CTS Construction Lab Inspection Form

School/Room # :	Date:
Inspected By:	

Risk Level: 1. High   2. Medium   3. Low

Refer to Inspection Form Information for specific detail.					
Check the Following	**Satisfactory**	**Unsatisfactory**	***Risk Level 1,2,3.**	**Comment (If additional space is required, attach information to this document)**	**Corrective Action (Record work order No. if submitted)**
Flooring					
Lighting					
Electrical					
Furniture and Equipment					
Emergency Signage/Equipment					
Windows					
Mechanical					
Housekeeping • Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords/Power Bars					
• Ceiling Tiles					
• Entrance/Exit Doors					
• Walls					
General Equipment					
Hazardous Chemicals					
Personal Protective Equipment					
Equipment Guards					
Dust Collection					
Safety Screens					
Compressed Air					
Equipment or Machinery • Table Saw					
• Portable Circular Saw					
• Scroll Saw					
• Mitre Saw					

• Band Saw					
• Air Nailer					
• Hand Sander					
• Thickness Planer					
• Jointer					
• Wood Lathe					
• Belt Sander					
• Bench Grinder					
• Clamps					
• Power Hand Tools					
• Hand Tools					
• Router Table					
• Router					
• Oscillating Sander					
• Stationary Shaper					

*Identify risk level only if previous column is shown as unsatisfactory.

Principal Review and Sign Off		
Name:	Signature:	Date:

Principal   /   Vice Principal   (circle one)

- **NOTE:** Management Review and Sign Off must be at least one level higher than the person completing the inspection.

CTS Construction Lab Inspection Form Information

Flooring
- Flooring intact and no tripping hazards from:
  - Loose or missing floor tiles.
  - Lifting sheet flooring.
  - Uneven flooring.

Lighting
- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for the majority of tasks performed in area.
- Secondary lighting, if necessary, available and functional.

Electrical
- Plates and receptacles intact.
- Outlets functional.
- Equipment shut-offs in good working order.
- Ground Fault Interrupter (GFI) where necessary.
- All equipment cords in good condition.

Furniture and Equipment

- No broken or loose parts which may create a hazard.
- Shelving units safe and secure.
- Room configuration does not block exits or impede evacuation.

Emergency Signage/Equipment
- Appropriate fire extinguisher present and has current inspection certificate.
- Clear access to all emergency equipment.
- Fire exit route map posted and visible.
- First Aid kit present and appropriately supplied.
- List of First Aiders names posted beside the First Aid kit.
- Safety posters displayed in visible areas.
- Eye wash station present, (if required) clearly signed and tested weekly (log kept of dates).
- Fire blanket available (if required).
- Spill kit readily available (if required).
- Phone/intercom available in room.

Windows
- Intact, no cracks or broken panes.
- Windows should not be painted or covered with combustible material.

Mechanical
- Thermostat working.
- Heat registers intact and not obstructed.
- Sink (if present) is operational and has no leaks.
- Special ventilation present where required and in good working order.

Housekeeping
- Cleanliness
    - Unnecessary clutter which does not provide adequate work space.
    - No excessive accumulation of dust or waste materials.
    - No presence of food stuffs (except Foods Lab) or materials which could create biological hazards (i.e., mould, rodents, odors).
    - No obvious hygiene problems.
    - Hand wash facility and appropriate cleaning supplies.

- Storage of Materials and Equipment
    - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
    - Items safely and appropriately stored.
    - Cupboards and storage rooms are reasonably organized.
    - No unused and unnecessary materials in room.
    - Appropriate storage of combustible materials.
- Extension Cords/Power Bars
    - Circuits not overloaded.
    - Use of cords is not creating a tripping or fire hazard.
    - Extension cords are grounded and in good repair.
    - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).

- Ceiling Tiles
    - In place and in good condition.
    - Not painted or covered in combustible material.
    - No items hanging from ceilings.

- Entrance/Exit Door
    - Clear of any obstructions.
    - Not decorated with combustible materials.

- Doors open and close properly.

- Walls
  - Only 40% or less of wall surfaces can be covered in combustible materials.
  - Bulletin/white boards secure on walls.
  - Free of damage that may be creating a hazard.

General Equipment
- Guards installed on equipment to protect operator (at no time should guards be removed).
- Grinder guards in place and tool rest no more than three millimeters from the stone.
- Complete enclosures around belts and pulleys.
- Equipment properly secured.
- Safety screens available where required (e.g., wood lathe).
- Appropriate operational procedure signs in place for each machine.

Hazardous Chemicals

- MSDS binder readily available including a chemical inventory list kept in binder
- WHMIS 2015 protocols in place with current MSDS (SDS) and available for chemicals or consumer restricted products present in lab
- WHMIS labels on all secondary containers (decanted).
- Safe and secure storage in Flammable cabinets.
- Waste containers labeled.
- Waste disposal done at regularly scheduled disposal times.

Personal Protective Equipment
- Equipment is of proper size, in good condition and it is being used.
  - Eye Protection (glasses, goggles or face shields).
  - Dust Masks.
  - Gloves.
  - Hearing protection (if needed).

Compressed Air
- Labels on permanent lines.
- Hoses in good condition.

Equipment
- Guards in place on all equipment as required.
- Dust collector connected to all high dust capacity equipment. Collector regularly inspected and emptied.
- Safety screens available where required (wood lathe) and safety zones outlined per machine
- Compressed air is only used for appropriate purposes (not for general cleaning).
- Equipment or machinery.
  - Table Saw-splitter guard must be in place unless blade is not attached to saw. Anti-kick back fingers and dust collection also present.
  - Portable Circular Saw.
  - Scroll Saw.
  - Mitre Saw.
  - Band Saw.
  - Air Nailer.
  - Hand Sander.
  - Thickness Planer.
  - Jointer.
  - Wood Lathe.
  - Belt Sander.

- Bench Grinder.
- Clamps.
- Vices.
- Power Hand Tools.
- Hand Tools.
- Router Table.
- Router.
- Oscillating Sander.
- Stationary Shaper.