

WORK PLACE SAFETY INSPECTION CHECK LIST

Building: _____

Inspection Date: _____ Inspector Name: _____

Inspector Phone: _____

Completed forms to be turned in to the Safety Committee Chair: ATTN: Toni Fannin

<u>General Work Environment</u>	YES	NO	COMMENTS	Correction Date
Are Emergency telephone numbers and procedures posted where they can be readily used in case of an emergency?				
Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?				
Are employees trained in emergency response and evacuation procedures?				
Are combustible materials, such as paper, cardboard, kept to a minimum?				
Is there Safety glazing in all doors and hallways?				
Are adequate toilet facilities provided and well maintained?				
Are elevators working properly? Are permits displayed and current?				
Are there any unusual odors present within or around the building?				
Are there any signs of water leaks, standing water, within the building?				
Are there any signs of Bees, wasp, or ants that can become a nuisance within the building?				
Does the building have an AED machine?				
Is good housekeeping being practiced?				
Are drinking fountains clean and in working order?				
Does the exterior of the building present any safety concerns?				
Do you see any dead animals inside or outside the building?				
Are there enough trash containers and are they well-maintained, leak-proof, and emptied regularly?				

Employee lounge areas

	YES	NO	COMMENTS	Correction Date
Are employee lounges and break areas free of hazards or safety violations?				

Floors an walkways

	YES	NO	COMMENTS	Correction Date
Are buckets and mops available to clean spills so no one will slip?				

Are non-slip mats, grates, or slip-free coatings used in wet areas to prevent falls?				
--	--	--	--	--

Are carpets and rugs causing a potential trip hazard?				
---	--	--	--	--

Fire safety

	YES	NO	COMMENTS	Correction Date
Are evacuation maps located in or around the office/classroom?				

Are fire exits clearly marked and pathways to the exits clear?				
--	--	--	--	--

Have employees been told what to do in case of a fire or other emergency?				
---	--	--	--	--

Are fire extinguishers of the correct type in or close to each classroom?				
---	--	--	--	--

Are location of the fire extinguishers clearly marked?				
--	--	--	--	--

Are the fire extinguishers up-to-date with tags and monthly inspections? Fully charged and in operational condition.				
--	--	--	--	--

Are employees trained to use the fire extinguishers?				
--	--	--	--	--

Are the fire alarm and sprinkler systems regularly tested?				
--	--	--	--	--

Are there regular fire drills?				
--------------------------------	--	--	--	--

Are fire extinguishers inspected monthly to detect any obvious physical damage, corrosion, or other impairments?				
--	--	--	--	--

Are fire doors left closed, marked, and not blocked open?				
---	--	--	--	--

Lighting

	YES	NO	COMMENTS	Correction Date
Is there adequate lighting throughout the school, including outdoors for after-school activities?				
Are there any dead or blinking light bulbs in overhead fixtures?				
Are outside pathways and parking lots adequately lighted at night?				

Guarding of open-sided floors, wall openings, platforms

	YES	NO	COMMENTS	Correction Date
Are stairways with at least 4 steps, provided with handrails 30" – 34" high?				

Means of egress, doors, fire protection

	YES	NO	COMMENTS	Correction Date
Do all exits provide free and unobstructed egress from all parts of the building?				
Are all exits provided with artificial illumination?				

Hazardous Materials

	YES	NO	COMMENTS	Correction Date
Are emergency showers and eye wash stations available where employees are exposed to corrosive materials?				
Are they being inspected/flushed as required? (documentation available)				
Are SDS posted or immediately available?				
Are chemicals (including pesticides, laboratory chemicals, art supplies, and cleaning products) properly labeled and stored?				
Are local exhaust ventilation systems (such as fume hoods) provided in science labs where toxic chemicals are used, and are likely tested regularly? Are there inspection tags up-to-date?				

Compressed Gasses

	YES	NO	COMMENTS	Correction Date
Are all compressed gas cylinders stored in a well ventilated, dry area, where they can't be knocked over?				
Are all acetylene and oxygen cylinders stored at least 20 feet apart or separated by a 5 foot non-combustible barrier between them?				
Are acetylene cylinders being stored upright?				
Are all compressed gas cylinders not in use, stored with their valve protection caps on?				

Material handling and storage

	YES	NO	COMMENTS	Correction Date
Are materials stored in a stable and secure manner to prevent sliding or collapse?				
Are storage areas kept free of tripping, fire, explosion hazards, or pest harborage?				

Machine guarding

	YES	NO	COMMENTS	Correction Date
Are all of the machinery that requires point of operation guarding adequately guarded?				
Are all the gears, sprockets, and pulleys adequately guarded?				
Are all the fans that are less than 7 feet above the floor or working level provided with guards having openings no larger than ½ inch?				
Are all machines designated for a fixed location securely anchored (include soft drink dispensing machines with empty weight of 700 lbs.) to prevent walking or moving?				

Earthquake

	YES	NO	COMMENTS	Correction Date
Are furniture and equipment, 4 feet tall or over, braced to prevent tipping in an earthquake?				
Do shelves in the immediate work area that complain heavy items such as textbooks, boxes or computer equipment, have earthquake lips/barriers to prevent materials falling off and hitting someone during an earthquake?				
Are employees trained in emergency response and evacuation procedures?				

Electrical

	YES	NO	COMMENTS	Correction Date
Are flexible cords and cables being used in continuous lengths without splices or taps?				
Are there enough outlets provided to discourage use of extensions cords?				
Are any extension cords connected to another extension cord ("daisy chained")?				
Are cords a potential tripping hazard?				
Do all power strips (surge protectors) include a circuit breaker?				
Are all unused openings in cabinets, boxes, and fittings effectively covered?				
Are electrical cords in good condition: No frayed or exposed wiring?				
Is there adequate amount of working space (3 feet) in front of electrical panel boxes? Is a barrier painted on the floor?				