Eugene School District 4J
School/Department Safety Inspection Checklist

(Send this document to the 4J Risk Management Office)

Site: _________________________   Date:  _____________ Inspected by:  __________________________

GENERAL
☐ Fire Lane in front of school kept clear.
☐ Hazard Communications/MSDS Binder kept in both the main office and the custodial office. MSDS's may also be kept online.
☐ All electrical cords that are across or adjacent to foot traffic areas are taped down or tied up and stored out of the way.
☐ All electrical outlets within 4’ of water source are GFCI protected.
☐ All Emergency Exits are marked and kept clear. A 36" pathway is maintained.
☐ Emergency Evacuation Maps are present in all rooms of the school, easily read and applicable to the area.
☐ Emergency Planning Manuals (Hanging) are present in each workspace and classroom. Pertinent information regarding the school is listed in the manual.
☐ Power Strips used in place of extension cords.
☐ Fire Extinguishers serviced annually, inspected monthly with attached tags dated and initialed.
☐ Electrical Panels are properly labeled, have no open slots and have a 3’ clearance directly in front of the panel and clear path to the panel.
☐ All Secondary Containers (squirt bottles, spray bottles, coffee cans, glassware, etc.) have appropriate hazard labels.
☐ Overhead storage, wherever necessary, is secured and stable, where no objects may fall on students or staff.
☐ Upstairs storage or other open areas have appropriate guardrail systems and maximum weight capacities present.
☐ Shelves are stable and secured to wall or floor for stability.
☐ Paper cutters in all areas have finger guards and the blade does not drop when arm is raised and released.

INDOOR AIR QUALITY
☐ Filters are replaced per maintenance schedule.
☐ Approved Arts and Crafts supplies used.
☐ Other ________________________________

INTERCOM EMERGENCY SYSTEM
☐ Random test of Intercom system reveals all areas of the school, including corridors and outside areas, can be notified of an emergency.

CAFETERIA
☐ Cafeteria tables easy to operate.
☐ Wet Floor Caution signs available and used as needed.
☐ Exits properly marked with lighted signs and kept clear at all times.
Housekeeping
- Aisles, stairs, hallways and walking surfaces kept clear of obstacles and debris.
- A minimum 22" clearance is maintained for all walking/working areas.
- Desks, chairs and tables are in good repair.
- Slip / Trip & Fall issues.
  - Floors in good condition with no missing tiles, carpet tears, etc.
  - Areas with high fall potential (around drinking fountains, entryways, etc. Have been identified and hazards addressed.
  - Use high visibility tape or paint to point out hard to see steps, cracks, trip hazards.
- Stored items are kept in a neat and well organized manner to prevent spillage, or falling debris.

Health Room
- Bloodborne Pathogens program posted on wall.
- Mouth Shield and latex gloves readily available for emergency use by all staff other first aid supplies easily accessible.

Staff Room/Office Areas
- Safety Committee Meeting minutes posted.
- OSHA Poster and Employment Law posters present.
- Spirit Duplicators adequately vented, with fluid kept in Hazardous Chemical Cabinet.

Kitchen
- Mesh glove used for slicer use and cleaning 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 & mats available as needed.

Machine Guarding:
- Table Saws:
  - Blade guard in use at ALL times.
  - Splitter located behind blade.
  - 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.
- 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 1/4" of tongue guard and 1/8" 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.

Mechanical/Boiler Rooms
- Drive belts fully enclosed, front and back.
- At least 6 ½' headroom, or padded/highlighted with bright color if less.
- Existing sharp edges are padded.
- Sign posted prohibiting long hair, loose clothing, in all mechanical/boiler rooms.
- Rotating shafts are guarded.
- Electrical junction boxes have covers.
- Fixed ladders have rungs a maximum of 12" apart and a minimum of 7" from wall.
CUSTODIAL

☐ 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 in a Hazardous Chemicals Fireproof Cabinet.

☐ Tools are properly stored and in good condition.

☐ Fluorescent bulbs and light bulbs are protected if under 7 ½’ of height, within 12” of stored items, or if possibility of breakage exists.

GYMS/AUDITORIUM

☐ 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 & fall hazards controlled.

CLASSROOMS

☐ All chemical or water containers have appropriate labels.

☐ Proper Personal Protective Equipment present when necessary.

☐ No heating elements in use where students are present (coffee pots, toasters, etc.).

☐ Mats in front of exit doorways are non-skid.

☐ A clear pathway of 36” is clearly designated & maintained at all times, to the emergency exit.

☐ Ladders are present and used for accessing high objects.

☐ TV’s are secured to carts.

☐ Portable heaters have tip over switches and are not in use near flammable products.

☐ Classrooms/Hallways in compliance of the Fire Marshall Code 803.3.2 (Artwork & Teaching Materials).

Other

________________________________________________________________________

Building/Dept. Administrator (Signature)   Date
Administrator/Supervisor review:

## Correction Plan

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Keep a copy for your records and files