

FROM THE DESK OF YOUR ETFO-YR STEWARD
INFORMATION and SURVEY FOR ALL TEACHERS
Regarding our Health and Safety Visit

There is a Health and Safety visit scheduled for _____. The Inspector is a fellow teacher and is in the school on your behalf. As always, you are reminded that rooms should be free of obstructions (i.e. nothing should be blocking fire exits, doors, fire escapes, stairwells, etc.; nor should there be items hanging from the ceilings which pose a safety hazard (e.g. use proper hooks with 2 metres clearance from the floor in walkways) or which are not in compliance with the Health and Safety Act, Fire Regulations, Electrical and Building Codes). Be aware of the location of asbestos. Use only approved chemicals and store properly with MSDS.

You are requested to note the general condition of your classrooms and report anything which you believe to be a health or safety concern that affects the employees in the building – examples: floor tiles lifting, stained or cracked ceiling tiles, window screens and windows in need of repair, tripping hazards, blocked exits, poor ventilation, etc. As well, you are requested to report anything that is in need of attention inside or outside the school building. Your concerns should always be relayed immediately to your supervisor.

Please return the survey by _____. Even if you have no concerns, return your survey, blank, with your name.

Please place completed reports in my mailbox to share with our inspector.

Thank you for your assistance in improving the safety of our work environment.

Sincerely,
ETFO-YR Steward

Health & Safety Survey

Teacher _____ Room Number/Work Location _____

CONCERNS:

In your classroom: _____

In the school: _____

School Inspection/Audit Reports:

Each school or site is inspected on an annual basis. A copy of your completed report must be posted on the Health and Safety Bulletin Board. The report identifies safety concerns with recommendations and timelines. If these concerns are not being addressed, notify your principal and contact the Health and Safety Officer (905-751-8334) so that it can be followed up.

Here is a partial list of classroom-based items:

- Report missing eyewash bottles in Science room
- Science teacher with plumbed-in eyewash stations to flush on a weekly basis
- Report missing Fire Exit posters or Lockdown posters
- Ensure that all exits and fire exits are clear and free of obstructions
- Remove hallway obstructions (e.g. TV/VCRs, boxes or furniture)
- Report and remove all defective electrical cords (ground pins missing)
- Ensure that all cleaning solutions are Board approved and locked in storage (no home-bought cleaners are allowed)
- Report all trip hazards (torn carpet, broken tiles, etc.)
- Use proper grid hooks (butterfly hooks) to suspend materials from the ceiling no lower than two meters from the floor
- Check that windows open and close properly and screens are not torn or missing
- Report loose shelving, and shelving units (48" or >) are to be secured to the wall
- Report stained ceiling tiles
- Power bars are to be used – no extension cords for permanent wiring
- Wall maps and overhead screens are to be hung from L-brackets
- Door windows should not have anything covering them. The inside of your room must be visible from the hallway.
- Heating vents and air returns should be clear of all materials
- Fire-rated doors (door closers) should not be wedged open
- Cord/cable covers for traffic areas to prevent trips
- Sterisol in the Music room cannot be used in a spray bottle and the container with decanted Sterisol must have a WHMIS label (see caretaker)
- All items/hazards must be reported to the Principal and caretaking immediately throughout the year