

A SCHOOL SAFETY REFERENCE GUIDE FROM
RAM MUTUAL INSURANCE

SCHOOL SAFETY
MANUAL

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Introduction

RAM Mutual has developed this safety and health publication for schools and educational institutions. While this publication is not all-inclusive, it attempts to highlight many common causes of injuries to school employees.

When this document refers to employees, it refers to *certified* personnel such as teachers and counselors, and *classified* personnel such as secretaries, nurses, custodians, bus drivers, and teacher aides. When it refers to all employees, it refers to *classified and certified* employees as well as all administrative groups, including supervisors, principals, the superintendent, treasurer, and business manager.

RAM realizes that organizations within the education industry have individual needs and that not all the information presented here is pertinent to every employer. However, this manual can serve as a good starting point and a convenient reference for managing the safety issues within your district.

Safety isn't the only thing you can do to reduce this cost. You can also lower your premiums by proactively managing your workers' compensation claims. This includes investigation, early reporting of injuries, and working with your employer services specialist and claims service specialist.

RAM's goal is to help companies eliminate incidents and injuries while reducing workers' compensation expenses. The combination of proactive safety strategies outlined in this manual and hands-on claims management will help you reduce injuries and lower your workers' compensation costs.

This manual can also provide your company's safety teams with information to meet its goals and obligations. It contains information on incident prevention, together with a complete explanation of its use, and benefits and methods of application.

SAFETY MANAGEMENT

Section 1

It's no secret the safety and health of our children are a top priority in school districts. They directly contribute to the quality of education. In addition, the safety and health of all employees who work for our schools are just as high a priority. They directly contribute to the educational process and funding.

Workers' compensation claims for needless injuries and illnesses are not a wise expenditure. You can prevent many claims with proper management. However, safety commitment from the board of education, superintendent, and treasurer are vital to provide proper safety management and claim prevention. The administrative group confronts many problems that require immediate attention and which often divert attention from safety and health activities.

When this happens, it is likely that accidents and injuries will increase significantly. As a result, the administrative group spends dollars, better spent elsewhere, to cover workers' compensation costs. All school district employees also must share a commitment to a safe school environment as it is their own health they help protect. Schools need to develop safe work practices and communicate them effectively to employees. As schools employ many people performing a variety of work activities, they must develop specific safe work practices for each department depending on the nature of the work performed.

Safe work practices supplement other management actions such as proper workplace design and integrating safety into all job functions. Be sure to develop safe working practices that are reasonable and specific. Practices that you cannot enforce will potentially impair the effectiveness of other safe work practices.

The most effective safe work practices are those in which the employees performing the work help to develop. People tend to buy into the safety process more if they are involved in the process. Participation in executive, building, and departmental employee safety teams also helps educate employees on potential accident causes and methods to control and eliminate them. Write safe work practices in language that is easily understandable and which emphasizes the proper way to do the job rather than what is prohibited. For example, say "Use a ladder to reach ... instead of, "Don't stand on a chair to ...". Give new employees a written copy of the general safe work practices and any department-specific practices they will need to follow to do their jobs without injury or illness.

Make safety training an ongoing process. The administrative group and safety teams should frequently review general and area-specific safe work practices with employees. All employees working in or visiting various other areas than their own need an understanding of safe work practices in ALL of those working areas. Developing safe work practices also is an ongoing process. Do not consider the practices cast in stone. Safety teams need to review them periodically and revise them to keep them up to date.

ACCIDENT ANALYSIS

Section 2

Accident analysis is primarily a fact-finding procedure. The facts are used to prevent a recurrence of similar accidents. Properly handled, accident analysis also increases employee safety and health awareness and builds rapport between the administrative group and certified employees. Eliminating hazardous situations reduces injuries and illnesses. It is easier and much more cost effective to eliminate and reduce hazards than it is to teach employees to live with hazards in the work environment.

Identifying all accident causal factors so you can take corrective action, is the objective of an effective accident analysis. The analysis can shed light on unsafe or hazardous conditions, poor decisions or behaviors, a lack of administrative group supervisory accountability, poorly defined responsibilities, and inadequate or non-existent procedures. Even minor injuries can reveal accident causal factors which, if corrected, can prevent other, more serious injuries. Therefore, analyze minor injuries or even close calls as thoroughly as a serious injury.

Immediately following an accident:

- Ensure the employee receives immediate medical care.
- Start the accident-analysis process promptly;
- Maintain conditions at the accident scene as much as possible;
- Involve the supervisor, the affected employee and any witnesses;
- Form a fact-finding committee in the event of serious accidents.

At the minimum, you should assemble the following information:

- the injured employee's name;
- date and time of injury;
- occupation and task being performed at the time of the injury;
- normal work hours;
- department;
- address;
- sex;
- age or date of birth;
- Social Security number;
- length of service;
- physician and hospital name;
- type and extent of injury;
- description of accident or illness scenario;
- analysis of causal factors;
- recommended corrective action;
- injured employee statement;
- witness statements; and
- the name of the person completing the form and the date.

Photographs and drawings may help clarify the report information. Use the information from all accidents to get a complete picture of how safety is being managed, to identify what changes might be necessary, and to develop justification for addressing the accidents' causal factors to prevent future injuries or illnesses.

Administrative group review of accident-investigation reports is important, in that it raises awareness of what hazards exist and what has been done or must be done to eliminate the hazards. Accident analysis is an effective tool only if appropriate follow-up action is taken.

SAFETY AND HEALTH MEETINGS

Section 3

School districts have an array of job classifications and various buildings. Thus, school districts need several levels of active employee safety and health meetings and safety involvement teams. This enables the development of continuity across the school district from building to building and from similar classroom to similar classroom.

Here's how it can work.

- An executive safety involvement team is primarily composed of the administrative group with a facilitator such as the superintendent.
- The superintendent usually informs the board of education and members of the employees' safety program about policies to be adopted and followed. This ensures all employees' safety within the school district.
- The treasurer usually informs the board of education of the workers' compensation costs per year.
- The superintendent and treasurer work together to maintain an ongoing safety process keeping yearly workers' compensation costs to a minimum. A building safety involvement team is composed of a facilitator, usually one of the administrative group members such as the building principal. Additional member representatives for each job classification within that building, such as in a middle or high school, include an art, industrial education, physical education, and science teacher; a custodian, secretary, counselor; etc.

This team:

- creates positive solutions to situations (this is not a gripe session);
- conducts building safety audits; and
- assigns tasks to complete needed solutions. A departmental safety team is composed of a facilitator, usually one of the administrative group members such as the business manager or the supervisor of a particular area across all buildings. Additional member representatives for each department or area include art teachers, bus drivers, cafeteria workers, cleaners, custodial, industrial education teachers, physical education teachers, science teachers, etc.

This team:

- comes up with positive solutions to situations (this is not a gripe session);
- conducts departmental safety audits; and
- assigns tasks to complete needed solutions.

Assign responsibility at each level of team involvement. After all, this is a matter of life or limb in many situations.

The purpose of employee safety and health meetings is to discuss significant information needed to prevent accidents and illnesses. An administrative group person usually convenes and facilitates these meetings with all employees present. Effective safety meetings can help promote understanding, create commitment, and allow employees to participate in the safety and health process.

Safety and health meetings also help develop a sense of teamwork. They provide an opportunity for certified and classified employees and the administrative group to engage in give-and-take discussions on a variety of safety topics. Providing how-to information and engaging in healthy dialogue about safety and health issues helps employees perform their jobs more safely.

Safety and health meetings are important in getting employees actively involved in your efforts to maintain a safe and healthful working environment. Use meetings to request employees' ideas about safety policies and procedures, for setting up employee teams to develop safe work practices, and to encourage employees to report unsafe conditions.

Effective safety and health meetings stimulate employees to think about safety and health concerns. Schedule meetings on a regular basis. You can use discussion items and topics such as those found in the Safety Checklists to plan meetings and provide an outline for discussion. Develop meeting plans in advance to foster maximum employee participation and cover issues thoroughly.

Successful meeting tips include:

- Schedule regular meetings: once a week, twice a month or at least monthly.
- Plan for 15- to 30-minute meetings. Start and end on time.
- Respect everyone's opinion.
- Use a reference source such as OSHA, Safety Checklists, or contact RAM for additional topics.
- Encourage all to participate by asking questions or seeking suggestions.
- Seek quiet areas to meet.
- Devote the meeting exclusively to health and safety matters.
- Use visual aids to supplement, but not replace, your presentation.
- Preview visual aids and prepare introductory remarks. Come prepared.
- Prepare and distribute a meeting summary and minutes of the last meeting.
- If discussing an accident or illness, focus on facts surrounding the incident, the injury, and causes.
- Discussion of failure to adhere to a safety procedure should cover why the behavior was unsafe, the potential hazards, and constructive discussion on following procedures.

Problem solving and decision-making routines include fishbone diagramming, brainstorming, multi-voting, group normalization, high-low grid, consensus, decision analysis, and force field analysis.

SAFETY COMMITTEES

Section 4

Many organizations do not take advantage of formal safety committees. Often, organizations underestimate the value of these committees. However, safety committees have the potential to significantly affect workers' compensation costs by enhancing the organization's accident prevention process.

Purpose

Safety committees foster communication, an important component of the organization's safety process. Employee involvement in school safety provides many advantages. The school benefits by tapping into a reservoir of knowledge that employees possess and by incorporating supervisors' perspectives into the decision-making process. Close collaboration between employees and supervisors encourages a closer working relationship and provides opportunities for greater understanding.

It is important the administrative group recognizes the contribution that safety committees can make with regard to accident prevention and cost containment in their organization. Administrative support is important to achieve successful outcomes. Two-way communication is crucial for achieving success. Employees need to believe the administration is listening, that they have a say in safety-related matters, and that their opinions are important. Participation in group decision-making and problem-solving discussions helps to involve employees in the school's safety processes and creates a sense of ownership.

The safety committee is not the safety coordinator's committee. The committee should be representative of all departments (See sec 3). Consequently, the safety coordinator should not be the chairperson. The chairperson should be a regular committee member. The safety coordinator should attend as an ex-officio member of the committee.

It is helpful to elect a vice-chairperson or secretary to assist with meeting minutes, communication, scheduling, and follow-up. Some committees use a system wherein the vice-chair assumes the chairperson's role at the end of the term and a new vice-chair is elected for the next term. This ensures continuity and allows the new chairperson to learn important aspects of committee operation while acting as vice-chair.

Functions and Responsibilities

Committees function best when they define their own mission and objectives. Functions vary by organization. What works for one may not work for another.

You may use the following list of functions as guidance for developing responsibilities:

- Review the safety and health program for the school system.
- Conduct regular safety audits to identify safety problems with equipment, procedures, or behaviors.
- Conduct safety training for the staff.
- Take action to address and correct safety-related problems.
- Develop safe work practices and policies.
- Accompany compliance inspectors.
- Represent other employees' views on safety matters.

The committee should regularly meet to review the safety of operations, the adequacy of safety training programs, and the organization's illness and injury records. With this information the committee can participate in establishing the school's safety goals and objectives. Committees should also work toward achievement of agreed upon safety and health goals.

Benefits

As the school finds more and more ways to involve employees in workplace safety, the momentum for working safely will build. Employees will feel good about their contribution to the safety of their own workplace and emerge as stakeholders. Viewed as a constructive resource, labor/management committees that focus on safety can provide very effective strategies for safety and health. The financial and human benefits include reduced costs and the preservation of human resources.

EMPLOYEE SAFETY AND HEALTH

Section 5

A school system's safety and health training may encompass more than 12 types of programs for various groups of certified and classified employees either to have a good working knowledge or just to have an awareness.

RAM has developed a school check list. The safety programs' list of questions is a quick view of the program needs. Some program/plans are:

- First-aid Training
- Electrical Safety
- Lock Out/Tag Out
- Emergency Action
- Fire Prevention
- Hazard Communication
- Hot Work
- Respiratory Protection
- Hearing Conservation
- Confined Space Entry
- Crane and Hoist
- Personal Protective Equipment
- Indoor Air Quality
- Chemical Safety
- Bloodborne Pathogens

Begin safety and health training at the beginning of every school year, when a person is transferred to another department, or when learning a new job. Cross training is extremely important for your safety and health process when employees are helping out in other departments. An orientation and training check list is available to provide assistance. Each administrative group should have a procedure for educating employees in the department's safe work practices and for following up. This ensures the education process was successful.

While a good safety orientation program can help shape a new employee's perspective on job safety, the administrative group often neglects to take advantage of this opportunity. An effective technique often used during orientation involves following a check list containing specific items for discussion. The administrative group may find using a check list especially helpful.

Consistency and confidence in the training are beneficial. A well-planned and well-executed safety orientation forms the foundation for each individual's future safety and health performance. Each administrative group person (business manager, principal or supervisor of certified or classified employees) should ensure that new employees receive a copy of specific safe work practices and procedures and also make sure that the employees understand them.

Effective job safety training

1. Explain the training objective and the reason it is important to the employee. A person is more interested in learning if he or she understands why the information is important.
2. Break down the total job or procedure into specific parts, and identify each key step. By understanding how safety integrates into each step of a job, an employee learns to safely and correctly perform the job.
3. Demonstrate the proper way to do the job or procedure. Explanations of how to perform a task usually are insufficient. Perform a step at a time pausing to emphasize key points. Encourage questions to ensure he or she fully understands.
4. Ask the person to perform the job or procedure describing at each step not only what is going to be done but also why. By letting the employee recite and perform the job, you will learn if he or she understands and can safely perform the task.

5. Return periodically to see how the employee is doing and to see if there are any questions or problems. Since early identification and correction of improper work procedures will help an employee develop safe and efficient work habits, the follow-up process is an essential element. Continue safety and health training on a regular basis.

Regular training might include:

- monthly safety and health meetings;
- regular personal safety contacts;
- safety training related to changes in work processes or procedures; and
- safety training related to the nature of the work or safety compliance issues such as hazard communications, fire safety, and emergency procedures. Assistance with your safety training needs is available from RAM Mutual which offers a variety of training materials and other resources including publications.

TREATMENT OF SICK OR INJURED EMPLOYEES

Section 6

Report immediately all work-related injuries and illnesses, regardless of severity. Make sure all employees receive prompt first aid and medical care. Ensure all school health employees and/or designated first-aid volunteers are trained and certified in both first aid and cardiopulmonary resuscitation. You also should develop and implement a medical-emergency response plan. To implement it successfully, all employees must be familiar with the plan. If possible, routinely practice it.

Your medical response plan should contain the following information:

- emergency telephone numbers;
- roles and responsibilities of first-aid providers;
- identification of all types of medical emergencies;
- training in techniques to prevent the spread of bloodborne pathogens;
- the medical-emergency response process for each type of medical emergency, including the provider and method of transportation; and
- how to report and document the medical incident and response

Make first-aid supplies available to employees. These must be physician-approved, inspected monthly, and replenished as necessary.

Training

The school must ensure those individuals who provide medical-emergency assistance are trained not only to provide first aid, but also to prevent the transmission of bloodborne pathogens. Conduct training at the time of employment and annually thereafter.

At a minimum, the training should cover these topics:

- a copy and explanation of OSHA's bloodborne pathogen standard (29 CFR 1910.1030);
- causes and symptoms of bloodborne diseases;
- disease transmission modes;
- the school's exposure-control plan and how to obtain a copy;
- tasks and activities that might cause exposure to infectious materials;
- methods to prevent or reduce exposures, including engineering controls, work practices and personal protective equipment (PPE);
- proper use, location, handling, removal, decontamination, and disposal of PPE;
- reasons for selecting PPE;
- information on hepatitis B vaccine;
- what to do in case of contact with blood or other potentially infectious materials;
- post-exposure evaluation and follow-up actions; and
- signs, labels, and color-coding requirements

It is essential that employees have a thorough understanding of how to report injuries and illnesses, and how to obtain appropriate care. Prompt care frequently prevents medical complications that might result from apparently minor injuries.

Policy and procedures

- Employees should have a managed care organization (MCO) card that explains procedures to follow in case of injury.
- Create a policy establishing a process for claims management between the administrative group and all employees.
- As an example, follow MCO card procedures for medical treatment from the school's preselected medical provider, report the injury immediately, the medical provider reports back to the administrative group, the selected medical provider should have a philosophy of sports medicine.
- Collaboration occurs between the school, administrative group, and employee unions to provide wage continuation and return-to-work strategies.

If referral to a medical provider is necessary, use a medical treatment request form created by your school. Use of such a form greatly improves communication and understanding between all parties (employer, employee, and physician) and functions as a valuable tool to facilitate the medical treatment process, and augments the workers' compensation process.

The administrative group supervisor who initiates the form can accompany the employee to the physician or clinic. Following treatment, the doctor or nurse completes the form and returns two copies to the school. The supervisor receives one as does the workers' compensation manager. The employee can carry these copies. In instances involving serious injury or illness, the form may be dispensed with at the time of the incident to avoid delay in obtaining treatment. After the situation is in control, the doctor or nurse can complete the form.

JOB SAFETY ANALYSIS

Section 7

For years, job safety analysis (JSA) has been a simple but effective means to identify hazards and potentially unsafe procedures associated with a specific task or job. You can use the analysis process to identify hazards and educate employees in safe procedures. JSA techniques are effective tools for all employees because they efficiently analyze the job or task and produce detailed information on task-specific accident risks, process improvements, and control measures.

JSAs may not fit into all employee tasks. In certain areas such as custodial, maintenance, and others that the safety involvement team discovers, a JSA will be beneficial. When considering where to use the JSA process, first analyze the tasks or jobs having the poorest accident experience or those with the greatest potential for injury. By establishing priorities, the JSA process focuses attention on areas that can have the greatest impact on accident prevention. A JSA provides a systematic means to take advantage of the worker's previous experience and knowledge and increases employee involvement in establishing safety awareness while developing safe work practices.

Accomplishing these objectives requires each administrative group person to:

- Understand the objectives and means of analyzing jobs element by element.
- Recognize the JSA process as an effective tool, and incorporate it into the regular accident-prevention and safety-management process.
- Develop and implement a correction process that responds to identified problems in a timely manner.
- Review the results and take action, if appropriate, on all JSAs completed in their employee tasks.
- Retain a copy of all approved safe job procedures developed as a result of a JSA.
- Educate and train employees using the information developed through the JSA process.
- Regularly observe employees, and ensure they use safe work practices.

In practice, this means the person conducting the JSA must competently assess each job element and identify potential hazards or risks. Assume, for example, the task is to analyze usage of a pressurized-water fire extinguisher (this is not a work task, but it should be a well-understood process).

The process might look like this:

- Remove the extinguisher from its wall bracket, and identify the potential hazards. Employees should perform the task, if possible, with the trainer acting as a coach. The trainer should help when necessary until the process proceeds smoothly.
- Identify each succeeding element such as carrying the extinguisher to the fire until you have broken down the entire job into its elements. Again, identify such hazards as the weight of the extinguisher or slips, trips, and falls.
- After the analysis is complete, list all possible methods or actions associated with each element that will eliminate, reduce, or prevent an accident or illness. Agree on which accident prevention techniques you will use.

This completes the step-by-step job outline and associated safe work practices you must integrate into each step of the job.

SAFETY AND HEALTH AUDITS

Section 8

These audits are useful routines for executive, building, and departmental safety involvement teams to conduct at a consistently scheduled time. Evaluate such hazards as physical, electrical, chemical, fire, slips/trips/falls, hand-tool safety, ladders, fall protection, portable and stationary power tool guarding, confined space entry, and ergonomics.

Upon completion of this routine, address and immediately correct any imminent danger. Then, schedule the removal and correction of all other hazards to protect all employees.

TRANSPORTATION DEPARTMENT

Section 9

While traffic safety is important, ergonomics are perhaps an even greater concern for those who drive the buses, and hazardous exposures are more of a problem for those who maintain and repair them.

Bus ergonomics

School buses are designed more with utility than comfort in mind. They're designed to transport as many students as possible. Unfortunately, that design sacrifices certain factors. Prolonged sitting and bus vibration are a source of back injuries among drivers. Operating the levers that open and close bus doors, which a driver must do repeatedly during the day, can cause shoulder and back injuries. You can retrofit seats designed for better shock absorption to older school buses to help protect the driver against cumulative vibration effects.

Air-powered doors also are available which the driver can operate with the push of a button on the dashboard instead of having to lean out from his or her seat to operate levers. If purchasing new buses, contact the manufacturer to see if the buses can be equipped with these features.

Safe bus operation

Because they are entrusted both with their own safety and the safety of as many as 60 or 70 schoolchildren, it is imperative that bus drivers receive thorough training and up-to-date information on all school policies, traffic laws, and safe operational techniques. Regular inspection and maintenance also are important to the safe operation of school buses.

Chemical exposures

Carbon monoxide (CO) from vehicle exhaust can be a concern for bus drivers, passengers, and mechanics. CO is a by-product of incomplete combustion. It is a tasteless, colorless, odorless gas that displaces the oxygen in air and causes asphyxiation for its victims.

Factors that can cause carbon monoxide to enter a vehicle include damaged or defective exhaust pipes, openings in the floorboard or body of the vehicle, or open windows if the vehicle is idling. Inspect exhaust systems and the vehicle's structural integrity regularly to prevent the chance of exposure. Do not allow an engine to run for prolonged periods when the vehicle is indoors, such as in the bus-maintenance area. It is imperative that maintenance areas are adequately ventilated to prevent overexposure to CO and vapors from petroleum products and other chemicals.

Asbestos exposure is a hazard for anyone performing brake repairs. Safe work practices, such as wearing PPE, can minimize the threat. The use of a wet-washing technique for cleaning brake assemblies can control asbestos emissions. Only permit properly trained employees with special brake-cleaning equipment to perform brake work when asbestos exposure may occur.

Physical hazards

The area where buses are maintained and repaired may contain grinding tools and a variety of other power and hand tools. Safe work practices outlined in this manual's Physical Hazards chapter can reduce the potential for lacerations, fractures, eye injuries, and other injuries attributable to working with machinery. Housekeeping measures such as keeping floors dry and clean and walkways unobstructed, can prevent slips, trips, and falls. Proper storage techniques also can reduce fire hazards by keeping flammable and combustible materials away from heat sources such as welders or portable heaters.

PHYSICAL HAZARDS

Section 10

Machine guarding

Unguarded pinch points on machinery such as grinding wheels and saws are a source of many serious injuries. Pinch, nip, or shear points are the points at which a person can be caught between the moving parts of a machine or between the material and the machine's moving parts. Guarding problems may exist in shop class equipment as well as in equipment the custodial staff uses.

You can identify machine hazards by asking these questions:

- Can an individual be caught in, on, or between two objects?
- Can an object strike an individual?
- Can an individual come in contact with a hazardous object?

Effective guarding can eliminate many of these hazards. When possible, purchase equipment with factory-installed guards. You should guard a machine's point of operation — where the saw blade meets the wood, for example — at all times. Point-of-operation guarding usually is required on the mechanical power transmission components of machines. Also, you should guard equipment, such as portable power tools, lawn mowers, and grinders to protect workers against injury.

Guarding methods include:

- light curtains (a beam of light which, if interrupted, automatically deactivates the machine)
- air clutches with palm buttons
- steel mesh
- guardrails
- lawn mower covers
- flexible guards such as the movable guard on a power saw
- mechanical barriers.

Hand tools

Common hand tools include:

- striking tools (hammers, mallets, and sledges)
- turning tools or wrenches
- metal-cutting tools (snips, shears, bolt-cutters, hacksaws, chisels, and files)
- wood-cutting tools (saws, planes, and wood chisels)
- screwdrivers
- pliers
- knives
- crowbars

For workers to use tools safely, they must be designed for the job, be in good condition, and used properly. Workers who ignore any of these factors put themselves at serious risk of injury. Repair or replace tools with damaged or defective striking surfaces and replace damaged handles. Keep tools clean and free of rust, and cutting edges sharp and clean. Ensure screwdrivers and wrenches are the right size for the job. Store tools properly to prevent accidental contact.

Portable power tools

Nearly all power tool accidents are due to inadequate training, improper technique, failure to wear personal protective equipment, or poor maintenance. Allow workers to use power tools only after they are familiar with their controls, safety requirements, and operating procedures.

Have workers inspect all tools before use to ensure they are clean and in good condition. Make sure the power switch on the tool is turned off before connecting it to a power source, and ensure all safety guards are installed.

Disconnect power tools from the power source before performing adjustments or maintenance. Equip tools with a three-prong plug for proper grounding or double-insulate. Replace or repair loose wires or frayed insulation and replace rather than splice electrical cords. Ground-fault circuit interruption (GFCI) is necessary to prevent accidental shock when working in wet conditions. Power-tool operation requires the worker's undivided attention; prohibit horseplay.

Walking and working surfaces

Slips, trips, and falls lead to many workplace injuries. You can often attribute these injuries to housekeeping issues or unguarded openings. Keep floors and hallways clean, dry, and free of obstructions that might create trip hazards. Run cords and wiring overhead so no one will trip. Repair or replace flooring with holes, loose boards, and protruding nails or splinters. Repair or replace broken stairs, and rebuild uneven steps to a uniform height and tread width.

Guard openings in floors with covers, grating, or standard guardrails (42-inch top rail, 21-inch mid-rail and four-inch toe board). We recommend round metal tubing, but you may use two-by-fours if they can withstand 200 pounds of horizontal pressure. Open-sided stairways and floors, elevated platforms, and runways also should have standard guardrails. Place stairway handrails 30 to 34 inches higher than the top surface of the tread with at least a three-inch clearance between the rail and the wall. Stairway handrails should withstand at least 200 pounds of pressure.

Ladders

Portable ladders should be in sound, usable condition without cracks, splinters, breaks, bends, and damaged or missing braces. Destroy defective portable ladders. Stationary or fixed ladders must be free of defects and designed to support their intended load. Place a fixed ladder at least 7 inches from the nearest permanent structure.

FOOD SERVICE DEPARTMENT

Section 11

Burns and lacerations are the injuries most commonly associated with the preparation and serving of food. Slips and falls are a concern as well due to wet, slippery floors.

Kitchen equipment

Knives and other utensils, equipment, and broken glassware and dishes can all cause lacerations. Employees can suffer burns from stoves, ovens, cooking utensils, and other hot surfaces. Train employees in safe work practices and the proper use of kitchen equipment.

Preventing cuts

- Keep knives and other cutting blades sharp.
- Always use a cutting board when slicing or chopping food.
- Discard broken or chipped glassware.
- Keep hands away from cutting surfaces.
- Do not put your hands into food-processing equipment or garbage disposals.

Preventing burns

- Wear long-sleeved shirts.
- Always assume that a pot, pan, or handle is hot.
- Wait for a surface to cool down, or wear proper gloves before touching.
- Do not open a pressurized cooking device that is under pressure.
- Always keep handles away from hot burners.
- Turn handles so they do not protrude from the stove or counter area.
- Always use mitts when placing objects in or removing them from an oven.
- Open lids of pots and pans away from you rather than on the same side of the pan.
- Turn hot water faucets on slowly to prevent splashing.

Slips, Trips, and Falls

Good housekeeping practices will prevent many slips and falls.

Suggestions include:

- Clean up spills immediately.
- Keep the area free of boxes, carts, and other obstructions that might create a tripping hazard.
- Use non-slip floor mats and finishing products.
- Use "Wet Floor" signs to warn people who might be walking through an area that has been mopped or where a spill has occurred.
- Check floors for such tripping hazards as loose or broken boards or tiles.

Requiring food service employees to wear nonslip shoes also is an effective way to reduce or prevent slips and falls on wet floors.

Electrical hazards

Electrical shock or electrocution can occur due to faulty wiring, defective equipment, or contact with electrical outlets.

To reduce the potential of electrical shock or electrocution:

- Inspect power cords, plugs, and equipment for damage.
- Repair or replace damaged equipment.
- Always turn off equipment before plugging it into a power supply.
- Be sure all electrical equipment is properly grounded.
- Do not use electrical equipment in wet conditions unless it has GFCI protection.
- Have an electrician check any cord that feels unusually warm.
- When unplugging, pull on the plug itself, as pulling on the cord can cause damage.

Lock Out/Tag Out

Before any kitchen equipment, such as dishwashers, mixers, and ovens, is cleaned or serviced by either food service workers or facility maintenance staff, identify and lock out all energy sources. Energy sources can include electrical, thermal (hot water), chemical (soaps or disinfectants), and mechanical.

Simply unplugging a dishwasher is not sufficient as there may be hot water lines and/or chemical solutions connected to the dishwasher that can cause injuries.

Fire Hazards

Ignition of grease, contact between stoves or ovens with cardboard or paper, or faulty electrical cords and equipment can cause fire.

To reduce the potential of fire:

- Keep combustible materials away from the cooking area.
- Do not use wet or defective electrical equipment and wiring.
- Keep oils and grease away from an open flame.

Develop written fire safety procedures and make sure employees understand them. Train employees to identify different types of fire extinguishers and how to use them. Make sure all employees know the locations of extinguishers and alarms, and keep exits and hallways free of obstructions.

Chemical Exposures

Sink, oven, floor cleaners, and other cleaning chemicals can be hazardous if not used properly. Train employees in the safe use, handling, storage, and disposal of chemical kitchen products. Obtain MSDSs from the product manufacturer and keep them on file. This way, you have information on the toxicity, safe usage, and first-aid procedures for all chemical products used.

Store chemicals in appropriate, labeled containers in a designated storage area. Always store liquid chemicals on a lower shelf. Provide and require use of PPE such as rubber gloves and safety glasses or goggles to be worn when handling chemical products.

VIOLENCE IN SCHOOLS

Section 12

The school is a special setting where the threat of violence can come from a number of sources. These include employees, students, parents, and others. The protection of school staff and students depends on assessing the potential for dangerous situations and taking steps to counteract them.

As no particular strategy will be effective for all schools, collect information on as many school violence incidents as possible to help you determine the type of prevention strategy that is necessary and effective in your school.

Contributing Factors

School violence finds its roots in a broad range of factors which include:

- external risk factors, such as public contact, working in high-crime areas, exchanging money and working alone or in small numbers;
- psychological and social issues such as domestic troubles, perceived lack of trust, or caring and media influence;
- employment and economic issues such as job changes or downsizing and tension between administration and employees;
- denial that violence is a problem or that it cannot happen in any particular setting and the belief that it is a social and not a workplace problem;
- stress created by life-changing issues, substance abuse and personal problems; and
- autocratic or out-of-touch leadership styles, unrealistic expectations, preferential treatment, and lack of teamwork.

The Columbine High School tragedy serves as an example of these overlapping factors: troubled teens, an environment where they felt like outcasts, and ongoing ridicule by other students.

There are four types of warning signs for pending violence:

- Type I - increased crime in the area, employee concerns, special or unique conditions or events;
- Type II - security breaches, close calls, employee concerns;
- Type III - employees, students, parents and fans who:
 - keep largely to themselves and have few interests outside of school;
 - hold grudges;
 - have trouble accepting authority or criticism;
 - tend to blame others;
 - repeatedly violate rules and policies;
 - have a history of interpersonal conflict, intimidation or violent behavior;
 - are preoccupied with weapons and refer frequently to them;
 - have substance-abuse problems;
 - are frequently depressed or withdrawn;
 - express an unwanted romantic interest in someone; or
 - have increased absence, tardiness, or grievance activity.
- Type IV—Problems with personal relationship (real or perceived):
 - divorce;
 - spousal abuse;
 - recent break up;
 - stalking incident; or
 - restraining orders.

Prevention Strategies

Strategies to prevent violent situations include:

- policy of zero tolerance toward real or implied acts of violence;
- awareness training for all employees;
- a crisis plan and a crisis team to respond to and help mitigate potentially violent situations;
- stringent hiring policies, including rigid background checks;

- communication, trust, and honesty;
- administrative and employee involvement; and
- help with stress, change, and uncertainty.

FIRE PREVENTION

Section 13

Fires require three important elements to burn - fuel, oxygen, and heat.

Examples include:

- Fuel sources - gasoline, diesel fuel, paint, paint thinner, wood scraps, cardboard, paper, and trash
- Heat sources - torches, matches, cigarettes, heaters, and lights
- Oxygen - present both in the atmosphere and in compressed gas cylinders

Fuel is the easiest element to remove. Concentrate on housekeeping measures to help prevent fires by disposing of scrap materials before they accumulate. Store flammable and combustible materials away from heat sources.

Fire and Fire Extinguisher Classification

There are four types of fires:

- Class A - Ordinary combustibles like wood, paper, cloth and most plastics. The most effective extinguishing agent for Class A fires is water or solutions that are largely water, because the cooling effect will reduce the burning material to below its ignition temperature.
- Class B - Flammable or combustible liquids such as petroleum products and grease. Agents that smother the fire by inhibiting oxygen (CO₂, dry chemical, halon, or foam) or inhibit the chemical chain reaction work best for extinguishing this type of fire.
- Class C - Electrical equipment. This type of fire requires a non-conductive extinguishing agent such as CO₂, dry chemical, or halon.
- Class D - Combustible metals such as aluminum, magnesium, zirconium, and titanium. The use of water and other conventional extinguishing agents is ineffective and may even cause a violent reaction. These fires can be extinguished with specially prepared agents.

Fire Extinguisher Use and Maintenance

Train only those employees required to use extinguishers in the event of a fire for the proper use of fire extinguishers.

Note: If the school's emergency action plan says everyone must evacuate the building and not fight the fire, employees do not need fire-extinguisher training.

We recommend annual, documented training of employees authorized to use fire extinguishers.

These employees need to know:

- location of fire extinguishers;
- how to operate fire extinguishers and the hazards involved with the early stages of firefighting;
- classes of fires and classifications of fire extinguishers;
- location of telephones and how to contact the fire department;
- how to check a fire extinguisher to see that it has been re-charged; and
- who to notify when a fire extinguisher has been used and needs re-charging.

Use fire extinguishers in an upright position. First, discharge the extinguisher approximately 8 feet from the fire. Work quickly, as the contents of an extinguisher will empty in about one minute. In an enclosed area you may want to be on your knees with your head no higher than the height of the fire extinguisher. The best air to breathe is between knee level and the floor. When using a water-type extinguisher, direct the stream at the base of the fire and move forward.

With a dry-chemical extinguisher, attack the nearest edge of the fire and move forward while sweeping the nozzle rapidly from side to side. If you are using CO₂ to fight a flammable liquid fire, spray the CO₂ in a sweeping motion to sweep the flames off the burning surface. Attack the nearest edge of the flame and move forward.

Be careful when using this type of extinguisher in an enclosed area because the CO₂ will cause oxygen deprivation. When two or more employees are using fire extinguishers on a flammable-liquid fire, they must act as a team working from the same side of the fire and making sure the fire does not re-ignite between them.

Maintain all firefighting equipment in good operating condition and periodically inspect it. Immediately replace defective equipment. Conduct an annual maintenance check of fire extinguishers and record the maintenance date.

Fire Alarms

In the event of a fire, anyone should be able to contact the fire department quickly. Post signs instructing personnel how and where to turn on an alarm, whether it is by telephone, siren, or horn. Also, ensure fire lanes are unobstructed so firefighters always have easy access to the building.

RECORDKEEPING

Section 14

Recordkeeping provides a controlled and consistent method of documenting safety data and a method to summarize loss-prevention activities.

Reasons for gathering and maintaining good recordkeeping systems are based on:

- gathering information to reduce accidents, injuries and illnesses;
- maintaining regulatory compliance;
- tracking and analyzing data and activities;
- providing a source of information for management; and
- justifying programs and budgets.

Organizations have different recordkeeping needs. For best results, use developed forms that meet your organization's needs and challenges.

Sample Inspection Checklist

Date: _____ Inspected By: _____

Art	Action			
	Yes	Improve	No	Implement
Approved arts / crafts used.				
Kiln in good condition and free of debris.				
Good organization of supplies.				

Sample Inspection Checklist

Date: _____ Inspected By: _____

Bleachers and Grandstands	Action				Required/Comments
	Yes	Improve	No	Implement	
Openings – less than 4” diameter if seats are higher than 30” above grade.					
Family seating area (if needed).					
Seat boards, footboards, railings and guardrails secured.					
No loose bolts, cracked welds.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Boiler Rooms	Action				Required/Comments
	Yes	Improve	No	Implement	
No lawn mowers or snow blowers stored.					
No blocked exits.					
Good housekeeping.					
Fire extinguisher – annual inspection by professional contractor.					
Emergency generator – tested weekly.					
Access to these areas should be limited; doors to these areas should be kept locked at all times when school is in session. Panic hardware is working properly and door closes itself without assistance.					
Stairways leading into room (where applicable) should be free of materials and have good treading.					
Emergency shut-off buttons easily accessible.					
Light switches are easy to reach. Lighting should come on instantaneously.					
Floors are free of debris and grease; water from blow down is reaching drains without damaging stored boxes and supplies.					
Supplies are stacked heaviest on bottom lightest on top. Corrosive items on top are stored in a manner to prevent skin and eye burns.					
Flammable items such as gasoline and solvents are not stored in boiler room where burner ignition could cause a fire.					
Panel covers to electrical equipment, boiler controls, water heaters, air compressors are in place and secure. There should be a minimum amount of exposed wiring, belt guards should be in place and secure.					
Material Data Safety Sheets are posted. Critical phone numbers are posted.					
Inoperable equipment is labeled.					
Electrical panels should not have items stacked in front of them, a minimum of 36 inches clearance should be maintained.					
Area should be free of extension cords. Electrical outlets within six feet of water sources should have GFCI outlets installed.					
Item should not be hanging in a manner that they are easily walked into.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Cafeterias/Multi-purpose room/Cafetorium	Action			
	Yes	Improve	No	Implement
Floors – no tripping hazard and non-slip surfaces.				
Tables, chairs and stools – no rough edges or loose hardware.				
Tables – tip-over hazard controlled when stored.				
Cafeteria tables easy to operate.				
Exits properly marked with lighted signs and kept clear at all times.				
Stored tables are out of high traffic areas.				
Floors are clean and free of spilled food.				
Basketball nets are secured.				
Ceiling tiles are in place, light fixture guards are secure.				
Stage area: Props stored from plays, musical instruments, music stands and risers are stored in a manner in which they will not fall over.				
Overhead lighting, cables, clamps and batons are secured and electrical cords do not pose a trip hazard.				
Floors and steps are free of excessive dust, confetti, glitter and other substances.				
Chairlift doors are closed and operator controls are locked out.				
Ladders are properly stored and secured.				
Electrical panels are not covered, are free of excessive dust and have 36 inches of frontal clearance.				

Sample Inspection Checklist

Date: _____ Inspected By: _____

Classrooms	Yes	Improve	No	Implement	Action Required/Comments
Windows – work easily.					
Sturdy step stool – made available.					
Workstations: ____ Seating ____ Keyboards ____ Monitors ____ Mouse					
Items securely stored on shelving.					
Objects hanging from ceiling do not pose struck-by hazard.					
Cables attached to smart boards, projectors, computers, etc. are not a trip hazard.					
Extension cords are not placed under rugs or floor mats.					
Rugs and floor mats are secured firmly to the floor.					
Heating/cooling units not used for supply storage.					
Ceilings are free of water stains, pipes are not leaking above ceiling.					
Science classroom workstations are not leaking gas or water.					
Floors are dry and clean.					
Tables, desks, and chairs are in good shape, no missing pads.					
Electrical outlets are secure in wall with wall plates in place. Electrical cords are in good repair, complete with grounding prongs.					
All chemical or water containers have appropriate labels.					
Required personal protective equipment provided.					
Mats in front of exit doorways are non-skid.					
A clear pathway of 36" to emergency exit is clearly designated and maintained.					
Stepladders/ladders provided for accessing overhead storage.					
TVs AV equipment are secured to carts.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Computer Rooms	Action				Required/Comments
	Yes	Improve	No	Implement	
Are combustibles stored in approved, enclosed metal cabinets?					
Is combustible waste, e.g. trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?					
Is the computer room free of flammable/combustible liquids?					
Are computer tapes stored in approved, enclosed metal cabinets?					
Is the raised floor free of unsealed cable holes?					
Is access to fire suppression and alarm systems unobstructed?					
Are floor tile pullers available and mounted?					
Are doors to the peripheral rooms closed?					
Is paper stored in computer room limited to a one day supply?					
Is the room free of repair shop operations?					
Is the room free of soldering irons?					
Is the room free of coffee makers, popcorn machines, electrical floor/space heaters, etc.?					
Are "NO SMOKING" signs posted and being enforced in computer rooms?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Custodial	Action				Required/Comments
	Yes	Improve	No	Implement	
Trash is emptied in a safe, ergonomic manner, minimizing strain potential.					
Furniture is moved in a safe, ergonomic manner, minimizing strain potential.					
Ladders are in good condition and secured to wall when not in use, when necessary.					
Flammable items are stored and in good condition.					
Fluorescent bulbs and light bulbs are protected if under 7' of height, within 12" of stored items, or if possibility of breakage.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Doors	Yes	Improve	No	Implement	Action Required/Comments
Faculty members are required to lock classrooms upon leaving.					
Multiple entries to the building are controlled and supervised.					
Doors accessing internal courtyards are securely locked.					
Mechanical rooms and other hazardous storage areas are kept locked.					
The school maintains a record of all maintenance on doors, windows, locker, and other areas of the school.					

Window and Doors	Yes	Improve	No	Implement	Action Required/Comments
Entrances to school property can be observed from the school and are adequately secured after hours.					
If campus style, doors are locked when classrooms are vacant.					
Ground floor windows: no broken panes and locking hardware in working order.					
Basement window are protected with grill or well cover					
Outside hardware has been removed from all doors except at point of entry.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Electrical	Action				Required/Comments
	Yes	Improve	No	Implement	
Is there at least 36 inches of clearance in front of electrical panels/breaker boxes?					
Are electrical hand tools properly grounded/double insulated?					
Is the area free of extension cords?					
Is all electrical equipment plugged directly into wall outlets?					
Are all cords/plugs free from damage or deterioration?					
Are switches and circuit breakers properly identified as to the service they are in and to what they control?					
Are circuit breaker panels free of combustible materials?					
Are cover plates in place on junction boxes to eliminate exposed wiring?					
Are "WARNING HIGH VOLTAGE" signs on high voltage enclosures for systems rated 600v or over?					
Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Emergency Equipment	Action				Required/Comments
	Yes	Improve	No	Implement	
Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?					
Are emergency eyewashes provided in the required chemical areas?					
Are emergency showers provided in the required chemical areas?					
Is all emergency equipment in good condition?					
Are spill kits accessible and fully stocked per list?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Fire Protection	Yes	Improve	No	Implement	Action Required/Comments
Are there current welding permits displayed in welding area?					
Are all self-closing doors operational?					
Are walls and floors free of holes/penetrations?					
Are no smoking regulations clearly posted and being followed in "NO SMOKING" areas?					
Are fire extinguishers clear and unobstructed?					
Is access to fire extinguisher clear and unobstructed?					
Are all extinguishers in place and properly mounted?					
Are all extinguisher properly inspected (monthly) and maintained (annually)?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Floors, Hallways, Entrances & Exits	Action				Required/Comments
	Yes	Improve	No	Implement	
Good housekeeping:					
Halls & exits – not blocked by storage.					
Walk-off mats – at entrances:					
Adequate width and length.					
Beveled edges, good condition.					
“Wet Floor” signs – used, as needed.					
Non-slip floor finishes used.					
Emergency Exits: ____ Maps/Signs ____ Unobstructed ____ Lighting					
Fire Extinguishers: ____ Mounted ____ Accessible ____ Service					
Call buttons, access and security are working properly.					
Door closure mechanisms are functioning, door hardware is functioning properly, mullions are secure and door latches securely without assistance.					
Floor mats are flat and do not slide out of place easily.					
Ceiling tiles are secure as well as exit signs.					
Objects such as banners, art displays or decorations are not interfering with safe and quick exit from building.					
Boxes, packages, and equipment are not blocking entrances or exits.					
Glass in window and doorframes are free of cracks.					
Floors are clean and free of debris that may cause slipping or falling hazards.					
Hallways do not have desks, chairs, or tables that may block high traffic areas.					
Lighting is sufficient, exits are clearly marked, light fixtures are secure, and lens covers are properly attached.					
Fire extinguisher cabinet door covers are secure, and Plexiglas is free of sharp edges.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Floors, Hallways, Entrances & Exits	Action				Required/Comments
	Yes	Improve	No	Implement	
Displays on walls are secure.					
Magnetic door holders are working and not propped open with wooden wedges.					
Treads on steps are safe.					
Elevator is working properly, door set correctly, cab floor level with walkway floor when open. Lights in cab are maintained.					
Are all corridors unobstructed?					
Are all exit doors unobstructed?					
Are all exit signs posted and properly illuminated to clearly indicate exits?					
Are all exit doors able to be opened from the inside without special knowledge/keys?					
Are all exit doors free of slide bolts or locks?					
All walkways and bus loading areas are marked where appropriate.					
Walking surfaces that are regularly wet or slippery have non-slip surfacing materials.					
Holes, uneven areas in floors and sidewalks are repaired or protected by a barrier.					
Standard guardrails are provided wherever aisle or walkway surfaces are elevated.					
All exits are marked with exit signs.					
Doors, passageways or stairways that are neither exits nor access exits, and which could be mistaken for exits, are appropriately marked (e.g. "Not an Exit").					
Exit signs are provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering is at least ½ inch wide.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Food Service Department – Kitchens	Action				Required/Comments
	Yes	Improve	No	Implement	
Equipment – guarded.					
Personal protective equipment available (i.e. gloves).					
Floors – nonslip surfaces.					
Fire safety – “Ansul” system professionally inspected in past 6 months.					
Cutlery – proper storage when not in use.					
First aid kit, SDS binder available.					
Good housekeeping practices.					
Mesh gloves used for slicer use, cleaning of sharp utensils and can recycling.					
Eye, hand and respiratory protection worn when handling dishwasher chemicals.					
Heavy items stored between shoulder and knee height. Lighter items stored on upper and lower shelves.					
If anti-fatigue mats are used, are mats in good condition?					
Wet floor areas kept clean. Mops and mats available as needed.					
Foodservice: ____ Knives Racked ____ Mesh/Kevlar Gloves ____ Mats ____ Dry Storage Practice ____ Guards ____ Hot Surfaces ____ Floor					
Personal Protective Equipment: ____ Gloves ____ Eyewear ____ Hearing ____ Footwear ____ Barrier-creams ____ Clothing ____ Heat/Cold ____ Lift Belts					
Exterior doors are kept secure. Doors are locked and doorbell is present and working to alert staff of deliveries. Exits are clearly marked. Exit areas are free of obstructions.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Food Service Department – Kitchens	Action				Required/Comments
	Yes	Improve	No	Implement	
Loading dock is easily accessible, milk crates are not being used as steps. Milk crates and other containers are stacked neatly. Area is clean and free of grease and water that may cause a slipping hazard. In winter, ice and snow are not present in these areas. Walkways and steps are in good repair, no tripping hazards are present. Handrails are in good condition. Overhangs are not damaged.					
Floors are free of standing water, grease and food items. Electrical floor boxes and pipes are not in areas where they can be accidentally stepped into, tripped upon, or bumped into.					
Overhead drops are in areas where they cannot become entangled or bumped into by workers.					
Fire suppression equipment is inspected and functioning properly, emergency stop stations are easily reachable and not obstructed; fire extinguishers are fully charged and inspected.					
Make up air units are working, ventilation fans are working properly.					
Electrical panels have 36 inches clearance, panel covers are secure.					
First aid kits are easily accessible, and are kept stocked with up-to-date medications and supplies.					
Safety Data Sheets accessible. Critical phone numbers are posted. Chemicals in containers are permanently marked and contain what is on the label. Emergency info should be readily available in case of accidental exposure.					
Eye wash stations are working properly.					
Kitchen, pantry, laundry, trash and recycling storage areas are equipped with fire and/or smoke detectors, automatic fire control sprinklers.					
Vent hoods and duct work have an automatic fire extinguishing system; the system is serviced every six months.					
Spills and liquids are cleaned up; “Wet Floor” signs are used.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Food Service Department – Kitchens	Action				Required/Comments
	Yes	Improve	No	Implement	
Non-slip mats or abrasive strips are used in areas with continuously wet floors.					
Protective clothing is used to prevent burns (e.g. gloves, aprons, hot pads).					
Slicers, cutters and mixers have guards and interlocks in working order.					
Carts, hoists, wheeled carts are used to move large objects.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Forklifts	Action				Required/Comments
	Yes	Improve	No	Implement	
Are defective forklifts taken out of service and tagged "DO NOT USE"?					
Are forklift inspection forms current and maintained in a file?					
Are load limits clearly posted in the area?					
Are forklift operating rules clearly posted in the area?					
Are all operators trained and authorized?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

General – All Areas	Yes	Improve	No	Implement	Action Required/Comments
Are all ceiling tiles in place and in good condition?					
Is all furniture in good/stable condition and properly adjusted?					
Are wall-mounted book cases free of excessive material on top and not overloaded? (Chemical & heavy items should not be stored above head height (6 feet))?					
Are all walking or working surfaces free of tipping/slipping hazards?					
Are emergency phone numbers and procedures posted at or near telephones?					
Are all fans equipped with a blade guard with openings no greater than ½ inch?					
Is consumption of food, beverage, etc. prohibited where required?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

General - Shops	Action				Required/Comments
	Yes	Improve	No	Implement	
Table Saws					
Blade guard in use at ALL times.					
Splitter located behind blade.					
Push sticks available and used.					
Push sticks available and used.					
Anti-kickback fingers on front of blade for ripping operations.					
Radial Arm Saws					
Blade cannot extend beyond table.					
Blade has automatic return.					
Ring guards present on both sides of blade.					
Anti-kickback fingers on front of blade for ripping operations.					
Band Saws					
Unused portion of blade protected.					
Guard dropped to cover full blade when not in use.					
General					
Routers have point of operation protection.					
Portable power tools double insulated or with ground prong if not double insulated, and with undamaged cord.					
Hand tools in good condition.					
Housekeeping, slip, trip & fall issues identified and controlled.					
Compressed gas cylinders chained at the belly of the tank. Oxygen and Acetylene stored at least 20' apart.					
Grinders in alignment with wheel within 1/4 inch of tongue guard and 1/8 inch of tool rest.					
All nip points guarded (where belts meet pulleys, etc.).					
Screens used during welding operations.					
Good ventilation for woodworking and paint booth operations.					
Personal protective equipment available and worn.					
Are machine guards and belts in place and in good condition?					
Is pedestal machinery securely anchored to the floor?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

General - Shops					Action
	Yes	Improve	No	Implement	Required/Comments
Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?					
Are compressed air nozzles at the correct pressure of 30 psi or less?					
Is all piping appropriately identified as to contents/directions of flow?					
Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?					
Are areas requiring use of protective equipment (e.g. Eye Protection Required) adequately posted with warning signs and enforced?					
Is damaged/malfunctioning equipment tagged "OUT OF SERVICE"?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Gym / Auditorium / Stage	Yes	Improve	No	Implement	Action Required/Comments
Exits properly marked with lighted signs and kept clear at all times.					
Emergency lighting system operational and inspected regularly.					
Stairs with 4 or more risers have handrails.					
Stairways adequately lighted when auditorium is dark.					
Stage lighting secured with emergency straps.					
Standard railings present on overhead platforms: 39" – 42" top rail with mid-rail and 4" toe board.					
PE storage – trip and fall hazards controlled.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Health Room	Action				Required/Comments
	Yes	Improve	No	Implement	
Biohazard disposal containers used (red bags).					
Mouth shield and latex gloves readily available for emergency use by all staff.					
Other first aid supplies are easily accessible.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Indoor Air Quality	Action				Required/Comments
	Yes	Improve	No	Implement	
Filters are replaced per maintenance schedule.					
Other					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Industrial Arts Department	Yes	Improve	No	Implement	Action Required/Comments
Eye protection and other PPE – enforced.					
Safety rules – on walls and on machinery/equipment – enforced.					
Eyewash Stations: ____ Market ____ Accessible ____ 15 Minuet supply					
Hazcom: ____ Posting ____ MSDS File ____ Lids/Labels ____ Training					
Personal Protective Equipment: ____ Gloves ____ Eyewear ____ Hearing ____ Footwear ____ Barrier-creams ____ Clothing ____ Heat/Cold ____ Lift Belts					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Intercom Emergency System					Action
	Yes	Improve	No	Implement	Required/Comments
Random test of intercom system reveals all areas of the school including corridors and outside areas, can be notified of an emergency.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Ladders	Action				Required/Comments
	Yes	Improve	No	Implement	
Are portable ladders in good repair and safe to use?					
Are mobile ladder stands in good condition?					
Are standard guardrails provided on elevated platforms?					
Are handrails provided and in good condition on stairways?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Landscaping	Action				Required/Comments
	Yes	Improve	No	Implement	
Shrubs and foliage are trimmed to allow for good line of sight (3' – 8' rule).					
All poisonous shrubs, trees and foliage have been removed.					
Boundary edges are free from trees and telephone poles.					
Trees close to light fixtures are not so close as to block light or break glass fixtures.					
Limbs from shrubbery do not extend into walkway.					
Tree branches are trimmed and dead limbs which may break free in high winds are not present.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Lighting	Yes	Improve	No	Implement	Action Required/Comments
The hallways are properly lighted.					
Bathrooms are properly lighted.					
Bathrooms are supervised by staff.					
Stairwells are properly lighted.					
Switches and controls are properly located and protected.					
Access to electrical panels is restricted.					
The possibility of lower energy consumption and high lighting levels with more efficient light sources has been explored.					
There is adequate lighting around the building.					
Lighting is provided at entrances and other points of possible intrusion.					
Accessible lenses are protected by some unbreakable material.					
Directional lights are aimed at the building					
Exterior light fixtures are securely mounted.					
Trees close to light fixtures are not so close as to block light or break glass fixtures					
Areas have sufficient lighting at night to enter vehicles.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Loading Docks	Yes	Improve	No	Implement	Action Required/Comments
No slip, trip or fall hazards – handrails secured, adequate lighting, edge of dock highlighted.					
Wheel chocks used for vehicles.					
Stairs are free of grease, spilled food items, and other debris that may present slipping hazards.					
Handrails are secure.					
Product crates are neatly arranged and are secured in a manner that wind will not cause them to tip over or scatter.					
Dumpster lids are secured.					
Areas around dumpsters are free of liquids that may cause slipping. Packaging materials and other trash are not lying around.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Machine Guarding	Action				Required/Comments
	Yes	Improve	No	Implement	
Saws, lathes, other equipment.					
Perimeter safety zones – well marked.					
Emergency stop buttons – provided.					
Power to equipment properly disconnected and locked out for cleaning/maintenance.					
Equipment Guards: _____ Rotating Belts/Shafts _____ NIP _____ Hot					
Portable Power Tools: _____ Guards _____ Training _____ PPE _____ Preventative Maintenance					
Eyewash Stations: _____ Market _____ Accessible _____ 15 Minute supply					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Maintenance Shop	Action				Required/Comments
	Yes	Improve	No	Implement	
Fire extinguishers are mounted and regularly serviced.					
Fire extinguishers of the proper type for the chemicals on hand are mounted and serviced.					
Personal protective equipment is available, in good conditions and used (e.g. face shields, safety glasses, aprons, gloves, respirators).					
Power shut-off switch is within reach of the operator's position at each machine.					
Power to each machine can be locked out and tagged for maintenance, repair or security.					
Machines can automatically restart when power is restored after a power shutdown or outage.					
All emergency stop buttons are colored red.					
All pulleys, belts, rotating shafts, chains and gears within 7 feet on the floor on working level are guarded.					
Guards are in place for point of operation, nip points, power transmission shafts and high temperature surfaces.					
Machinery guards are secure so that use does not present a hazard.					
Saws used for ripping and equipped with anti-kickback devices and spreaders.					
Combustible scrap, debris and waste materials are stored in covered metal receptacles and removed promptly.					
Painting is done in well ventilated areas.					
Approved tanks and containers are used for storage and handling of flammable materials.					
All flammable liquids are kept in closed containers when not in use.					
Bulk drums of flammable liquids are grounded and bonded to containers during dispensing.					
Storage rooms for flammable and combustible liquids have explosive-proof lights.					
Safety cans are used for dispensing liquids at the point of use.					
Outside dumpsters are non-combustible and located away from the building.					
Outside storage of boxes, pallets, etc. is away from the building.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Maintenance Shop	Action				Required/Comments
	Yes	Improve	No	Implement	
Portable electrical tools are grounded or of the double insulated type.					
Extension cords have a grounded conductor.					
Multiple plug adapters are prohibited (only surge protection).					
Electrical wiring and cords with frayed or deteriorated insulation are replaced.					
In damp or wet locations, ground fault circuit interrupters (GFI) are used.					
Flexible cords and cables are free of splices.					
Electrical power switches and circuit breakers are labeled to indicate their use of equipment served.					
All unused openings (including conduit knockouts) in electrical enclosures are closed with appropriate covers.					
Electrical panel boxes have at least 36 inches of clearance.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Offices	Action				Required/Comments
	Yes	Improve	No	Implement	
Cords for equipment – no tripping hazards.					
File cabinet storage – no tip-over hazard.					
Computer workstations – set up to minimize strain.					
An up-to-date inventory is maintained for all expendable school supplies.					
All school equipment is permanently marked with an identification number.					
Secure storage is available during and after school for valuable items.					
There is a control system in place to monitor keys and duplicates.					
There is a policy for handling cash received at the school.					
The entrance lobby is visible from the main office.					
Visitors are issued ID cards or badges.					
Friends, relatives or non-custodial parents are required to have written permission to pick up student from school.					
Students are required to have written permission to leave school during school hours.					
There is two-way communication between: ___ Classroom and main office ___ Duty Stations and main office ___ Re-locatable classrooms and main office					
There is <u>only one</u> clearly marked and designated entrance for visitors.					
Signs are posted for visitors to report to main office through a <u>designated entrance</u> .					
Workstations: ___ Seating ___ Keyboards ___ Monitors ___ Mouse					
Floors are even, carpet is free of bulges/wrinkles and non-slip finishes are used.					
Halls and aisles are free of obstacles.					
Emergency phone numbers are posted.					
Evacuation routes are posted.					
Exit signs are in place, in proper working order and plainly visible.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Offices	Action				Required/Comments
	Yes	Improve	No	Implement	
All exits are free of obstructions.					
Fire extinguishers are mounted and regularly serviced.					
Electrical cords are periodically inspected and in good condition.					
Fire doors are kept closed.					
Electrical panel boxes have at least 36 inches of clearance.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Parking Lots and Traffic Flow					Action
	Yes	Improve	No	Implement	Required/Comments
Tripping hazards controlled.					
School bus loading zones.					
Traffic rules posted and enforced.					
One-way signs, arrows painted on lot.					
Speed bumps, stop signs in use.					
Visual surveillance of bicycle racks is possible.					
Driver education vehicles are secure.					
Students are issued parking stickers for assigned parking areas.					
Student access to parking area is restricted to arrival and dismissal times.					
All areas of school buildings and grounds are accessible to patrolling security vehicles.					
Parking area has been designated for students who must leave school during regular hours to begin work.					
Bus loading and drop-off zones are clearly defined.					
Parent drop-off and pick-up areas are clearly defined.					
Restricted areas are properly identified.					
Access to bus loading areas is restricted to other vehicles during loading/unloading.					
Staff are assigned to bus loading/drop-off areas.					
Free of large holes, cracks, ice, other debris that may pose a hazard to people entering and leaving building.					
Trees close to light fixtures are not so close as to block light or break glass fixtures.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Personal Protective Equipment	Yes	Improve	No	Implement	Action Required/Comments
Is the requirement of use of protective equipment enforced?					
Is the required personal protective equipment worn?					
When not in use, is personal protective equipment maintained/stored?					
Is personal protective equipment readily available for all personnel including visitors to the area?					
Is all personal protective equipment free from damage and deterioration?					
Are all employees using respiratory protection properly trained and authorized by EH&S?					
Is self-contained breathing equipment maintained/inspected?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Playgrounds	Action				Required/Comments
	Yes	Improve	No	Implement	
Layout and design, signage (warnings).					
Surfacing materials.					
Equipment maintenance.					
Supervision.					
Mulch					
Spacing					
Chains					
No sharp edges.					
Play areas are fenced.					
Good visual surveillance of play equipment is possible.					
Vehicular access to play areas is restricted.					
Playground equipment has tamper-proof fasteners.					
Playground equipment is in good repair.					
Any visible cracks, bending or rusting material?					
Any accessible sharp edges or points?					
Any splintered, warped or deteriorated wood?					
Any deformation of open hooks, rings, links, etc.?					
Any worn sign hangers and chains?					
Any missing or damaged swing seats?					
Any heavy swing seats with sharp corners or edges?					
Any broken supports/anchors?					
Any jagged, exposed or cracked and loose concrete footing?					
Any inadequate surfacing material under equipment?					
Any exposed ends of pipe?					
Any missing caps or plugs?					
Any protruding bolt ends without finished caps or covers?					
Any chipped or peeling paint?					
Any vandalism, broken glass, trash, etc.?					
Any broken or missing rails, steps, rungs, seats?					
Any loose or missing hardware?					
Any pinch or crush points? Moving components?					
Any lack of lubrication on moving parts?					
Any worn bearings?					
Any poor drainage areas at footings, slide exits, etc.?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Railing/Elevated Work Areas	Action				Required/Comments
	Yes	Improve	No	Implement	
Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?					
Are toeboards in place on elevated platforms to prevent objects from falling off the platform?					
Are standard guardrails provided on elevated platforms?					
Are handrails provided and in good condition on stairways?					
Are there provisions for safe access to elevated machinery/equipment?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Roof Hatches					Action
	Yes	Improve	No	Implement	Required/Comments
Roof hatches are usually found in custodial closets, storage areas and telecommunication room.					
Should be accessible, and free of stored items three feet in front of ladder.					
Ladder should be secured to wall in sturdy manner.					
Lighting in this area should be adequate to see rungs and hatch handle properly.					
Hatch handle should be easy to operate with one hand; hinges on hatch should work easily.					
Where necessary, a safety cage should be present at top of ladder.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Science Labs	Yes	Improve	No	Implement	Action Required/Comments
Functional emergency equipment, safety shower, eyewash station, fire blanket and fire extinguisher.					
Personal protective equipment – enforced.					
Chemical storage – by compatibility.					
Annual inventory of chemicals performed.					
Security – supervised or locked storage rooms.					
Eyewash Stations: _____ Marked _____ Accessible _____ 15 Minute supply					
Hazcom: _____ Posting _____ MSDS File _____ Lids/Labels _____ Training					
Personal Protective Equipment: _____ Gloves _____ Eyewear _____ Hearing _____ Footwear _____ Barrier-creams _____ Clothing _____ Heat/Cold _____ Lift belts					
Portable fire extinguishers are either carbon dioxide, dry chemical or halogenated agent types.					
Portable fire extinguishers are within 30 feet of all occupants.					
All laboratories have a fire alarm system which alerts all building occupants and local fire department.					
Non-combustible fume hoods are provided.					
Chemical Stockroom: _____ Ventilation to the outside _____ Not crowded, good housekeeping _____ All containers are labeled: toxicity, flammability, reactivity, date received, and disposal date. _____ Not used as a preparation area _____ Access is limited/controlled _____ Spill trays are used					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Science Labs	Yes	Improve	No	Implement	Action Required/Comments
Chemical Stockroom continued: ____ Room construction would stop fire spread ____ Incompatible or reactive chemicals are separated ____ Unbreakable containers are used					
Electronic panel boxes have at least three 36 inches of clearance.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

School Bus Zone	Action				Required/Comments
	Yes	Improve	No	Implement	
Access to bus loading areas is restricted to other vehicles during loading/unloading					
Staff are assigned to bus loading/drop-off areas.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Security	Yes	Improve	No	Implement	Action Required/Comments
Adequate exterior lighting – including weekends:					
Doors, gates, loading docks.					
Bus garages, parking lots.					
Selected lighting – inside buildings:					
After hours, on weekends.					
Alarms tied into central station.					
School files and records are maintained in locked, vandal proof, fireproof containers or vaults.					
An up-to-date inventory is maintained for all expendable school supplies.					
All school equipment is permanently marked with an identification number.					
Secure storage is available during and after school for valuable items.					
There is a control system in place to monitor keys and duplicates.					
There is a policy for handling cash received at the school.					
A record of health permits is maintained.					
A record of Fire Inspections by the local or state Fire Office is maintained.					
There are written regulations regarding access and control of school personnel using the building after school hours.					
Staff member who remain after school hours are required to sign in and out.					
One person is designated to perform security checks at the end of the day: _____ Check that all classrooms & offices are locked. _____ Check all restrooms, locker rooms to assure that no one is hiding there. _____ Check all exterior entrances to assure that they are locked. _____ Check all night lights to assure that they have been turned on _____ Check the alarm system to assure that it is functioning properly.					
Law enforcement personnel and/or community residents monitor school grounds after school hours.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Security	Yes	Improve	No	Implement	Action Required/Comments
The telephone numbers of the principal or other designated contact person(s) are provided to the police departments so the police can make contact in the event of a suspicious or emergency situation.					
There is regular maintenance and/or testing of the entire security alarm system at least every six months.					
Fire drills are conducted as required.					
The bathroom walls are free of graffiti.					
The entrance lobby is visible from the main office.					
Visitors are required to sign in.					
Proper identification is required of vendors, repairmen, etc.					
Full and part-time staff, including bus drivers, are issued ID cards or other identification.					
Friends, relatives or non-custodial parents are required to have written permission to pick up student from school.					
Students are required to have written permission to leave school during school hours.					
If a classroom is vacant, student are restricted from entering room alone.					
All areas of school buildings and ground are accessible to patrolling security vehicles.					
There is a central alarm system in the school.					
High risk areas (office, cafeteria, computer room, music room, shops, labs, etc.) are protected by high security locks and an alarm system.					
Unused areas of the school can be closed off during after school activities.					
There is two-way communication between: ____ Classroom and main office ____ Duty Stations and main office ____ Re-locatable classrooms and main office					
Students are restricted from loitering in corridors, hallways, stairwells and restrooms.					
Students are issued identification badges.					
There are written regulations restricting student access to school grounds and buildings.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Security					Action Required/Comments
There is a schedule for maintenance for checking lights, locks/hardware, storage sheds, and portable classrooms.					
The school ground is free from graffiti, trash and/or debris.					
School grounds are fenced.					
Gates are secured by a good padlock and chains after hours.					
There is <u>only one</u> clearly marked and designated entrance for visitors.					
Signs are posted for visitors to report to main office through a <u>designated entrance</u> .					
There is adequate lighting around the building.					
Lighting is provided at entrances and other points of possible intrusion.					
Accessible lenses are protected by some unbreakable material.					
Directional lights are aimed at the building.					
Exterior light fixtures are securely mounted.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Sidewalks	Yes	Improve	No	Implement	Action Required/Comments
Smooth walking surfaces.					
Good lighting.					
Steps, ramps – securely fastened handrails.					
Sidewalks and walkways are free of large gaps, differences in elevation, ice, spilled substances, weeds, and broke glass.					
Limbs from shrubbery do not extend into walkway.					
Tree branches are trimmed and dead limbs which may break free in high winds are no present.					
Overhands and eaves are free from ice, snow, or other debris that may fall on people who are entering or leaving the building.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Signage	Action				Required/Comments
	Yes	Improve	No	Implement	
Exit signs are clearly visible and pointing in the correct direction.					
Drug-free zone signs are clearly defined					
Bus loading and drop-off zones are clearly defined.					
Parent drop-off and pick-up areas are clearly defined.					
There is only one clearly marked and designated entrance for visitors.					
Signs are posted for visitors to report to main office through a designated entrance.					
Restricted areas are properly identified.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Staff Room / Office Areas	Action				Required/Comments
	Yes	Improve	No	Implement	
Safety Committee meeting minutes posted.					
Employment Law Posters present.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Stairs	Action				Required/Comments
	Yes	Improve	No	Implement	
Handrails – secured, good lighting.					
Stair treads – uniform, good condition.					
Stairwell fire doors – not blocked open.					
No storage that could hinder egress.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Storage - General	Yes	Improve	No	Implement	Action Required/Comments
Is good housekeeping practiced in work area (free of debris, combustibles, obstructions, and aisles maintained)?					
Is storage adequately supported/stable to avoid tipping/falling?					
Is there at least 24 inches of clearance between stacked materials and ceiling light?					
Floor machines, cleaning carts and mop buckets are not blocking access to critical equipment.					
Data Safety Sheets are posted where chemicals and cleaning agents are stored. All chemicals are in containers that are clearly labeled as to the contents held within, and are permanently marked with emergency information.					
Personal protective equipment such as gloves, safety glasses, and slip resistant footwear is available and properly stored.					

Storage – Fire Protection	Yes	Improve	No	Implement	Action Required/Comments
Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?					
Is clearance of at least 18 inches maintained around fire sprinkler heads?					
Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?					
Are all flammable containers properly closed/covered to control vapors?					
Are all flammable/combustible containers properly labeled/identified?					
Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?					
Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Storage – Compressed Glass Cylinders	Yes	Improve	No	Implement	Action Required/Comments
Are all cylinders properly secured with straps or chains to prevent tipping/falling?					
Are protective valve caps in place when cylinder is not in use?					
Are empty and full cylinders stored separately?					
Are only chemically compatible cylinders stored together?					
Are cylinder contents adequately labeled and easily seen?					
Is the correct regulator being used for the cylinder service?					
Are highly toxic gases stored in vented gas cabinets?					

Storage Rooms and Custodial Supply Closets	Yes	Improve	No	Implement	Action Required/Comments
Desks, chairs, computer equipment, etc. are not stacked so that they can easily fall over.					
Cleaning chemicals and other stored liquids are not leaking, floors are clean and dry.					
Electrical panels have 36 inches of frontal clearance. Transformers do not have items stacked on top of them.					
Electrical panel covers are in place and secure.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Swimming Pools	Action				Required/Comments
	Yes	Improve	No	Implement	
Safety rules – posted and enforced.					
Certified lifeguard – on duty during open hours.					
Depth markers – on deck and on pool walls.					
No diving – posted on shallow end of pool.					
Safety rope – just before slope break.					
Starting blocks – deep end of pool.					
First aid equipment – two-piece stretcher, neck stabilizer and oxygen available.					

Sample Inspection Checklist

Date: _____ Inspected By: _____

Training	Action				Required/Comments
	Yes	Improve	No	Implement	
Have personnel been trained in the use of personal protective equipment?					
Are all employees trained in hazardous substances safety?					
Have personnel working in high noise areas been trained in hearing conservation?					
Have employees who use respirators been trained, fit tested, and received the required health monitoring examination?					
Are employees who use self-contained breathing apparatus properly trained and authorized?					
Evac Plans					