

Eugene School District 4J School/Department Safety Inspection Checklist

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

Site: _____ Date: _____ Inspected by: _____

GENERAL

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

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.

SHOPS (If Applicable)

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 1/2' 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.

Other**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).

Building/Dept. Administrator (Signature)

Date

Administrator/Supervisor review:

Correction Plan

Current date _____

Site _____

Describe
Necessary Correction

Corrective
Action Taken

Follow Up
Date Corrected

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**Send this document to the 4J Risk Management Office
Keep a copy for your records and files**