

<b>Approved by:</b> Lisa Aitken		
<b>Position:</b> Assistant Superintendent	<b>Date signed:</b> May 19, 2020	
<b>Location:</b>	<b>Written by:</b> Tara Baschuk	
<ul style="list-style-type: none"> <li>All LRSD Schools and Facilities</li> </ul>	<b>Date Created:</b> May 14, 2020	
	<b>Date of Last Revision:</b>	
<b>Potential Hazards:</b>	<b>Personal Protection Equipment (PPE) or Devices Recommended:</b>	<b>Additional Training Requirements:</b>
Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.	<ul style="list-style-type: none"> <li>Disinfectant wipes or spray</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Only authorized employees are permitted to perform this task.**

- 1) You must be in good health to conduct this task. If you show any signs of illness, you should remain at home and notify your supervisor.
- 2) All staff will be required to follow the [School Access Procedure](#) upon entry into each school/facility.
- 3) A date will be scheduled between the site WSH representative and the head custodian for the school/facility and they will notify the school administrator or site supervisor.
- 4) Have a copy of the last school/facility inspection on hand to identify areas where concerns may not have been rectified.
- 5) While conducting the inspection, maintain social distancing of six feet (two meters) at all times and ensure that there are no groups larger than 10 people in any one location.
- 6) Spray sanitizer or disinfectant wipes should be carried during the inspection. Anything that may need to be handled during the inspection should be thoroughly sanitized prior to touching. If sanitizer or disinfectant wipes are not used, proper hand washing must occur immediately after the task is performed.
- 7) During the inspection, take time to look around the entire building. All areas/rooms must be included.
- 8) Record all safety and health issues on the LRSD Workplace Safety & Health Building Inspection Report Form. Be sure to fill out all fields.
- 9) Decide which issues may be resolved at the school level. Indicate in the "Action Taken" and "Comment" fields if the concern can be resolved or if assistance is needed.
- 10) If a Safety and Health Work Order is needed, please have the custodian submit to Facilities. Specify "Safety and Health Concern" at the top of the work order.
- 11) Any maintenance issues, such as stained ceiling tiles, light bulbs, etc. must be recorded by the custodian on their own inspection sheet for work orders. Unless a maintenance issue is also a safety and health issue (ex. broken stair rail), do not record maintenance work orders on the LRSD Workplace Safety & Health Building Inspection Report Form.
- 12) Once the WSH Building Inspection Report Form has been completed, immediately wash or sanitize your hands.
- 13) The WSH Building Inspection Report Form will be reviewed and signed by school administrator/building supervisor before submission to the division.
- 14) Make copies of the signed form and:
  - i) Post one copy on the WSH Bulletin Board.
  - ii) Copy to the school administrator/ building supervisor and to the custodian if requested.

*All procedures obtained from operator manuals or other samples must be thoroughly reviewed to ensure they are accurate for the facility and tasks.*

- 15) Send the completed the LRSD Workplace Safety & Health Building Inspection Report Form to Tara Baschuk at the Norberry Board Office via email [tara.baschuk@lrsd.net](mailto:tara.baschuk@lrsd.net) .

### **BUILDING INSPECTION CRITERIA**

#### **Policies and Procedures**

- Emergency Procedures documents available for all staff
- Policy ACF/G INTERPERSONAL RELATIONS and RESOLUTION of CONCERNS about HARASSMENT/DISCRIMINATION posted on safety and health board
- Current minutes and committee members posted on *Safety and Health Board*
- The board is used for safety and health notices only
- Safe Work Procedures available where required\*
  - \*at this time, completed SWP are available for Industrial Arts, Human Ecology, and Custodial staff

#### **Chemical Safety**

- All hazardous materials are properly stored and labelled
- MSDS sheets available where needed (custodial room, Science, Industrial Arts, etc.)
- MSDS sheets that are current within the last three years (older sheets sent to divisional archives)
- Emergency eye/shower wash (functioning, unobstructed and debris caps in place)
- Chemical personal protective equipment available and in good repair in Industrial Arts and Science rooms (or wherever required)

#### **Safety and Health Hazards**

- Personal protective equipment (PPE) available and in good repair for custodian (safety glasses, gloves, reflective vest, etc.), and wherever else needed
- PPE appropriately stored to protect from dust and contaminants
- Good air movement from supply grills and return registers
- Air returns free of dust, mould and other visible contaminants
- Absence of strong or offensive odours and of irritation to eyes or mucus membranes
- Exits are clearly marked and exit lights are illuminated
- Exits are unobstructed and free from obstacles (furniture, boxes, equipment)
- Exit doors are unlocked
- Emergency lighting in working order
- Aisles, hallways and stairwells clear of storage
- Stairs and steps in good condition
- Immediate areas surrounding the building in good repair (stairs, handrails, etc.)
- Materials properly stored
- Cylinders properly secured
- Housekeeping (in classrooms and general areas)
- No fabric or material hanging in hallways unless treated with fire retardant spray

#### **Fire Hazards**

- Fire extinguishers are unobstructed
- Check inspection date on fire extinguishers
- Visual check of fire doors
- Fire Evacuation Procedures are posted and up to date
- Lights, switches and outlets in good repair (cover plates present)
- Equipment cords in good repair
- Outlets properly used

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- Extension cords for temporary use only
- Poster and paper on walls kept to a minimum and all four corners of hanging articles must be tacked
- No articles suspended from ceiling

**REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR**

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