

## OSBIE H.E.L.P. Audit - School

School Name:
Location Address:
Conference With:
Auditor Name:
Date:

**\*\*If not applicable, write n/a in Score Column & adjust Max Score\*\***

### PROPERTY CONDITIONS (1-6)

AUDIT CONDITION	SCORE	MAX SCORE
<b>1 a) EMERGENCY RESPONSE PLAN:</b>		
i) Emergency team meets at least semi-annually		
ii) Written evidence of Plan on site		
<b>Total 1a (out of 2)</b>		
<b>1 b) CONTROLLED ACCESS SYSTEM:</b>		
i) Visible evidence of compliance with the program:		
Sign in/out log		
Visitor signs		
Visitor badges		
<b>Total 1b (out of 3)</b>		
<b>TOTAL (out of 5):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	MAX SCORE
<b>2) HOT WORK PERMIT SYSTEM:</b>		
a) Supply of permit tags available		
b) Evidence of proper use of system		
<b>TOTAL (out of 2):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	MAX SCORE
<b>3) MONTHLY FIRE SAFETY INSPECTIONS/NO SMOKING POLICY:</b>		
a) Documented monthly fire doors inspections		
b) Documented monthly fire extinguishers inspections		
c) Evidence of good housekeeping practices		
d) No combustible storage in Electrical/Mechanical rooms		
e) No Smoking signs posted		
<b>TOTAL (out of 5):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	MAX SCORE
<b>4) TEMPORARY SHUTDOWN &amp; COLD WEATHER ALERTS:</b>		
a) Temporary shutdown inspection sheets current & in use		
b) Use of electronic monitoring & follow-up procedures		
c) Recorded inspection logs for Cold Weather Alert checkups		
<b>TOTAL (out of 3):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	MAX SCORE
<b>5) ELECTRICAL PREVENTIVE MAINTENANCE:</b>		
a) ESA Continuous Safety Service (CSS) Program (or equivalent) in use		
b) Evidence of compliance with CSS Program		
c) CSS Log Book current & in use		
<b>TOTAL (out of 3):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	MAX SCORE
<b>6) AUTOMATIC FIRE SPRINKLERS:</b>		
a) Sprinkler shutoff valves locked in the full open position		
b) Recorded weekly visual inspections of sprinkler control valves & pressure gauges		
c) Recorded quarterly tests of sprinkler flow alarms		
<b>TOTAL (out of 3):</b>		
<b>Comments:</b>		

### LIABILITY CONDITIONS (7-12)

AUDIT CONDITION	SCORE	MAX SCORE
<b>7) PLAYGROUND STANDARDS:</b>		
a) Plan to upgrade/replace existing non-compliant equipment		
b) Protective surfacing meets or exceeds standard		
c) Documentation of maintenance program complying with standard		
d) Recorded inspections per standard:		
Daily/weekly		
Monthly		
Annual		
<b>TOTAL (out of 6):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	MAX SCORE
<b>8) WINTER MAINTENANCE:</b>		
a) Log books current & in use recording activity		
b) Log books documenting roof ice inspection/snow removal program		
<b>TOTAL (out of 2):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	SCORE	SCORE	MAX SCORE
<b>9) DESIGN TECHNOLOGY PROGRAMS:</b>				
<i>Specify Program (i.e. Construction, Machine, Auto):</i>				
a) Visible evidence of compliance with the program				
b) Student safety certificates on file				
c) Recorded equipment inspections:				
Daily/weekly				
Monthly				
Annual				
<b>TOTAL (out of 5 per shop):</b>				
<b>Comments:</b>				

AUDIT CONDITION	SCORE	MAX SCORE
<b>10) GYMNASIUM FACILITY &amp; EQUIPMENT:</b>		
a) Documented Gymnasium Facility inspection logs current & in use:		
Daily/weekly		
Monthly		
Annual		
b) Documented Gymnasium Equipment inspection logs current & in use:		
Daily/weekly		
Monthly		
Annual		
c) Documented Injury Response Protocol with "return to learn/play" procedures including concussion provision (Ophea or equivalent)		
d) AED documented inspection & maintenance program		
e) First Aid Kit - compliant with school mandated WSIB First Aid requirements, Reg. 1101		
<b>TOTAL (out of 9):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	MAX SCORE
<b>11) OUTDOOR PREMISE &amp; EQUIPMENT MAINTENANCE:</b>		
a) Documentation supporting an outdoor premise & equipment inspection program:		
Daily/weekly		
Monthly		
Annual		
<b>TOTAL (out of 3):</b>		
<b>Comments:</b>		

AUDIT CONDITION	SCORE	MAX SCORE
<b>12) SCIENCE LABS</b>		
a) Documentation supporting a science department safety procedure, safety training for students, lab rules		
b) Documentation of fume hood inspections:		
Monthly		
Annual		
c) Proper storage of chemicals		
d) Eye wash station/deluge showers documented monthly inspections		
e) General purpose Spill Kit		
<b>TOTAL (out of 6):</b>		
<b>Comments:</b>		