

### Grounds - Workplace Inspection Checklist

Date:		Inspected By:	
-------	--	---------------	--

JHSC Inspection

Management Inspection

GROUNDS SAFETY CHECKLIST		YES	NO	N/A
1.	Is there adequate ventilation where flammable liquids are stored or dispersed?			
2.	Is there adequate ventilation where batteries are charged?			
3.	Is there adequate ventilation where concentrated chemicals are poured and mixed with water?			
4.	Is there a spill kit available where chemicals are being stored or dispensed?			
5.	Are employees wearing personal protective equipment for their jobs?			
6.	Are building exterior steps kept free from combustible materials (i.e. furniture and recycling material)?			
7.	Are outside stairways clear and unblocked?			
8.	Are safe operating procedures being followed as instructed?			
9.	Is equipment such as tractors, lawnmowers, snow blowers, weed cutters are being operated safely by the grounds employees?			
10.	When equipment is not being used, is it stored/secured to prevent unauthorized access?			
11.	Is personal protective equipment available for dispensing concentrated hazardous chemicals (i.e. gloves, goggles, aprons, etc.)?			
12.	Are flammable liquids stored in approved safety containers in an outside storage facility where required or in a flammable storage cabinet?			
13.	Are exterior emergency exit doors clear of debris?			
14.	Are students kept clear of employees operating power equipment?			
15.	Are pre-operational inspections being done on the grounds equipment?			
16.	Is the maintenance schedule being met as required for equipment?			
17.	Are equipment problems being corrected in a reasonable amount of time?			
18.	Are MSDS's readily available?			
19.	Are all bottles containing chemicals labeled with WHMIS workplace labels?			
20.	Are eyewash stations clean and filled with clean saline solution?			
21.	Are outdoor walking and driving surfaces free of hazards? (pot holes, trip hazards)			
22.	Are employees following good manual material practices while working outside?			
23.	Are fire extinguishers inspected monthly?			
24.	Are fire extinguishers and alarm pull switches free from obstruction and hanging objects?			
25.	Are outside walkways and lanes clear and no potholes?			
26.	First aid kit must have the following item posted: <ul style="list-style-type: none"> <li>• First Aid Certified Employee Lists</li> </ul>			
27.	Does the Safety Board have the following minimum items posted? <ul style="list-style-type: none"> <li>• Occupational Health and Safety Act including the Industrial Regulations</li> <li>• Health and Safety Policy</li> <li>• Violence and Harassment Policy</li> <li>• JHSC minutes and monthly inspections</li> <li>• JHSC member names</li> <li>• Health and Safety at work "Prevention Starts Here"</li> <li>• Form 82 – In case of injury poster – POSTED ON BULLETIN BOARD</li> <li>• First aid Regulation (1101) – POSTED ON BULLETIN BOARD</li> </ul>			

Please provide a description below for any items where "No" has been indicated.

Item Number	Risk Level (H)igh (M)edium(L)ow	Repeat Item Yes, No	Identified Hazard & Recommended Action	Assigned Individual	Action Taken	Completion Date

Item Number	Risk Level (H)igh (M)edium(L)ow	Repeat Item Yes, No	Identified Hazard & Recommended Action	Assigned Individual	Action Taken	Completion Date

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date: \_\_\_\_\_