient and adequate Personal Protective Equipment is available, including, but not limited to safety glasses, gloves, aprons, ear protection, respirators / masks. |  |  |  |  |
| Please list any other items in the Maintenance Shop that is of a concern to health & safety. |  |  |  |  |
|  |  |  |  |  |