


Issues › Hazard

Description	Recommendation	
AED		Edit Add issue
AED monthly checklist item issue	Contact the health and safety department for directions	Edit
Air Quality		Edit Add issue
Evidence of water leaks or damage		Edit
Excessive dust in room		Edit
Heating / ventilation system excessively blocked		Edit
Heating / ventilation system excessively dirty		Edit
Staff expressed concern about air quality in this area	Principal may request indoor air quality investigation from Health & Safety Dept.	Edit
Ventilation grills blocked by materials or equipment		Edit
Ventilation unit non-operational		Edit
Building		Edit Add issue
Asbestos Containing Materials - Damaged		Edit
Ceiling tile broken or missing		Edit
Ceiling tiles not sitting properly in the T-bar and could fall		Edit
Door self-closer broken or malfunctioning - enter details in comments		Edit
Floor drain venting sewer gas into room, keep water in traps		Edit
Hot water / steam pipes poorly insulated - potential for burns		Edit
Hot water excessively hot		Edit
Housekeeping and cleanliness		Edit
Roof concern, enter details in comments		Edit
Slop sink hoses stored improperly		Edit
Sprinkler pipe leaking		Edit
Structural concern - enter details in comments		Edit
Suspected mould growth		Edit
T-bar is loose and requires repair		Edit
Temperature below 18C		Edit
Uneven treads and risers create trip hazard		Edit 

Description	Recommendation
Chemical Edit Add issue	
Banned chemicals are present	Edit
Bleach - identified in locations other than a daycare, high school science dept. or well water treatment room	Edit
Bleach - not stored in a secure location	Edit
Chemical hazard - see description for details	Edit
Chemicals (science) not stored according to colour coding system	Edit
Compressed gas cylinders not stored securely to prevent from falling	Edit
Containers of chemicals not closed	Edit
Excess quantity of chemicals purchased and stored	Edit
Excess storage of chemicals that have expired or are no longer required	Edit
Flammable liquids (over 5L) stored outside of flammables cabinet	Edit
Gasoline stored in unapproved container	Edit
Labels missing for consumer product	Edit
Labels use chemical formulae only	Edit
Natural gas emergency shutoff valve location not clearly marked (where classroom has gas supply)	Edit
Waste Chemicals are not labelled appropriately	Edit
Waste Chemicals not being stored appropriately	Edit
WHMIS labels missing for controlled products	Edit
Electrical Edit Add issue	
Code Violation: Electrical panels or transformers are used as shelving	Edit
Code Violation: Electrical panels require 1 meter clearance	Edit
Code Violation: Emergency lights not working	Edit
Code Violation: Extension cords used as permanent wiring	Edit
Code Violation: GFCI not present within 1.5 meter of a sink	Edit
Code Violation: Ground pin removed or damaged	Edit
Code Violation: Power bars daisy chained	Edit
Electric baseboard heater cover missing	Edit



Description	Recommendation
Electrical cord run underneath carpet	Edit
Electrical equipment not approved (CSA , ULC, ESA)	Edit
Electrical outlet loose in the electrical box/wall	Edit
Electrocution hazard - enter details in comments	Edit
Electrocution hazard, cut/frayed/exposed energized wires	Edit
Electrocution hazard, switch/receptacle cover broken and or missing	Edit
Electrocution hazard, wet environment	Edit
Excessive Dust accumulation on outlets	Edit
High voltage sources not labelled	Edit
Jiffy power pole not secured	Edit
Lights require diffuser, lenses, guards and or safety straps	Edit
Photocopier plugged into extension cord or power bar	Edit
Equipment	Edit Add issue
Appliances in none approved areas	Edit
Equipment in disrepair - enter details in comments	Edit
Equipment malfunction - enter details in comments	Edit
Guarding - Air handling unit not guarded	Edit
Guarding - Compressor not guarded	Edit
Guarding - Moving parts not adequately guarded	Edit
Guarding - Paper cutter not guarded	Edit
Inspection tag past due/missing	Edit
Kiln cluttered with combustible material	Edit
Lifting device (hoist, crane etc.) left unattended with a load	Edit
Machines in need of repair not locked and tagged out	Edit
Ergonomics	Edit Add issue
At risk work practices observed	Edit
Lack of/ inadequate number of carts, dollies, material handling equipment	Edit
Material handling equipment damaged	Edit
Falls	Edit Add issue ↓

Description	Recommendation	
Catwalk not secure		Edit
Fixed access ladder in excess of 5 metres does not have a safety cage		Edit
Fixed access ladder in need of repair		Edit
Handrails inappropriate/loose/not secured		Edit
Handrails loose/not secured		Edit
Improper ladder for the task		Edit
Improper use of an UpRight Man Lift or lift equipment		Edit
Inadequate lighting - see description for details		Edit
Ladder in need of repair		Edit
Observed improper use of a ladder, risk of falling from height		Edit
Observed improper use of furniture to gain access to items at a height		Edit
Poor housekeeping creating a fall hazard		Edit
Fire Safety		Edit Add issue
Access to exit within classrooms is obstructed		Edit
Access to fire department connections is obstructed		Edit
Appliances connected to powerbars or extension cords		Edit
Appliances left on while unattended		Edit
Capacity cards not posted in gyms/auditoriums or between 4-6ft above floor		Edit
Ceiling tiles painted or covered with combustibles		Edit
Change rooms being used as storage rooms		Edit
Combustible material on corridor side of door surfaces		Edit
Combustible wall coverage exceeds 20% in corridors		Edit
Corridors/stairwells/exits are being used for classroom activities		Edit
Damaged fire separations (eg. holes in walls/ceilings/missing tiles)		Edit
Door closure missing where required		Edit
Door with closure does not close or latch		Edit
Dryer lint traps not being cleaned out		Edit
Emergency Procedure cards are not posted in corridors beside exits	cards are available by emailing fire.safety@hwdsb.on.ca	Edit



Description	Recommendation	
Excess combustibles being stored on school grounds		Edit
Fire evacuation sign not posted between 4-6ft above floor	cards are available by emailing fire.safety@hwdsb.on.ca	Edit
Fire evacuation sign not posted in an occupied area	cards are available by emailing fire.safety@hwdsb.on.ca	Edit
Fire exit doors open into a hazardous area - see description for details		Edit
Fire exit route sign not posted in classroom or incorrect	cards are available by emailing fire.safety@hwdsb.on.ca	Edit
Fire exit sign not illuminated or in disrepair		Edit
Fire extinguisher inspection tag missing or full		Edit
Fire extinguisher tags indicates extinguisher not inspected		Edit
Fire extinguisher tags signed for future months - correction instruction to custodian		Edit
Fire extinguishers not mounted		Edit
Fire safety hazard - enter details in comments		Edit
Fire safety plan is not posted in the main office, H&S board or custodial fire manual		Edit
Garbage containers located in corridors/foyers/stairwells		Edit
Gym stage being used as storage room		Edit
Hallway/Egress routes obstructed		Edit
Hand sanitizer is not secured or in corridors		Edit
Material (eg: paper, boxes, shelves) within 1.5ft from a sprinklered ceiling		Edit
Materials stored in the stairwells or corridors		Edit
Self-closing door wedged open		Edit
Signed Fire exit door difficult to open		Edit
Top of Fire extinguishers mounted more than 1.1m (43inches) above floor		Edit
Hazard Controls		Edit Add issue
Chemical Spill Kit where necessary is missing		Edit
Chemicals - MSDS unavailable or out of date		Edit
Eye wash station access blocked and/or obstructed		Edit
Eye wash station not maintained, unclean, unsanitary		Edit
Eyewash/shower not present / not functioning (tech/science/art rooms)		Edit



Description	Recommendation	
Fumehood - materials stored in the fumehood		Edit
Fumehood - non-functional		Edit
Local exhaust systems (science,welding, woodworking) not functioning		Edit
Personal Protective Equipment in poor condition or damaged		Edit
Personal protective equipment not available (e.g. goggles or face shields, aprons, and gloves)		Edit
Personal Protective Equipment not being used		Edit
Health & Safety Bulletin Board		Edit Add issue
Bulletin Board not up to date (See checklist)		Edit
Miscellaneous		Edit Add issue
AV screen not properly secured to wall or ceiling		Edit
Cables/hoses not bundled properly creating a trip hazard		Edit
Damage play structure surround		Edit
Employee concern about hazard. enter details in comments		Edit
First Aid - First Aid Kit not accessible/missing		Edit
First Aid - First Aid Kit not checked quarterly		Edit
Noise hazard -enter details in comments	Contact Health and Safety Department of concern	Edit
Overhead hazard - enter details in comments		Edit
PA not working / volume incorrect		Edit
Television set not secured to cart with strap		Edit
Slips and Trips		Edit Add issue
Area rug damaged or loose, creating a trip hazard		Edit
Broken cement work, exposed rebar		Edit
Change in elevation along walkway or through doorway creating a trip hazard		Edit
Change in elevation at curbs, sidewalks, catch basins or along asphalt areas		Edit
Electrical cords in doorways/walkways creating a trip hazard		Edit
Floor ridge plate creating a trip hazard		Edit



Description	Recommendation
Floor tiles damaged or missing, creating a trip hazard	Edit
Grip strips worn or damaged on stairs	Edit
Inadequate lighting creating trip hazard	Edit
Missing or broken floor tiles/linoleum creating a trip hazard	Edit
Ripped or stretched carpeting creating a trip hazard	Edit
Slip/Trip hazard -enter details in comments	Edit
Stairs/landings damaged, creating a trip hazard	Edit
Winter slip hazards, accumulation of ice and or snow on walkways	Edit
Storage	Edit Add issue
Bookshelf over 5 ft high not secured to wall, tip hazard	Edit
Corridor lost and found box exceeds 2x2x2ft	Edit
Empty containers not stored properly	Edit
Equipment and materials not stored in proper locations	Edit
Excessive materials stored (eg: tires, wood, metal etc.)	Edit
Heavy items stored on top of cupboards	Edit
Materials stored precariously or improperly	Edit
Mechanical / Boiler rooms being used for storage	Edit
More than one lost and found box in corridor	Edit
Scrap materials not in approved containers	Edit
Sharps not disposed of in approved containers	Edit

