

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



THOMPSON RIVERS UNIVERSITY

GYMNASIUM SAFETY CHECKLIST

This list is not exhaustive and over time new hazards may come to be. The space at the bottom is for you to add your own identified hazards. Please notify the OH&S department so the checklist can be updated with these additions. Answering 'no' to any of the following questions indicates a need for corrective action to be taken.

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
1.	<u>GYMNASIUM SPACE</u>					
1.1	Free of stored furniture/boxes/ equipment along perimeter walls & corners					
1.2	Floors are clean and dry?					
1.3	Floors are clear of objects which may be tripping/slipping hazards.					
1.4	Floor plates are secure in floor, hooks and plate in good condition & flush with floor?					
1.5	Floor plates for removable posts are flush with the floor?					
1.6	Hooks, pulleys and ratchet in good condition on netting equipment?					
1.7	Items stored standing up are secured to the wall?					
1.8	Are all entrance and exits free of obstructions?					
1.9	Does the hardware on all inside and outside doors work properly?					
1.10	Are there no doorknobs or protruding handles on the gym side of the door?					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
1.11	Are indoor and outdoor stairs clear of obstacles? (ice in winter)					
1.12	Are indoor and outdoor stair treads in good condition?					
1.13	Are railings secured?					
1.14	Ceiling tiles and mesh on lights are secure?					
1.15	Immovable obstructions are padded?					
1.16	Walls are free of protruding hooks and nails?					
1.17	All outlets, switches, registers etc. which pose an unreasonable hazard must be padded of flush with wall surface.					
1.18	Bleachers are free of protruding nails, splinters and cracked wood:					
1.19	Collapsible bleachers should be stored flush with wall, secured and stable?					
1.20	Are pinch/squeeze points on bleachers remedied as best as possible?					
1.21	Are the people responsible for moving bleachers aware of the hazards?					
1.22	Mats are free of tears and wearing?					
1.23	The foam in mats is in good condition?					
1.24	Velcro fasteners continue to stick					
1.25	Signs posted indicating that eye protection is mandatory for racket ball courts?					
1.26	All equipment is in good repair and working order?					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
1.27	Any equipment that isn't suitable for use is flagged, repaired, or removed?					
1.28	Items in storage room are properly stored?					
1.29	First aid kit that is properly stocked is available at all times?					
1.30	Somebody with First Aid training is on premises during all events?					
1.31	Proper procedures are followed when an injury occurs? (first aid record, injury report form → OH&S)					
1.32	Is temperature, lighting, and ventilation adequate?					
1.33	Are ropes or barricades used to block persons from going behind/underneath bleachers when in use?					
1.34	Are sufficient precautions taken to prevent injury when using the baseball cage? (rope, signs, cage in good repair)					
1.35	Do persons working within the facility understand their safety responsibilities?					
2.0	<u>WEIGHT ROOM</u>					
2.1	Is there adequate space for proper use of all equipment?					
2.2	Is drinking water available?					
2.3	Is temperature and ventilation adequate?					
2.4	Is equipment assembled by those who are trained to do so, and following precise manufacturer recommendations?					
2.5	Is equipment secured to floor where needed?					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
2.6	Are free weights stored properly?					
2.7	Are cleaning materials available for equipment after use?					
2.8	Is faulty or broken equipment flagged or removed immediately?					
2.9	Are specific facility rules posted so that users are aware of what is expected of them?					
2.10	Are mirrors and shelves adequately secured to the wall?					
2.11	Is flooring in good repair?					
2.12	Are mats in good repair?					
2.13	Are ceiling tiles in good repair?					
2.14	Is lighting adequate?					
2.15	Is the weight room supervised at all times?					
2.16	Is equipment regularly inspected for loose bolts, smooth operation, worn cables or straps etc?					
3.0	<u>FIRE SAFETY</u>					
3.1	Is there an effective fire alarm?					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
3.2	Is the fire alarm tested at least every three months?					
3.3	Is the fire alarm functioning correctly?					
3.4	Are fire exits clearly marked and easily identifiable?					
3.5	Are fire exits free from obstruction?					
3.6	Are emergency procedures displayed?					
3.7	Are building evacuation routes prominently displayed?					
3.8	Are the telephone numbers of emergency services clearly displayed?					
3.9	Are there fire evacuation practices at least twice yearly?					
3.10	Are all building occupants aware of what action takes place in an emergency?					
3.11	Have fire wardens been appointed and trained?					
3.12	Are fire extinguishers available and accessible?					
3.13	Are the fire extinguishers suitable to the type of fire that may occur [Carbon dioxide for electrical fires]?					
3.14	Are fire extinguishers serviced regularly?					
3.15	Are smoke detectors installed?					
3.16	Is a fire sprinkler system installed?					
3.17	Are fire sprinklers unobstructed?					

		YES	NO	COMMENTS	ACTION TYPE	DATE ACTION COMPLETED
3.18	Are hose reels available and connected to water supply?					
3.19	Are hose cupboards free of unnecessary items?					
3.20	Is access to the hose reels unobstructed?					
3.21	Does regular housekeeping reduce rubbish and combustible material accumulation?					
3.22	Are flammable materials properly stored?					
4.0	<u>ADDITIONAL</u>					