**Building:** 120 **Date:** October 15, 2024

**Names of Inspectors:** Kordell Bergen, Rob Okashimo, Erin Bascom

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |

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| --- | --- |
|  | **Bulletin Boards and Signs** |
| A.1 | Are they clean and readable? | X |  |  |
| A.2 | Is the material changed frequently? | X |  |  |
| A.3 | Do items interfere with people walking by? |  | X |  |
|  | **Floors** |
| B.1 | Is there loose material, debris, worn carpeting? |  | X |  |
| B.2 | Are the floors slippery, oily or wet? |  | X |  |
|  | **Stairways and Aisles** |
| C.1 | Are they clear and unblocked? | X |  |  |
| C.2 | Are stairways well lighted? | X |  |  |
| C.3 | Are handrails, handholds in place? | X |  |  |
| C.4 | Are the aisles marked and visible? |  |  | X |
|  | **Equipment** |
| D.1 | Are guards, screens and sound-dampening devices in place and effective? | X |  |  |
| D.2 | Is the furniture in good repair and safe to use?  Look for: |  |  |  |
| D.3 | - chairs that are in poor repair |  | X |  |
| D.4 | - sharp edges on desks and cabinets |  | X |  |
| D.5 | - poor ergonomics (keyboard elevation, chair adjustment, desk height) |  | X |  |
| D.6 | - crowding |  | X |  |
| D.7 | Are ladders well maintained and safe to use? | X |  |  |
|  | **Emergency Equipment** |
| E.1 | Is all fire control equipment regularly tested and certified? | X |  |  |
| E.2 | Is fire control equipment appropriate for the type of fire it must control? | X |  |  |
| E.3 | Is emergency lighting in place and regularly tested? | X |  |  |
|  | **Building** |
| F.1 | Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities? | X |  |  |
| F.2 | Check the following structures to ensure safety: |  |  |  |
| F.3 | - swinging doors | X |  |  |
| F.4 | - floor and wall openings | X |  |  |
| F.5 | - ladders, stairways and ramps | X |  |  |
| F.6 | - guardrails | X |  |  |
| F.7 | Are materials stored safely? | X |  |  |
|  | **Air Handling System** |
| G.1 | Does air exchange rate meet standard requirements? |  |  | X |
| G.2 | Is the system free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes)? |  |  | X |
| G.3 | Is humidity within recommended range? |  |  | X |
|  | **Hazardous Products** |
| H.1 | Are there any hazardous products (e.g., products regulated by WHMIS)? | X |  |  |
| H.2 | - If yes, are the products properly labelled? | X |  |  |
| H.3 | - If yes, is there a corresponding safety data sheet (SDS) for each product? |  |  | X |
| H.4 | - If yes, are workers trained in how to work with or near these products safely? |  |  | X |
|  | **Sanitation** |
| I.1 | Are washrooms and food preparation areas clean? | X |  |  |
| I.2 | Are the following provided adequately? |  |  |  |
| I.3 | - toilets | X |  |  |
| I.4 | - showers |  |  | X |
| I.5 | - potable (drinkable) water | X |  |  |
| I.6 | - clothing storage | X |  |  |
| I.7 | - change rooms | X |  |  |
| I.8 | - field accommodations | X |  |  |
| I.9 | - lunchrooms | X |  |  |
| I.10 | Are measures in place to prevent the spread of disease? | X |  |  |
|  | **Security** |
| J.1 | Do entry and exit procedures provide workers personal security at night? | x |  |  |
| J.2 | Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place? | X |  |  |
|  | **Lighting** |
| K.1 | Are lamp reflectors clean? | X |  |  |
| K.2 | Are bulbs missing? |  | X |  |
| K.3 | Are any areas dark? |  | X |  |
|  | **Material Storage** |
| L.1 | Are materials neatly and safely piled? | X |  |  |
| L.2 | Are there stepladders or stools to get to materials on higher shelves? |  |  | X |
| L.3 | Are storage shelves overloaded or beyond their rated capacity? |  | X |  |
| L.4 | Are large and heavy objects stored on lower shelves? | X |  |  |
| L.5 | Are passageways and work areas clear of obstructions? | X |  |  |
|  | **General** |
| M.1 | Are extension cords used extensively? (if so, consider installing permanent wiring) |  | X |  |
| M.2 | Are electrical or telephone cords exposed in areas where employees may become entangled? |  | X |  |
| M.3 | Is electrical wiring properly installed? | X |  |  |
| M.4 | Are machines properly guarded? | X |  |  |
| M.5 | Does any equipment have sharp metal projections? |  | X |  |
| M.6 | Are wall and ceiling fixtures fastened securely? | X |  |  |
| M.7 | Are paper and waste properly disposed of? | X |  |  |
| M.8 | Are desk and file drawers kept closed when not in use? | X |  |  |
| M.9 | Are office accessories stored appropriately? | X |  |  |
| M.10 | Are materials stacked on desks or cabinets? |  | X |  |
| M.11 | Are file cabinet drawers overloaded? |  | X |  |
| M.12 | Are file cabinets loaded with the heaviest items in the bottom drawers? | X |  |  |
| M.13 | Are shelves securely fastened to the wall when necessary? |  |  | X |
| M.14 | Are filing stools or wastebaskets placed where they might be tripping hazards? |  | X |  |

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| **Corrective Action** | **Assigned To** |
| No corrective actions needed.  |  |
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| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |

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|  | **Emergency and Hazard Information** |
| A.1 | Emergency phone numbers posted? Are phones available? | X |  |  |
| A.2 | Are exits clearly marked and accessible? | X |  |  |
| A.3 | Are evacuation maps posted? | X |  |  |
| A.4 | Are emergency evacuation drills conducted at least annually? | X |  |  |
| A.5 | Are first aid attendants available with kits fully stocked and inspected? | X |  |  |
| A.6 | Are Level 1 Attendant’s qualifications current? |  |  | X |
| A.7 | Do students know where and how to receive care for an injury |  |  | X |
| A.8 | Are signs present for emergency safety equipment (eyewash, exits etc.)? | X |  |  |
| A.9 | Are appropriate fire extinguishers available and inspected regularly? | X |  |  |
| A.10 | Are flammable materials stored in a flammable storage cabinet? | X |  |  |
| A.11 | Chemical inventories up to date |  |  | X |
| A.12 | MSDS sheets available and current |  |  | X |
|  | **Floors** |
| B.1 | Is there loose material, debris, worn carpeting? |  | X |  |
| B.2 | Are the floors slippery, oily or wet? |  | X |  |
|  | **Stairways and Aisles** |
| C.1 | Are they clear and unblocked? | X |  |  |
| C.2 | Are stairways well lighted? |  |  | X |
| C.3 | Are handrails, handholds in place? |  |  | X |
| C.4 | Are the aisles marked and visible? |  |  | X |
|  | **Safety Administration** |
| D.1 | Have all students received general orientation and safety training e.g. MSDS, PPE, evacuations, etc.? |  |  | X |
| D.2 | Have all students been trained on the equipment that they operate? |  |  | X |
| D.3 | Have students received other specialized training: Lockout/Tagout, Respirators, Tools (hand/power), PPE, ect |  |  | X |
| D.4 | Is orientation/safety training documented? |  |  | X |
| D.5 | Do students have access to the orientation information? |  |  | X |
| D.6 | Are regularly scheduled safety meetings conducted in the shop? |  |  | X |
| D.7 | Has a hazard assessment been done in order to select appropriate PPE? |  |  | X |
| D.8 | Is PPE provided and used whenever necessary? |  |  | X |
| D.9 | Are there chemicals or controlled substances in the shop? Is WHMIS training provided? Are SDS’s available? |  |  | X |
|  | **Housekeeping, Ventilation, Illumination** |
| E.1 | Are all work areas clean and orderly? | X |  |  |
| E.2 | Are waste containers kept clean and emptied daily? | X |  |  |
| E.3 | Is food kept in the designated area at all times? | X |  |  |
| E.4 | Are all cabinets and shelves secured or anchored? | X |  |  |
| E.5 | Are all machines/equipment secured or anchored? | X |  |  |
| E.6 | Are floors in good condition and kept dry? | X |  |  |
| E.7 | Are all light fixtures adequate and functioning properly? | X |  |  |
| E.8 | Dust extractors in good working order |  |  | X |
| E.9 | Exhaust fans functioning |  |  | X |
| E.10 | “No Eating/Drinking/Smoking” signs posted | X |  |  |
|  | **Electrical Safety/Portable Tools** |
| F.1 | Are all plugs, cords, and panels enclosed, and in good condition? | X |  |  |
| F.2 | Do all extension cords have grounding? | X |  |  |
| F.3 | Are extension cords used only temporarily? | X |  |  |
| F.4 | Are cords secured so they do not run across pathways, under doors or the walls? | X |  |  |
| F.5 | Is the breaker panel locked? |  |  | X |
| F.6 | Are ground fault circuit interrupters available for use in wet areas? |  |  | X |
| F.7 | Are hand-tools effectively grounded or Double insulated? | X |  |  |
| F.8 | Are hand/power tools inspected regularly? |  |  | X |
|  | **Mechanical Safety** |  |  |  |
| G.1 | Is defective equipment promptly reported, labeled, and replaced? |  |  | X |
| G.2 | Can equipment be locked out? |  |  | X |
| G.3 | Safeguards prevent workers’ hands, arms and other body parts from making contact with dangerous moving parts | X |  |  |
| G.4 | Safeguards have not been tampered with, altered or removed |  |  | X |
| G.5 | Powered machinery/equipment has start and stop controls located within easy reach of the operator has controls and switches whose functions are clearly identified |  |  | X |
| G.6 | Are machines regularly cleaned and maintained? |  |  | X |
| G.7 | Are maintenance records, calibrations, certifications of each machine kept on file? |  |  | X |
| G.8 | Do authorized people perform the repairs? |  |  | X |
| G.9 | Physical hazards are marked in a manner that clearly identifies the hazard | X |  |  |
|  | **Spill Response** |
| H.1 | Do personnel know the location of the closest First Aid Kit? | X |  |  |
| H.2 | Do personnel know the location of the closet Spill Kit? |  |  | X |
| H.3 | Are personnel familiar with Vancouver Island Universities Spill Procedures? |  |  | X |
|  | **WHMIS** |
| I.1 | Have all personnel received WHMIS training? |  |  | X |
| I.2 | Are all hazardous materials labeled according to the WHMIS Regulations? |  |  | X |
| I.3 | Is there a current inventory of all hazardous substances in the area? |  |  | X |
| I.4 | Do personnel know where to find current (<3 years) SDS for the materials being used? |  |  | X |
|  | **Emergency Eyewash/Showers** |
| J.1 | Are personnel familiar with the location of the nearest eyewash / shower? |  |  | X |
| J.2 | Is the eyewash station / shower clean and clear of debris? | X |  |  |
| J.3 | Have emergency shower(s) been tested in the last 12 months and have a tag indicating testing date? |  |  | X |
|  | **Lighting** |
| K.1 | Are lamp reflectors clean? | X |  |  |
| K.2 | Are bulbs missing? |  | X |  |
| K.3 | Are any areas dark? |  | X |  |
|  | **Material Storage** |
| L.1 | Are materials neatly and safely piled? | X |  |  |
| L.2 | Are there stepladders or stools to get to materials on higher shelves? |  |  | X |
| L.3 | Are storage shelves overloaded or beyond their rated capacity? |  | X |  |
| L.4 | Are large and heavy objects stored on lower shelves? | X |  |  |
| L.5 | Are passageways and work areas clear of obstructions? | X |  |  |
|  | **General** |
| M.1 | Is electrical wiring properly installed? | X |  |  |
| M.2 | Does any equipment have sharp metal projections? |  | X |  |
| M.3 | Are wall and ceiling fixtures fastened securely? | X |  |  |
| M.4 | Are paper and waste properly disposed of? | X |  |  |
| M.5 | Are desk and file drawers kept closed when not in use? | X |  |  |
| M.6 | Are office accessories stored appropriately? | X |  |  |
| M.7 | Are materials stacked on desks or cabinets? |  | X |  |
| M.8 | Are file cabinet drawers overloaded? |  | X |  |
| M.9 | Are file cabinets loaded with the heaviest items in the bottom drawers? | X |  |  |
| M.10 | Are shelves securely fastened to the wall when necessary? |  |  | X |

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| --- | --- | --- |
| **Corrective Action** | **Assigned To** |  |
| E.9. Are the exhaust fans functional in the painting room? Are the filters changed on a regular basis? The filters along the north wall appear to be very old and dusty (E.9.1). | Facility Services |  |
| J.2. Eyewash locations must be tested monthly. Please adjust and document your testing schedule to meet the compliance requirements. <https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-05-chemical-and-biological-substances#SectionNumber:5.93> | Facility Services |  |
| **Notes on deficiencies / other comments** |
| E.9 E.9.1A room with a white ceiling and green ventilation panels  Description automatically generated with medium confidence A room with a green wall  Description automatically generated |

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|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |

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| --- | --- |
|  | **Around the Building** |
| A.1 | Is the address sign or number easily visible? | X |  |  |
| A.2 | Is waste stored in appropriate waste or recycling storage areas? | X |  |  |
| A.3 | Is the property kept clear of litter, combustibles, hazardous materials, etc.? | X |  |  |
| A.4 | If present, are smoking areas clean? Is an appropriate cigarette butt receptacle available? |  |  | X |
|  | **Parking Lot** |
| B.1 | Are appropriate signs posted (e.g., no parking in fire routes, etc.)? | X |  |  |
| B.2 | Are the parking areas free from trip hazards (e.g., no pot holes, cracks, etc.)? | X |  |  |
| B.3 | Is the lighting adequate in the area and walkways at night? | X |  |  |
| B.4 | Is the parking lot kept free of debris? | X |  |  |
| B.5 | In winter, is the parking lot free from ice and snow? |  |  | X |
|  | **Stairs** |
| C.1 | Are stairs, stairwells, and landings kept clear and unobstructed? | X |  |  |
| C.2 | In winter, are stairs, stairwells, and landings kept clear from ice and snow? |  |  | X |
| C.3 | Are stairways adequately lit? |  |  | X |
| C.4 | Are stairs, treads, hand rails, and any guards secure and in good condition? |  |  | X |
| C.5 | Do treads and landings have non-skid surfaces and they are in good condition? |  |  | X |
|  | **Exits / Fire Safety** |
| D.1 | Are all emergency exits, exit doors, landings, and steps from the building well marked, unblocked, and kept in good condition? | X |  |  |
| D.2 | In winter, are exits kept free from ice and snow? |  |  | X |
| D.3 | In winter, is the roof area over the exits free of falling ice and snow hazards? |  |  | X |
| D.4 | Are exit doors, landings, and steps well lit? Are the lights over the exit doors working and in good repair? | X |  |  |
| D.5 | In winter, is the access ramp clear of ice and snow, and is there good traction? |  |  | X |
| D.6 | Can the building be easily accessed by the fire department? Are fire lanes accessible and posted? | X |  |  |
| D.7 | Are the fire department hose connections kept clear, accessible and have caps? | X |  |  |
| D.8 | Is the electrical service entrance area clear of trees and branches? | X |  |  |
| D.9 | Are all electrical wires out of reach of the public? | X |  |  |
|  | **Grounds** |
| E.1 | Are walkways clear and in good condition? Are there any holes or trip hazards on grounds where workers/public may walk? | X |  |  |
| E.2 | In winter, are ice and snow cleared promptly from walkways? |  |  | X |
| E.3 | Is security lighting functioning properly? |  |  | X |
| E.4 | Are exit routes (from the grounds) well marked, and kept clear and unobstructed? | X |  |  |
| E.5 | Is fencing in good condition? | X |  |  |
| E.6 | Is any outdoor machinery in good repair? | X |  |  |
|  | **Storage Shed** |
| F.1 | Are hazardous products adequately stored and labelled? | X |  |  |
| F.2 | Are incompatible materials stored separately? | X |  |  |
| F.3 | Is the shed or area secured and access limited? | X |  |  |
| F.4 | Is there any sign of leaks or spills? |  | X |  |
| F.5 | Are “No Smoking” signs posted when flammable products are stored? |  | X |  |
| F.6 | Is the storage area protected from exposure to heat, moisture, vibration, flame, etc. as appropriate for the products stored? | X |  |  |
| F.7 | Is equipment and machinery in good condition? | X |  |  |
|  | **Loading Areas** |
| G.1 | If required, are pedestrian walkways clearly marked? | X |  |  |
| G.2 | Are vehicles and/or loads secured from accidental movement? |  |  | X |
| G.3 | Is the area kept free of obstructions or debris? | X |  |  |
| G.4 | Are any lifting devices, racking systems, etc. in good condition? |  |  | X |
| G.5 | If required, are machine guards in place? |  |  | X |

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| --- | --- |
| **Corrective Action** | **Assigned To** |
| F.5. This may be in place, I can’t remember at this point. Is there a No Smoking sign posted at the outdoor oil/fuel cabinet beside the loading zone? | Facility Services |