

## Inspection checklist: Transportation

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
#	<b>A. Facilities and equipment</b>			
	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			
	<b>First Aid</b>			
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			
	<b>Floors, walkways, and stairways</b>			
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			
	<b>Entrances and parking lots</b>			
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.)			
	<b>Shop floors and work yards</b>			
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	Shop floor are free of oil and grease			
	<b>Materials</b>			
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			
	<b>Tools and equipment</b>			
40	Welding Bay – exhaust system is operable			
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	Range hoods and local exhaust systems are operative on stoves			
<b>Ladders</b>				
52	Ladders are appropriate for the work task			
53	Ladders are in good condition with no obvious signs of wear and tear			
<b>Mobile equipment</b>				
54	Maintenance logs up-to-date			
55	Pre-use inspection logs up-to-date			
56	Operators are trained			
<b>Vehicles</b>				
57	Inspection logs up-to-date			
<b>Other areas of focus</b>				
58	Problems identified in previous inspection(s):			
59	Priority areas as defined by the joint committee:			