

MANITOBA

School Boards
ASSOCIATION

ON-SITE
AREA(S)
REVIEW

MSBA-MTS MB
WSH TOUR
2023-24

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RISK MANAGER
MSBA

On-Site Area(s) Review

MSBA-MTS MB WSH Tour 2023-24

Disclaimer:

During this presentation, we will go through BEST PRACTICES for a school review/walkthrough for your mandatory site inspections as per WSH Act. This presentation will ask normal review questions that you should be aware of when conducting your inspection.

It is your role/responsibility as a WSH committee member to conduct these walkthrough every 90 days (usually to coincide with your WSH meetings).

We will go through the usual areas of concern in a school setting and provide advice and guidance but please note that every school is different and may have challenges not listed. Best to always call Manitoba WSH for further guidance or reach out to myself/MTS.

Enjoy the day!

On-Site Area(s) Review

MSBA-MTS MB WSH Tour
2023-24

NOTE:

Take lots of photographs of areas/conditions during the on-site area review for referencing during later meetings with WSH Committee/Representative.

On-Site Area(s) Review

MSBA-MTS MB WSH Tour
2023-24

Getting Started:

On your inspection form you should
have:

Name of School

Name of Principal

Contact info (email and telephone)

Date

Part 1: Policy

Is there a CURRENT WSH policy available, signed and dated by the School Division?

Is this WSH policy posted in a VISIBLE location?

Part 2: Safe Work Procedures



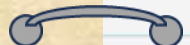
Have required Safe Work Procedures been developed?



Have staff/operators (students) been trained on these Safe Work Procedures?



Are supervisors (teachers) enforcing the use of these Safe Work Procedures?




If not, identify which Safe Work Procedures need review (hint: every 3 years)


Part 3: WSH Committees/Reps (WSHC)




Is there a dedicated Workplace Safety and Health Committee bulletin board?




Are WSHC members & first aiders posted on the bulletin board?



Are the WSHC meeting minutes posted and current?



Does WSHC meet at least once every 90 days with quorum* (worker & management rep)?



Are WSHC inspections being conducted as required at least once every 90 days?



*WSH Quorum requirements



Part 3 of the WSH Regulation speaks to quorum at meetings as: “The quorum of a committee is one-half of the worker members and one-half of the members appointed by the employer or the prime contractor.”



For example, if a committee had 6 employer members and 6 workers members, quorum for a committee meeting would require at least 3 employer members and 3 worker members to be present. Therefore:



If 4 employer members and 3 worker members attended the meeting, quorum **would** be met.



If 4 worker members attended and 3 employer members attended, quorum **would** be met.

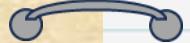


If 2 worker members and 3 employer members attended the meeting, quorum would **not** be met.



If 2 employer members and 3 worker members attended the meeting, quorum would **not** be met.

Part 4: General Workplace Requirements



Is a copy of the WSH Act & Regs accessible to all workers?

Adequate air quality? Any Complaints?

Slipping or tripping hazards?

Drinking water available for workers?

Toilet facilities adequate and sanitary?

Thermal condition adequate for the work being conducted?

Adequate lighting for the work being conducted?

Overall housekeeping impression
(0=Poor 100=Excellent)

Part 5: First Aid



Appropriate number of first aiders per shift?*



Reference first aider requirements? (CSA Z1319)



First aid kits/supplies readily available?



How well stocked are the first aid kits? (0=Poor
100=Excellent)



Workplace first aid kit classification	1 employee or work in isolation	2-25 workers per shift	26-50 workers per shift	51-100 workers per shift
Type 1: Personal (see Clause 5.3)	1	Not applicable	Not applicable	Not applicable
Type 2: Basic (see Clause 5.4)	—	1 small	• 2 small; or • 1 medium	• 4 small; or • 2 medium; or • 2 small and 1 medium; or • 1 large.
Type 3: Intermediate (see Clause 5.5)	—	1 small	• 2 small; or • 1 medium	• 4 small; or • 2 medium; or • 2 small and 1 medium; or • 1 large.

*First Aid kits required

Considerations:

- Level of risk in the workplace environment (industrial arts)
- Layout of the building (multiple levels)
- Distance from emergency medical services (response times)
- Remote/isolated areas
- The number and type of first aiders depends on the number of workers per shift, the level of hazard and access to emergency services. (Part 5.5 WSH Reg)

Part 6: PPE



Are Personal Protective Equipment (PPE) requirements identified?



Is equipment readily available?



Examples: Head Protection / Foot Protection / Eye/Face Protection / Hearing Protection / Hand Protection / Respiratory Protection / High-Visibility Clothing / Other



Are workers/operators observed to be wearing their PPE?



Are supervisors enforcing the use of PPE when and where it is required?



Is PPE used, stored and properly maintained as per manufacturers recommendations?



Part 7: Storage of Materials, Equipment, Machines and Tools

Are storage and/or racking systems used in the school?

Are materials stored in a condition of safe loading?

Do racking systems meet design requirements?

Are racking systems protected from powered mobile equipment?

List concerns with racking area(s)

Part 8: Musculoskeletal Injuries

Which musculoskeletal injury (MSI) risk factors are present in the school?

Examples: Repetitive Motion / Forceful Exertion / Sustained/ Awkward Posture / Other

List area(s) with MSI risk.

Have control measures been implemented to control MSIs?

Part 9: Working Alone or in Isolation



Do any workers work alone or in isolation?



Has a working alone Safe Work Procedure been developed?



Is the working alone plan/procedure posted?



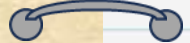
How have workers been made aware of or trained on the working alone policy?



Is the working alone plan/procedure enforced by supervisor/management?



Part 10: Harassment

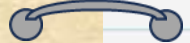


Has a harassment prevention policy been developed?

Have staff been trained in the prevention policy?

Is the harassment prevention policy posted?

Part 11: Violence



Has a violence prevention policy been developed?

Has staff been trained in the violence prevention policy?

Is the violence prevention policy posted?

Part 12: Hearing Conservation and Noise Control



Are workers exposed to noise in excess of 80 dBa in the school?



If so, in which area(s)?



Has an annual report been submitted (e.g.: Gymnasium/ Band Room / Wood Shop)?



Has a noise assessment been conducted?



Is hearing protection available for workers?



Are supervisors enforcing the use of hearing protection when and where required?



Part 13: Entrances, Exits, Stairways and Ladders



Is there safe access to and egress from all work areas?



If not, identify area(s) and the concerns.



Are emergency exits clearly marked and accessible?



If not, identify area(s) and the concerns.



Are muster points identified?



Are ladders present in the school?



If so, do they meet CSA Z11-18 Portable Ladders standards?

Part 14: Fall Protection

As applicable:

Are guardrails in place for those who require roof access? (visible and structural barrier – see WSH Act Part 14)

Are safety harnesses and anchor points used (as per engineer approval)?

If barriers are not practical, restraint, arrest system or safety net must be implemented.

Must be used when working at heights higher than 3 meters.

Part 15: Confined Spaces



Are there confined spaces in the school?



If so, identify area(s) and whether they are also a “hazardous confined space”*



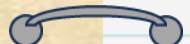
Are workers trained in confined space Safe Work Procedures?



Are supervisors enforcing the Safe Work Procedures? (for contractors too?)



Is appropriate equipment in place for confined space situations?



Has an emergency response plan been developed for confined space situations?



*Hazardous Confined Space



MB WSH defines a confined space as an enclosed or partially enclosed space that, except for the purpose of performing work, is not primarily designed or intended for human occupancy, and has restricted means of access or egress.



A hazardous confined space means a confined space that is or may become hazardous to a worker who enters or is in the space due to the design, construction or atmosphere of the space; materials or substances in the space; the work activities or processes in the space; or any other conditions within or related to the space.



A few examples of confined or hazardous confined spaces are bins, crawl spaces or cellars, pipelines,, ponds, pits, mobile equipment, pump or lift stations, tanks and tunnels.



Confined spaces must be considered immediately dangerous to life and health until a complete hazard and risk assessment has been completed and appropriate control measures have been implemented.

Part 16: Machines, Tools and Robots



Are machines or tools used in the school?



If so, identify type and area(s) they are used.
(e.g.: Gymnasium/ Band Room / Wood Shop/
Human Ecology Lab/ Art room)



Are Safe Work Procedures posted for each
machine/tool?



If not, identify which machine(s) and area(s)
do not have Safe Work Procedures posted.



Are safeguards in place for all machines, tools
or robots where required?



If not, identify which machine(s) and area(s)
are missing guards.



Are operating controls appropriately located,
protected and identifiable?

If not, identify which machine(s) and area(s)
are missing these controls.

Part 17: Welding and Allied Processes



What type of welding process is being used? (Electric Arc, combustion gas or laser)



Is there any obvious damaged equipment?



Identify any areas or equipment of concern.



Are hot work permits filled out prior to work commencing?



Are Safe Work Procedures posted, current and followed?



If not, identify areas where SWP are needed.



Is there proper ventilation in place for fumes?

Part 19: Fire and Explosive Hazards



Appropriate number and type of fire extinguishers present in the school?



Are fire extinguishers wall mounted and accessible?

If not, identify which area(s) (e.g.: Art Room / Science Labs)



Are workers trained in the use of fire extinguishers?

Are monthly inspections being performed by a trained worker/supervisor?



If not, identify which area(s).



Are annual inspections being performed by an approved service provider?

If not, identify which area(s).



Containment in place for flammable, combustible or contaminated material? If not, identify which area(s).



Is there flammable or combustible material in the atmosphere?

If so, identify which area(s).

Part 20: Vehicular and Pedestrian Traffic

Is there a risk to the safety and health of a person due to the movement of vehicular traffic?

If so, identify which area(s).

Is a Flag person used onsite?

Are pedestrian and powered mobile equipment lanes marked?

If not, identify which area(s).

Are supervisors enforcing the use of high visibility clothing when and where required?

Part 21: Emergency Washing Facilities



Is appropriate emergency eye wash/shower equipment in place?




Is the emergency equipment accessible, clean and operational?




Are workers/operators trained in the use of the emergency washing equipment?



Part 35: Workplace Hazardous Products Information Systems



Identify areas of the school in which hazardous products are present. (e.g.: Wood Shop/Art Room/Science Labs/ Human Ecology Lab)



Is there a Workplace Hazardous Material Information System (WHMIS) training program in place?



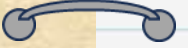
Are workers/operators trained in WHMIS?




Are controlled products labelled properly?



Are these labels on all “decanted” containers of chemicals?



Are Safety Data Sheets (SDS) readily available for all controlled products?



Are SDS information maintained for 30 years?

PART 36: Chemical and Biological Substances



Are there Safe Work Procedures for chemical substances?



If so, identify what area(s) (e.g.: Wood Shop/Art Room/ Science Labs/ Human Ecology Lab)



Are workers/operators trained in Safe Work Procedures?



Are supervisors enforcing Safe Work Procedures?



Are there Safe Work Procedures for biological substances? (Blood & Bodily Fluids/Molds/Viruses)



PART 36: Chemical and Biological Substances



Are workers/operators trained in Safe Work Procedures?



Are supervisors enforcing Safe Work Procedures?



Are there proper handling and disposal procedures in place for needlestick hazards?



Are workers/operators trained in Safe Work Procedures?



Are supervisors enforcing Safe Work Procedures?



Is monitoring occurring to ensure workers/operators are not exposed to airborne hazards?



PART 37: Asbestos



Is asbestos present in the school?



Is an inventory of asbestos containing material available?



Is an asbestos control plan in place?



Are workers/operators trained on the asbestos control plan?



Are supervisors enforcing the asbestos control plan?



PART 38: Electrical Safety



Is electrical work performed in the school?



Is a lock out policy or procedure in place for electrical work?



Are lock out devices (e.g.: electrical cord, breakers) available for workers?



Are workers/operators trained on the lock out policy or procedure?



Are supervisors enforcing the lock out policy or procedure?



Are electrical systems installed and protected as required?



Is there at least 36" clearance around all electrical panels?

Are electrical cords/switches in good working order?

THANK
YOU

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