
SCHOOL SAFETY COMMITTEE QUICK SELF-ASSESSMENT CHECKLIST

School Safety Committee:

Committee has four members, two from management and one each from QCDTA and CUPE. Yes No

The School Safety Committee has written terms of reference. Yes No

Names of the School Safety Committee members have been posted. Yes No

Meetings are being held monthly. Yes No

Meeting minutes are posted for the past three months. Yes No

Members of the School Safety Committee are aware of their responsibilities. Yes No

Members of the School Safety Committee have attended a training workshop. Yes No

All employees have been made aware of the School Safety Committee. Yes No

Inspections and Safety Procedures:

The building is being inspected regularly for health and safety hazards. Yes No

Equipment used in the building is regularly inspected for safety hazards. Yes No

The building grounds are being regularly inspected for safety hazards. Yes No

All employees have received the required safety training they need. Yes No

WHMIS requirements are being met. Yes No

First aid requirements are being met. Yes No

Universal Precaution procedures are being followed by staff members. Yes No

Asbestos management manual is available to staff if required. Yes No

Emergency response plan is available to all staff members. Yes No

Emergency safety equipment is available and in good working condition where required. Yes No

All staff members know how to report an unsafe condition. Yes No

All staff members know how to report an injury. Yes No

Accident investigations are being conducted. Yes No

Health and safety topics are discussed at staff meetings. Yes No

Location: _____

Date: _____