

INSPECTION CHECKLIST



Sample Safety Inspection Checklist for Schools

School: _____

Date: _____

Inspected By: _____

Each "No" answer may indicate a problem.

Yes No FLOORS AND WALKWAYS

Are walkways and stairways kept clear of obstructions?

Are buckets and mops available to clean up spills so no one will slip?

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

Do stairways have handrails?

Are carpets and rugs causing a potential trip hazard?

Yes No LADDERS AND FALL PROTECTION

Are the appropriate ladders for the job available and in good condition?

Are they inspected before each use?

Do ladders have safety feet?

Are non-metal ladders used when there is a chance of electric shock?

Have maintenance workers, custodians and grounds workers been trained in ladder safety?

Is there a fall protection plan in place?

If work is done at heights above 7½ feet, is fall protection used (e.g., a lifeline and harness)?

Do teachers and other staff have access to step stools?

Have they been instructed not to stand on unsafe surfaces or furniture?

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Yes No

FIRE SAFETY

Are there at least two fire exits for each classroom and any other work areas?
Check with your local fire department for their recommendations.

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 there fire extinguishers of the correct type in or close to each classroom and any other work areas?

Are the locations of fire extinguishers clearly marked?

Do fire extinguishers have up-to-date inspection tags, and are they inspected monthly?

Do employees know how to use the fire extinguishers?

Are the fire alarm system and sprinkler system regularly tested?

Are there regular fire drills?

Yes No

ELECTRICAL HAZARDS

Have employees who use machinery been told how to recognize when a machine has been locked out (electrical power turned off)?

Are electrical cords in good condition (no fraying or other defects)?

Are power tools and other equipment in good condition?

Is all electrical equipment, including power tools, properly grounded?

Are there enough outlets so extension cords don't have to be used?

Are cords kept out of areas where someone could trip over them, or where they could be damaged?

Yes No

LIGHTING

Is there adequate lighting throughout the school, including outdoors for after-school activities?

Are the areas around all machines well lighted?

Are outside pathways and parking lots adequately lighted at night?



- | Yes | No | MACHINE GUARDING AND MECHANICAL SAFETY |
|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Are machines securely attached to the floor? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do machines in work areas and vocational classrooms have guards on them? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been told to report missing machine guards to their supervisors? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do employees know how to turn off machines in an emergency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been trained in how to work safely around machines? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are emergency cut-off switches easily located and identified, and do employees know where they are? |

- | Yes | No | OTHER SAFETY ISSUES |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Are hot surfaces in school kitchens and cafeterias guarded to prevent accidental contact? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are sharp objects properly stored so they don't present a hazard? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are any trenches properly shored? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do furniture and equipment have seismic restraints or bracing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is shelving secured to walls? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a security system to protect against intruders who might commit an assault in the school? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the district's water fountain flushing program in place? |

- | Yes | No | CHEMICAL HAZARDS |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Are chemicals (including pesticides, laboratory chemicals, art supplies, and cleaning products) properly labeled and stored? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are flammable and combustible liquids inside the school buildings stored in flammable liquids cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has an inventory been done of toxic substances used in the school? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has monitoring been done to make sure exposure levels are within legal limits? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have the buildings been assessed for potential lead paint hazards, and have Cal/OSHA Lead in Construction Standard requirements been followed? |

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- Have the buildings been assessed for asbestos and has AHERA Compliance been maintained?
- Are records of monitoring results available to employees?
- Are maintenance workers and other employees told where Material Safety Data Sheets on chemicals are kept?
- Is there adequate ventilation to keep levels of dust, vapors, gases, and fumes as low as possible?
- Are local exhaust ventilation systems (such as fume hoods) provided in science labs where toxic chemicals are used, and are they tested regularly?
- Is annual training being conducted for all employees who use chemicals?

Yes No **BIOLOGICAL HAZARDS, SANITATION, AND HOUSEKEEPING**

- Are adequate toilet facilities provided and well maintained?
- Are there sinks with hot and cold water, and disposable hand towels?
- Are insects and rodents adequately controlled?
- Are there clean eating areas separate from work and chemical storage areas?
- Are there enough trash containers and are they well-maintained, leak-proof, and emptied regularly?

Yes No **ERGONOMIC HAZARDS**

- Can employees get help when lifting more than 30 pounds (as per NIOSH's recommendation)?
- Have employees been trained in proper lifting methods?
- Are mechanical lifting devices available if needed?
- Are job tasks that require repetitive movements varied or rotated?
- Are computer workstations set up to avoid awkward postures and to fit the individual needs of workers?
- Are employees able to avoid standing or sitting for long periods of time?



Yes No NOISE

- Do workers feel noise levels are comfortable?
- Is there a program for noise reduction?
- Do workers know when and where hearing protection is necessary?

Yes No PERSONAL PROTECTIVE EQUIPMENT

- Is personal protective equipment (PPE) provided as needed (coveralls, gloves, eye protection, respirators, earplugs, etc.)?
- Have workers using PPE been trained in its proper use?
- Is PPE cleaned, maintained, and stored properly?
- Are multiple sizes of PPE available to fit different workers?
- If respirators are used, have workers been fit-tested and is there a Respiratory Protection Program?

In addition to doing a walkaround inspection to identify possible hazards, you can also check for the following general workplace issues.

Yes No GENERAL WORKPLACE ISSUES

- Does the workplace have a written Injury and Illness Prevention Program (IIPP) as required by Cal/OSHA, and has a responsible person been identified?
- Have all employees received health and safety training?
- Is there someone in the school trained in first aid and CPR?
Who? _____
- Is there a written Emergency Action Plan and have all employees and students been trained in what to do during an emergency?