

ETFO JHSC Quarterly Meeting and Monthly Inspection Checklist

Health and Safety Item/Discussion			
Quarterly JHSC Meeting/Red Binder Review	Yes	Location/ Room Number	Action Required
• review previous quarter monthly inspections			
• review and approve previous JHSC minutes			
• both JHSC minutes and monthly inspections need to be printed and stored in the red binder, and copies should be posted on the health and safety bulletin board			
• ensure red binder is kept current, with appropriate items archived, see list for retention in Safety Resource Manual, page 3			
• review any repeat or unresolved issues, including work order numbers, are there any issues that need to be escalated to Health and Safety or Facility Services?			
• review any Employee Incident Reporting and Investigation forms (EIRIF), make suggestions for corrective measures and implementation timelines to prevent recurrence			
• review the Site-Specific Workplace Violence Hazard Assessment			
• review any occupational hygiene testing reports, if applicable (i.e. mould, air quality)			
• review any Ministry of Labour Field Visit Reports, if applicable, reports should be posted on the Health and Safety bulletin board for two weeks			
• review any critical injury, lost time or health care reports received, have corrective and preventative measures been put in place? Were there staff debriefs following the incidents?			
• review confirmation of health and safety training records			
• review any new Hazard Alerts on Health and Safety SharePoint site, as well as any new Site Joint Health and Safety Committee Newsletters/Health and Safety Connections documents			
• review logs for fire (6), wind (2) and lockdown drills (2), divided between fall and spring terms, have they been completed?			
• review asbestos log/binder, access through QR code			
• review water flushing log/binder - daily or weekly?			
• review Safety Data Sheets (SDS) binder			
• review Red Tag Log, if applicable			
• review Emergency Preparedness Plan/Binder, Fire Safety Plan			

Health and Safety Item/Discussion			
Quarterly JHSC Meeting/Red Binder Review	Yes	Location/ Room Number	Action Required
• review Emergency Information Sheet for OTs			
• review sand and salt logs, completed on-line by custodian			
• Are there any unresolved issues where the worker members may agree to and write a 21-day recommendation to management for resolution? Reach out to the Local office for support in writing these.			
• Is there both a worker and management member who is JHSC certified, parts one and two? Is recertification required? (every three years)			
• Have all JHSC site committee members taken the half-day site health and safety training available through TVDSB?			
Health and Safety Bulletin Board			
• ensure the required documents are posted on the Health and Safety Bulletin Board:			
• current copy of the Occupational Health and Safety Act, can also be a QR code posted to access an electronic version			
• names and contact information posted for the site JHSC			
• copies of the Health and Safety Policy, Harassment Policy, and the Violence in the Workplace Policy			
• list of emergency response team (ERT)			
• list of trained first aid staff			
• TVDSB Employee Accident/Incident poster (teal)			
• WSIB In Case of Injury at Work poster			
• TVDSB Incident Reporting Decision Tree poster			
• Health and Safety – Prevention Starts Here poster			
• TVDSB Ancillary and Non-Instructional Materials poster			

Health and Safety Item/Discussion			
First Aid Equipment/Kits/Contents	Yes	Location/ Room Number	Action Required
• ensure there are enough first aid kits on site (one per every 100 students)			
• first aid kit contents to be checked monthly and signed off on stickers			
• ensure there is enough trained first aid staff on site (2 staff – population under 400, 3 staff – population 400 – 600, 5 staff – population over 600)			
• Naloxone kits checked monthly by administrator			
• AEDs/Defibrillators checked monthly by administrator			
• ensure sharps containers are available, and that any waste is sent out through hazardous waste pick-up			
Classrooms/Hallways/Offices/Storage Rooms/Stairwells			
• fire exit signs and new emergency code signs posted in each room (clear the halls, lockdown, hold and secure, shelter in place)			
• doors are unobstructed, three-foot access around doors required, access/egress free from clutter			
• electrical panels are locked and have three-foot access around panels			
• floors/hallways free of slip, trip and fall hazards (clutter, mats, cords, etc.)			
• area rugs are maintained and do not pose a trip hazard, floor tiles are not cracked, raised or broken			
• fire extinguishers checked monthly, mounted properly, fire alarms are unobstructed			
• ancillary and non-instructional materials used appropriately and according to policy			
• table lamps meet CSA standards; floor lamps are not permitted			
• only board issued/administrator approved furniture in classrooms as per policy			
• power cords plugged directly into outlets, no daisy chains, extension cords only used on a temporary basis			
• no combustible materials/items suspended from ceilings			
• no more than 20% of walls and doors covered with combustible materials			

Health and Safety Item/Discussion			
Classrooms/Hallways/Offices/Storage Rooms/Stairwells	Yes	Location/ Room Number	Action Required
• no combustible materials within 18 inches of the ceiling			
• ensure storage closets have floors cleared, and items stored and stacked safely on shelves with no overhang, any heavy items stored on bottom shelves)			
• ensure yellow bomb threat cards are posted by all telephones			
• Is PPE readily available? (gowns, gloves, masks, eye protection, etc.)			
• handrails are provided on stairs and are secure, stair treads are in good condition			
• emergency lighting is tested and operable; is there emergency lighting in washrooms?			
• check for moisture or water stains on ceiling tiles			
• ensure paper cutter is guarded in workroom			
• shelves and any overhead storage, anchored or secured to walls			
• stairwells not used for storage			
• remove any light covers/filters in classrooms as they are out of compliance with the Electrical Safety Code			
• AV screens securely anchored to wall			
• Do windows open and close easily?			
• ladders and stepstools available, standing on chairs or tables is not permitted			
• all exits clearly marked and unobstructed, exit signs illuminated			
• electrical junction boxes, switches, receptacles have proper covers in place			
• controlled access to building, cameras and buzzers are in working order			
• basic emergency evacuation kit is available in main office			
• slippery areas properly signed			
• Do staff have any ergonomic concerns?			
Gymnasium			
• occupancy load signs posted			
• gym lights have metal covers to prevent breakage			
• gym storage room free of clutter, no overhang on shelves, floor free of obstructions			
• restraint cords/chains required for storage of volleyball nets, high jump mats			
• no excess clutter or storage in stage area			
• stage curtains have passed fire rating inspection, 5-year cycle, check tags on curtains			

Health and Safety Item/Discussion			
Custodial/Mechanical Rooms	Yes	Location/ Room Number	Action Required
• custodial and mechanical rooms kept locked when not in use			
• floors and doors clear and free of obstruction			
• chemicals are clearly labelled, stored in proper containers and securely stored (in locked cabinets or behind locked doors) with SDS sheets readily available, chemical spill kit available			
• ladders are in good repair and stored securely			
• roof access, secured and safely accessed, tie-off points if required			
• eye-wash stations functioning properly, checked/tested weekly and signed off on yellow tags/on-line by custodian, eyewash station locations are adequately signed			
• PPE for custodial use is readily available, such as gloves, ear and eye protection			
• emergency stops/buttons clearly marked and easily accessible			
• utility shut offs clearly marked/signed and accessible, map of utility shut off locations marked in main office			
• gas-powered equipment and cans stored safely in locked outside storage sheds			
Portables			
• exterior siding, skirting, eaves and troughs in good repair			
• area around portable is well drained with no standing water			
• steps, porches, handrails secure and in good repair			
• are there signs of moisture, mould growth on walls, doors, windows, ceilings?			
• HVAC units are functioning properly with no obstruction, no materials stacked on top of units			
• is there a functioning PA or intercom system for communication with the main building/office?			

Health and Safety Item/Discussion			
Ventilation/Air Quality	Yes	Location/ Room Number	Action Required
• HVAC is operational and meets air quality, temperature and ventilation standards, filters are changed and logged monthly			
• no furniture or obstructions to be placed within three feet of HVAC units and vents			
• HEPA units/filters must run 24/7 in all Kindergarten rooms, unventilated rooms, and rooms with medically fragile or immunocompromised students, with no materials stored on top of units, space for ventilation on all sides, and filters changed according to manufacturer's specifications			
• Do staff have any unaddressed air quality concerns within the building and/or portables?			
Yard/Grounds/Parking Lots			
• sufficient outdoor lighting at entrances, parking lots, and along walkways			
• fencing and backstops in good repair			
• playground equipment in good repair, with playground inspections completed and logged			
• standing water and drainage issues addressed			
• pavement, parking lots, and walkways in good repair, without potholes, cracks, or raised areas to prevent slip, trip and fall hazards			
• outside areas free of any biological hazards			
• Can PA system be heard outside?			
Violence Prevention			
• Are there safety plans (MOABs) in place at the school? Are they reviewed and updated following incidents of violence?			
• safety plans available to all staff who work directly with the student, including OT and itinerant staff			
• notification of risk provided to all staff (first two pages of the MOAB), including OT and itinerant staff			
• Is PPE (i.e. Kevlar) prescribed in the MOAB? Is it available, fitted properly, and appropriately maintained and cleaned?			
• walkie talkies or other means of communication are readily available to summon immediate assistance			
• risk assessments and staff debriefs are completed following incidents of violence resulting in injury or lost time			