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**Appendix H: OCCUPATIONAL HEALTH AND SAFETY CHECKLIST**


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| ITEM  | Completed<br>√ | COMMENTS |
|---|----------------|----------|
| <b><i>School Administration: Leadership and Communication</i></b>   |                |          |
| Aware of relevant Occupational Health and Safety Legislation and Policies   |                |          |
| Ensures work site/school has a 'safety centre'/display board  |                |          |
| Establishes and promotes health and safety programs for staff   |                |          |
| Makes formal recommendations to the district regarding OH & S, as per the <i>Occupational Health and Safety Act</i>   |                |          |
| Oversees the progress of any Early and Safe Return to Work Plan (ESRTW) for an employee, as per established program, in conjunction with district staff                                 |                |          |
| <b><i>Occupational Health and Safety Committees</i></b>   |                |          |
| OH & S Committee is established in workplace (10 or more workers)   |                |          |
| OH & S Worker Representative identified (fewer than 10 workers)   |                |          |
| Manager, Principal or Vice-Principal sits on Committee  |                |          |
| Committee has representative from each selected group of employees  |                |          |
| The Committee has a Terms of Reference  |                |          |
| Minutes are posted and distributed as required  |                |          |
| Committee meets minimum of every three months   |                |          |
| <b><i>Education and Training</i></b>  |                |          |
| All supervisors and OH & S Committee members receive OH & S education & training  |                |          |
| Workers receive appropriate instruction on equipment use, proper storage techniques for equipment or materials, chemical/ laboratory safety (including WHMIS) training, where necessary |                |          |
| Workers are trained in First Aid as required  |                |          |

| ITEM   | Completed<br>√ | COMMENTS |
|--|----------------|----------|
| <b><i>Safe Work Practices and Procedures</i></b>   |                |          |
| All machinery is inspected   |                |          |
| All controlled products are being used, stored and handled according to WHMIS regulations                        |                |          |
| Classrooms are not occupied in excess of the maximum allowable occupancy   |                |          |
| Where there is no ventilation system provided, there are at least two functional windows                         |                |          |
| Labs have the necessary safety devices and equipment appropriate to the nature of the activities conducted there |                |          |
| Sporting activities are conducted under supervision of a competent person  |                |          |
| Sporting equipment meets established standards   |                |          |
| <b><i>Hazard Recognition, Evaluation and Control</i></b>   |                |          |
| Hazard report forms are completed by employees as necessary, and signed and dated                                |                |          |
| Necessary action is initiated to control hazards   |                |          |
| A copy of the form is forwarded to the OH & S Committee  |                |          |
| <b><i>Workplace Inspections</i></b>  |                |          |
| Informal and formal inspections of the workplace are conducted   |                |          |
| OH & S Committee representative is involved in formal inspections  |                |          |
| Records of workplace inspections are maintained and findings are communicated to the district.                   |                |          |
| Appropriate corrective action is taken   |                |          |
| <b><i>Accident/Incident Investigations</i></b>   |                |          |
| Unsafe work concerns which are referred are investigated and a record is kept of the proceedings                 |                |          |

| ITEM   | Completed<br>√ | COMMENTS |
|--|----------------|----------|
| <b><i>Accident/Incident Investigations Cont'd.</i></b>     |                |          |
| Accident/incident forms are completed and maintained       |                |          |
| Copies of forms are provided to OH & S Committee           |                |          |
| District is immediately notified about serious accidents   |                |          |
| <b><i>Emergency Preparedness</i></b>                       |                |          |
| The school or work site has an emergency preparedness plan |                |          |
| Possible emergencies are identified                        |                |          |

**This checklist is for the benefit of school administrators. It is recommended that s/he complete the checklist at the beginning of the school year and after the Christmas break, so that status regarding OH & S compliance can be tracked.**

**SCHOOL:** \_\_\_\_\_

**SCHOOL ADMINISTRATOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_