

**3.2.11 Technology Classroom Inspection**

<b>Item to be Inspected</b>	<b>Safe</b>	<b>Unsafe</b>	<b>Action</b>
Are legible fire exits and route signs easily seen by all?			
Are ceiling and exit doors free of combustible materials such as art-work, posters, paper, etc? As a guideline, no more than 20% of the total wall surface (including boards, cupboards, windows, etc.) to be covered with combustible materials.			
Where there is an exit door is there a clear path through classroom furniture? As a rule of thumb, the width of the clear path should be the same width as the door(s).			
Are CSA approval labels on all electrical equipment?			
Are electrical outlets, cover plates and wall switches secure and undamaged?			
Are extension cords, in good condition and used for temporary purposes only?			
Are multi-use cords equipped with power bars?			
Do windows open easily and stay open according to their design?			
Is air quality, temperature and ventilation acceptable to meet applicable standards? Concern may be determined by conversation with occupants of the classroom?			
Are ventilation and heating ducts kept unobstructed by books, paper, etc.?			
Are ceiling tiles in place, unbroken and with no sign of mold formation?			
Are the ceiling, walls and floor free of water leaks?			
Are floor tiles or carpeting securely fastened to reduce trip hazards?			

Item to be Inspected	Safe	Unsafe	Action
Are shelves or shelving units firmly anchored to the wall? Storage of all items should follow the following guide: heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves.			
Are step stools or small ladders available for accessing stored items on high shelves?			
Is storage on top of wall-mounted cupboards limited to lightweight objects such as empty boxes?			
Do paper cutters have guards in place and is the torsion spring adjusted to hold blade up when released?			
Are First Aid trained stations and attendees available?			
Are oily rags placed in a self-closing metal container that is clearly marked and used only for that purpose?			
Are flammable materials clearly and appropriately marked (WHMIS labels for controlled products) and stored in closed containers in metal cupboards?			
Is gasoline stored in an approved safety can with a spring-loaded cap and a flame arrestor?			
Are fire extinguishers mounted in accessible places with a tag attached and the date of the monthly inspection noted?			
Are main natural gas valves or welding gas valves and emergency shutoffs clearly marked and readily accessible?			
Are emergency shutoff switches clearly marked and readily accessible?			
Are emergency shut-off switches clearly identified, operable and accessible? Operation should be tested or demonstrated.			
Are ON/OFF switches on major tools shielded or recessed to prevent an accidental start?			

Item to be Inspected	Safe	Unsafe	Action
Is storage (including tool storage) safely organized, heavy objects on low shelves, light objects on high shelves and breakable objects such as glass items on low shelves to reduce potential for breakage?			
Are all local exhaust systems, such as hoods, slot ventilators, spray booths, etc., operating? Are filters clean and unclogged to allow the maximum flow of air?			
Do mezzanine areas have guardrails complete with toe boards around open sides?			
Do steps leading to mezzanines have handrails?			
Does overhead lighting on mezzanines that are lower than 6'6" or used for storage have guards over the light fixture?			
Are climbing devices such as ladders and/or scaffolds in good repair and safely installed or erected?			
Are floors clean and free of slip and trip hazards or obstructions?			
Are materials that are not in their original container clearly marked with WHMIS workplace labels? Are MSDS available for all products containing controlled chemicals?			
Are all gas cylinders (full or empty) secured to prevent falling?			
Is the valve cap securely in place when storing or moving?			
Is there any lubrication of cylinder valves or regulators?			
Is all lifting equipment inspected annually, are records kept?			
Are all power tools and equipment equipped with guards to prevent access to the cutting blade or pinch point?			
Are dust collectors used and maintained in good condition?			

---

---

<b>Item to be Inspected</b>	<b>Safe</b>	<b>Unsafe</b>	<b>Action</b>
Are metal lathes kept free of waste build up?			
Are welding fumes removed at the generation source by local exhaust?			
Is PPE used and worn?			
Are eye wash facilities available where corrosive liquids are handled?			