

## CTS Media/Graphic Art 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					
• Pressure washer					
• Portable heaters					
• Heat press					
• Conveyer dryer					
• Embroidery machine					
• Silk screen press					

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\*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 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.

### **Media/Graphic Arts Lab Specific**

- Personal Protective Equipment
  - Available as required.
- Equipment
  - In good operating condition.
  - Electrical cords in good repair.