

# RISK CONTROL MANUAL

## SCHOOL SAFETY CHECKLIST (sample)

The following checklist covers both physical condition of the facility and work practices of school personnel. On inspections, please be aware of potentially loss producing activities of personnel as well as the physical condition.

### I. ENTRANCES

- |    |  |     |    |
|----|--|-----|----|
| 1. | Is lighting adequate with no glare or shadows?   | Yes | No |
| 2. | Is inclement weather protection provided, i.e., mats, safety strips, de-icers, etc.?   | Yes | No |
| 3. | Are tripping hazards eliminated, e.g., threshold plates in good repair, absence of cords, etc.? Exits are clear and not blocked? | Yes | No |
| 4. | Is safety glass provided in all doors?   | Yes | No |
| 5. | Are doors and windows, any exterior vents, hatches and chimneys secure and in good repair.                                       | Yes | No |
| 6. | Other (comment)<br>Comment on all items checked "No".  |     |    |

### II. STAIRS AND HALLWAYS

- |    |   |     |    |
|----|---|-----|----|
| 1. | Is housekeeping adequate, e.g. floor dressing properly applied, not slippery, adequate sweeping and pick-up procedures, etc.? | Yes | No |
| 2. | Is lighting adequate to eliminate glare and shadows?  | Yes | No |
| 3. | Are treads in good repair and nonskid material?   | Yes | No |
| 4. | Are all handrails provided on both sides and in good repair?  | Yes | No |
| 5. | Are landings free of storage materials, equipment, etc.?  | Yes | No |
| 6. | Are ramps provided with nonskid surface and in good condition?  | Yes | No |

- |    |   |     |    |
|----|---|-----|----|
| 7. | Are all elevation differences between floors clearly defined and properly lighted?    | Yes | No |
| 8. | Are fire alarms, extinguishers and sprinkler systems presently in good working order? | Yes | No |
| 9. | Other (comment)<br>Comment on all items checked "No".                                 |     |    |

### III. CLASSROOMS

- |    |  |     |    |
|----|--|-----|----|
| 1. | Is housekeeping good - no trash, debris or unnecessary clutter?  | Yes | No |
| 2. | Is lighting adequate and properly protected?   | Yes | No |
| 3. | Are desks, chairs, and tables in good repair?  | Yes | No |
| 4. | Is adequate aisle space provided such that a quick exit of students is possible?   | Yes | No |
| 5. | Are floors in good condition and not slippery?   | Yes | No |
| 6. | Are potential hazards protected, e.g., extension cords across aisle covered, electrical equipment properly grounded, venetian blinds in good repair, etc.? | Yes | No |
| 7. | Are ground fault circuits used for electrical outlets located near water sources?  | Yes | No |
| 8. | Other (comment)<br>Comment on all items checked "No".  |     |    |

### IV. SHOPS

- |    |  |     |    |
|----|--|-----|----|
| 1. | Are tools in good condition and properly stored?   | Yes | No |
| 2. | Are all machines properly guarded and are guards and machines in good repair (points of operation, belts, gears, etc., guarded)? | Yes | No |
| 3. | Are self closing containers (safety cans) available for storage of flammable liquids in use? Are such liquids kept limited?      | Yes | No |
| 4. | Are proper ladders provided where needed in storage areas?   | Yes | No |

5.	Are heavy items stored on floor or bottom shelves?	Yes	No
6.	Are shelves adequate for intended load and fastened to walls?	Yes	No
7.	Is personal protective equipment provided and utilized?	Yes	No
a.	Eye protection, goggles, welding hoods, etc.?	Yes	No
b.	Apron for welding, etc.?	Yes	No
c.	Gloves?	Yes	No
d.	Respirators?	Yes	No
8.	Is housekeeping adequate, e.g., proper storage, clear aisle space, proper furniture and equipment arrangement, etc.?	Yes	No
9.	Are pressurized cylinders secured and capped properly?	Yes	No
10.	Are nonskid floor surfaces provided by or near machines?	Yes	No
11.	Is all electrical equipment properly grounded and in good repair?	Yes	No
12.	Are safety devices on car lifts in good working order?	Yes	No
13.	Are tool rests adjusted to no more than 1/8 inch clearance?	Yes	No
14.	Are switches and other danger areas on machines, etc. color coded?	Yes	No
15.	Is adequate space available for safe operation, e.g., machines and equipment not crowded and arranged properly?	Yes	No
16.	Is all equipment permanently fastened to the floor?	Yes	No
17.	Are welding curtains provided in the welding area?	Yes	No
18.	Is the shop adequately ventilated?	Yes	No
19.	Is proper ventilation provided for toxic vapors, e.g. solder, paint, etc.?	Yes	No

- |     |  |     |    |
|-----|--|-----|----|
| 20. | Are personal items of clothing, such as rings, ties, etc., removed before operating equipment? | Yes | No |
| 21. | Other (comment)<br>Comment on all items checked "No"   |     |    |

**V. LABORATORIES AND LABORATORY STOREROOMS**

- |     |   |     |    |
|-----|---|-----|----|
| 1.  | Is the amount of glassware and chemicals kept to a minimum in work areas?   | Yes | No |
| 2.  | Is the housekeeping satisfactory?   | Yes | No |
| 3.  | Is all electrical equipment properly grounded?  | Yes | No |
| 4.  | Is eye protection available and worn when needed?   | Yes | No |
| 5.  | Are ladders available in storage room if needed?  | Yes | No |
| 6.  | Are heavy items stored on lower shelves?  | Yes | No |
| 7.  | Are chemicals kept at a sufficient operating level, e.g., not over-stocking?  | Yes | No |
| 8.  | Are chemicals clearly labeled?  | Yes | No |
| 9.  | Are like materials stored together?   | Yes | No |
| 10. | Are large containers of acids stored together on bottom shelves or in an acid storage closet ?  | Yes | No |
| 11. | Are areas available for working (burning, heating, using hot plate, mixing, etc.) other than in the stock rooms? (Stock rooms should be used for storage only). | Yes | No |
| 12. | Are shelves fastened to the wall?   | Yes | No |
| 13. | Is the ventilation adequate for work performed?   | Yes | No |
| 14. | Other (comment)<br>Comment on all items checked "No".   |     |    |

**VI. KITCHEN AND DINING AREA**

- |     |  |     |    |
|-----|--|-----|----|
| 1.  | Is the working area adequately lighted?  | Yes | No |
| 2.  | Is the housekeeping satisfactory?  | Yes | No |
| a.  | Are employees instructed to pick up or clean up all dropped items and spillage?  | Yes | No |
| 3.  | Are walk-in refrigerator doors so situated that they do not swing in main aisles or work areas?                              | Yes | No |
| 4.  | Are floors in good repair and of nonskid variety?  | Yes | No |
| 5.  | Is all electrical equipment properly grounded?   | Yes | No |
| 6.  | Are hood filters clean and in good repair?   | Yes | No |
| 7.  | Is the hood exhaust fan adequate to remove smoke and vapor?  | Yes | No |
| 8.  | Is all mechanical equipment, such as choppers, slicers, etc., properly guarded at the point of operation and in good repair? | Yes | No |
| 9.  | Are vapor-proof lights provided in refrigerators and range hoods and in good repair?   | Yes | No |
| 10. | Are heavy items stored on lower shelves in storage areas?  | Yes | No |
| 11. | Are knives and other utensils in good condition and stored properly, e.g., on racks, hooks, etc.?                            | Yes | No |
| 12. | Are employees properly instructed in the use of equipment, knives, etc.?   | Yes | No |
| 13. | Are chairs, tables, and other items of equipment in dining room and kitchen in good repair?                                  | Yes | No |
| 14. | Are mesh or other type cut/slice proof gloves provided?  | Yes | No |
| 15. | Other (comment)<br>Comment on all items checked "No"   |     |    |

## VII. MISCELLANEOUS

- |  |     |    |
|--|-----|----|
| 1. Are lockers in good condition and secured to the floor or wall without sharp projections?   | Yes | No |
| 2. Have sharp projections and edges been eliminated?   | Yes | No |
| 3. Is the gym equipment in good condition?   | Yes | No |
| 4. Are obstructions removed before playing games, gymnastics, wrestling, etc.?   | Yes | No |
| 5. Are the bleachers in good condition and structurally adequate, both indoors and outdoors? Are inspections documented?                     | Yes | No |
| 6. Is the condition of playing fields satisfactory, devoid of holes, rocks, glass, etc.?   | Yes | No |
| 7. Are shower controls working properly , e.g., water not too hot?   | Yes | No |
| 8. Are floors in shower areas not slippery and kept clean?   | Yes | No |
| 9. Is folding door(s) in gym operating properly?   | Yes | No |
| 10. Is the playground equipment in good condition (Elementary)?  | Yes | No |
| 11. Is there adequate parking lot lighting?  | Yes | No |
| 12. Are traffic controls adequate on school grounds?   | Yes | No |
| 13. Are guard rails situated where needed?   | Yes | No |
| 14. Are the sidewalks in good repair?  | Yes | No |
| 15. Are stage areas in good repair, e.g. safeties on winches, wire ropes to hold screens, safety chains on lights, screens, etc., as needed? | Yes | No |
| 16. Are shelves bolted to the wall?  | Yes | No |
| 17. Is there adequate first aid equipment placed appropriately throughout the building?  | Yes | No |
| 18. Other (comment)<br>Comment on all items checked "No".  |     |    |