



**Panhandle Area Educational Consortium
Safe Schools Planning**

SAFETY - SECURITY & HEALTH ASSESSMENT

School District _____ Date _____

<p>1.</p>	<p><u>OSH Management Evaluations</u></p> <p>Has an OSH Management Evaluation of the schools been conducted either separately or in conjunction with an district inspection?</p> <p>Date: _____</p> <p>Conducted By: _____</p> <p>Reference:</p> <p><u>Remarks:</u></p>
<p>2.</p>	<p>Does the evaluation assess program implementation, including the results of mishap prevention efforts, the implementation and quality of the self-improvement plans, the degree of compliance with SREF – OSHA and school SOP's program meets requirements?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
<p>3.</p>	<p>Does the OSH Management Evaluation include a review of ergonomics program elements in schools goals and measures progress toward achieving these goals?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
<p>4.</p>	<p>Is the Principal personally involved in training to ensure that appropriate safety precautions are in place and functional, and the staff are acting appropriately?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
<p>5.</p>	<p>Are all Staff/student training-related first aid, medical treatment, and lost time injury incidents logged, investigated, and reported In Accordance With (IAW) local instructions?</p> <p>Reference:</p> <p><u>Remarks:</u></p>

6	<p>Are training equipment and facilities inspected periodically IAW SREF?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
7.	<p>Are Student and Staff mishaps being reviewed by entire staff? _____ Monthly _____ Quarterly _____ Other</p> <p>Reference:</p> <p><u>Remarks:</u></p>
8.	<p>Are programs/courses with irregularities and/or adverse trends:</p> <p style="padding-left: 40px;">a. being evaluated for possible improvements?</p> <p style="padding-left: 40px;">b. are modifications to remove or mitigate risks not essential to course objectives being forwarded for approval?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
9.	<p>Is a Preventive Maintenance System (PMS) and spot check program in place for all training equipment, devices, and Personal Protective Equipment (PPE)?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
10.	<p><u>MANAGEMENT PERSONNEL</u></p> <p>1. Has the school district identified all OSH training needs in writing and has all required OSH training (i.e. HAZCOM, Hearing, etc.) been accomplished for appropriate personnel?</p> <p>2. Do management personnel receive OSH training to enable them to actively and effectively support OSH programs in their specific areas of responsibility?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
11.	<p><u>SUPERVISORS AND EMPLOYEE REPRESENTATIVES</u></p> <p>1. Do newly appointed supervisors receive the appropriate OSH training within 180 days of their appointment?</p> <p>2. Does the supervisor training include the development of skills necessary to manage the schools OSH program at the work level?</p> <p>Reference:</p> <p><u>Remarks:</u></p>

12.	<p><u>NON SUPERVISORY PERSONNEL</u></p> <ol style="list-style-type: none"> 1. Are non-supervisory personnel receiving specialized job safety and health training appropriate to the work performed by the employees? 2. Are reproductive hazards also specifically addressed in OSH training programs for personnel responsible for or working with reproductive stressors (e.g., management, civilian personnel officers, supervisors, employee representatives and non-supervisory personnel)? <p>Reference:</p> <p><u>Remarks:</u></p>
13.	<p><u>NEW EMPLOYEES</u></p> <p>Are all new personnel provided initial OSH training close to the time of assuming their duties and does it include:</p> <ol style="list-style-type: none"> 1. School policy on occupational safety and health? 2. Work unit policy on occupational safety and health? 3. Individual responsibility for safety and health? 4. Employee reporting procedures for hazardous operations/conditions? 5. Awareness of hazards common to the individual's work site, trade, occupation, or task? 6. Specific hazards of chemicals/materials used in the workplace and the HAZCOM program? 7. An introduction to the local occupational health program and procedures to follow in case of occupational illness or injury? 8. Personal Protective Equipment (PPE) requirements for the job? <p>Reference:</p> <p><u>Remarks:</u></p>
14.	<p><u>SAFETY AND HEALTH PERSONNEL</u></p> <p>(Recommended minimum requirements)</p> <p>Are safety and health personnel receiving 8 CEUs, or equivalent training each year?</p> <p>Or</p> <p>Have collateral duty personnel received training (4 CEUs/yr) that assures they are technically qualified for the performance of OSH duties specified by Job description?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
15.	<p>Is an individual development plan established for each OSH professional?</p> <p>____ Head, OSH office ____ technical staff members</p> <p>Reference:</p> <p><u>Remarks:</u></p>

16	<p>Has the OSH manager identified those specific individuals requiring first aid and/or CPR training.?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
17.	<p>Are there sufficient numbers of instructors/staff that have completed a recognized American Red Cross (ARC) or American Heart Association (AHA) First Aid and cardiopulmonary resuscitation (CPR) or basic life support (BLS) qualification program? Is there emergency oxygen available on scene during all aquatic and firefighting training?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
18.	<p><u>SAFETY IN SPORTS</u></p> <p>Are procedures in place to ensure student physical qualification requirements are completed prior to the commencement of sports training?</p> <p>When physically demanding training is to be conducted and formal requirements are not specified, What is used for screening the student for problems?</p> <p>Does the school/staff rely solely on the students to inform instructors of changes in their medical status?</p> <p>Are students evaluated as unfit or unsuited removed from training immediately until medically cleared?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
19.	<p>Are procedures in effect to ensure instructors are informed concerning students who have had medical, conditions that might cause future problems (i.e., heat stress, claustrophobia, etc.)?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
20.	<p>Are appropriate records, or documentation, maintained?</p> <p>Reference:</p> <p><u>Remarks:</u></p>

21.	<p>OSHA Safety and Occupational Health protection program poster posted in prominent location?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
22.	<p>How is refresher training in first aid and/or CPR conducted as necessary to maintain qualifications of trained personnel?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
23.	<p>Does the school maintain training records for five years? AND Does the OSH office maintain files of OSH training records?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
24.	<p>Is training recorded in employee personnel records where required?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
25.	<p>Does the minimum required record keeping data for individuals include? ___ Name ___ Org. Code/Shop ___ Job Title ___ Topic</p> <p>Reference:</p> <p><u>Remarks:</u></p>
26.	<p>For each training session or course an individual completes, is the following data maintained? ___ Course date(s) ___ Course Title ___ Instructor's Name ___ Description and/or reference to Lesson Plan</p> <p>Does the school or district have a means to determine the effectiveness of the training (i.e. end of course testing, feedback systems, etc.)?</p> <p>Reference:</p> <p><u>Remarks:</u></p>

27.	<p>Does the school or OSH office maintain copies of lesson plans for local training courses?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
28.	<p><u>DESIGN/PROJECT REVIEWS:</u></p> <p>Do safety professionals and cognizant industrial hygienists participate in the review of plans and specifications for local projects and are recommendations submitted in writing?</p> <p>Reference:</p> <p><u>Remarks:</u></p> <p><u>STANDARD OPERATING PROCEDURES (SOP'S):</u></p> <p>Are SOPs or similar directives that direct the manner in which work is performed coordinated with cognizant safety and health personnel prior to issuance and are recommendations for changes/additions to the directive for safety/health purposes submitted in writing to the originator?</p> <p>Reference:</p> <p><u>Remarks:</u></p> <p><u>PURCHASING PROCEDURES:</u></p> <p>Are personnel responsible for developing specifications for equipment/material purchases coordinating with cognizant OSH personnel to ensure that OSH requirements are considered?</p> <p>Reference:</p> <p><u>Remarks:</u></p> <p><u>CONTRACTS:</u></p> <p>Are contracts that require work to be performed by contract personnel at School facilities coordinated with cognizant school OSH personnel?</p> <p>Reference:</p> <p><u>Remarks:</u></p>

29.	<p>Do school management personnel, In-services:</p> <ul style="list-style-type: none"> a. Randomly check training quality indicators on a quarterly basis? b. Prepare quarterly summary reports Training Quality Indicators: <ul style="list-style-type: none"> 1. Academic Review Boards 2. Formal Course Reviews 3. Instructor Certification and Qualification 4. Instructor Evaluation 5. Student Critiques 6. Technical Training Audits 7. Student Testing and Test Item Analysis 9. External Training Appraisals, and other feedback and evaluation <p>Reference:</p> <p><u>Remarks:</u></p>
30.	<p>Are there funding, staffing, equipment, support, or other deficiencies impacting training and work safety?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
31.	<p>Are medical facilities or services readily available?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
32.	<p>Are emergency medical services or facilities adequately staffed and equipped?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
PRE-MISHAP PLANS	

33.	<p>Are Job/training safety stand downs conducted at least annually?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
34.	<p>Are safety stand downs documented?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
35.	<p>Does the Principal have safety stand downs be conducted when:</p> <p>a. Courses/Jobs are revised/modified?</p> <p>b. A near-miss or mishap occurs?</p> <p>c. More frequently than annually?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
36.	<p>Do Safety Stand downs include safety inspections of training facilities and equipment, to include as applicable:</p> <p>Availability and use of mechanical guards including clearly placarded, accessible cut-off switches to secure power to training equipment?</p> <p>Review of curriculum being taught?</p> <p>Instructional techniques?</p> <p>Training environment?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
37.	<p>Do safety stand downs review safety related findings of the latest technical audits, formal course reviews, and course safety reviews?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
38.	<p>Have safety requirements and safety procedures been included in the curriculum at appropriate points?</p> <p>Reference:</p> <p><u>Remarks:</u></p>

39.	<p>Are students indoctrinated in: Safety requirements, precautions and safeguards incorporated in the curricula prior to the start of training?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
40.	<p>What are the requirements and procedures for advising the staff of mishaps, near misses and unsafe conditions?</p> <p>Reference:</p> <p><u>Remarks:</u></p>
41.	<p>Are teachers/students/staff indoctrinated in the safety requirements, precautions, and safeguards incorporated in the curricula prior to the start of training?</p> <p>Are teachers/students/staff indoctrinated in the requirements and procedures for advising the principal OSH office of mishaps, near misses, and unsafe conditions?</p> <p>Reference:</p> <p><u>Remarks:</u></p>

Remarks: