

Safety & Occupational Health Inspection Checklist

***FOR
ACCIDENT
PREVENTION
PURPOSES
ONLY***

Editors Note

This guide arose out of the need for a comprehensive checklist for use during the Risk Management and Safety training conducted by the PAEC Safety Specialist, during which Supervisors survey a local school facility as part of their education. This is one tool to assist you in maintaining a safe and healthful workplace.

29CFR1910, **OSHA Standards for General Industry**, dated January 2001, were used as the basis for this document.

No checklist, regardless of length or breadth will ever completely satisfy the requirements of an OSHA inspection.

Wherever possible, the guide has been arranged so that you may use one or two pages as a self-contained pull out. This was in order to facilitate Risk Management training and works well when using multiple individuals or teams to conduct a survey.

There are two inherent hazards with any inspection checklist, one of which occurs during checklist preparation and the other during use.

The difficulty with checklist preparation is not what items to include, but rather what items to omit. Everything is important, but if everything is included, then there is no point to having the checklist, as you have just recreated the original document. This checklist includes the more commonly found operations, conditions, and violations that we are encountering during training visits to the field. In some areas, most notably all of Subpart Z and most of Subpart H, 29CFR1910, these standards were both too copious and too critical for inclusion in this checklist. While brevity is the object of any checklist, it is secondary to the primary goal of employee safety. In many cases, the standards that I have provided here will require more extensive research through the use of other official publications.

This leads directly to the second hazard, which is the tendency to use checklists as a replacement for the original Regulations, Codes and Policies. That is not the intent, as this checklist is not all-inclusive. It is designed for use as a supplement to those documents, and should complement, rather than replace them. It will remain necessary to be conversant with the appropriate State, County, District, and School Regulations (K-20), in order to ensure the greatest degree of protection. The reference is listed for each item in the checklist as an intentional measure to pull you back to the original document.

If you have submissions for additions, subtractions, changes, or if you have comments pertaining to this document, please submit them to the PAEC. All comments, both positive and negative, are welcome, as they will assist in future revisions of this document. Every effort has been made to ensure accuracy, if a discrepancy is found between this checklist and the original document; the original document will take precedence in all instances.

References:

1. 29CFR1910; General Industry; Jan 2001, 2. Rule 4A-58 State Fire Marshal Florida www.fldfs.com, 3. SREF Florida Department of Education

Foreword

We use regulations to assure statutory and regulatory compliance. PAEC policies, responsibilities and procedures are used to protect and preserve school personnel and property against accidental loss. It also provides for public safety incidental to school operations and activities and safe and healthful workplaces, procedures and equipment.

All standards established by the Department of Labor are adopted as PAEC Safety Standards and will be complied with in applicable school workplaces.

Supervisors will apply OSHA and other regulatory or consensus safety and health standards to school-unique equipment, systems, operations or workplaces, in whole or in part, insofar as practicable.

When standards in school publications conflict with a legal standard such as the OSHA Act, or provide a lower degree of protection, the legal standard will apply. When the school standards are equal to or exceed such requirements in providing workplace safety, the school requirement will apply.

Whenever possible, Supervisors will evaluate the level of safety provided by established safety and occupational health standards to determine if additional safeguards are required. Priority for these reviews will be given to activities with high loss potential.

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Chapter 1.

Risk Assessment Code Matrix and Terms

Hazard severity	Accident probability				
	A Frequent	B Likely	C Occasional	D Seldom	E Unlikely
I Catastrophic	1	1	2	3	5
II Critical	1	2	3	4	5
III Marginal	2	3	4	5	5
IV Negligible	3	4	5	5	5

Severity

I Catastrophic:	Death or permanent total disability, system loss, and major property damage
II Critical:	Permanent partial disability or temporary total disability in excess of 3 months, major system damage, significant property damage
III Marginal:	Minor injury lost workday accident or compensable injury or illness, minor system/property damage.
IV Negligible:	First aid or minor supportive medical treatment, minor system impairment.

Probability

A Frequent:	Individual item - likely to occur frequently in the life of the system, facility, etc. Fleet or inventory - continuously experienced.
B Likely:	Individual item - will occur several times in the life of item. Fleet or inventory - will occur frequently
C Occasional:	Individual item - likely to occur some time in the life of item. Fleet or inventory - will occur several times.
D Seldom:	Individual item - unlikely, but possible to occur in the life of item. Fleet or inventory - unlikely, but can reasonably be expected to occur.
E Unlikely:	Individual item - so unlikely it can be assumed occurrence may not be experienced. Fleet or inventory - unlikely to occur, but possible.

NOTE 1)

Hazards will be assessed using the above table, (Risk Assessment Code Matrix) and a Risk Assessment Code, (RAC), will be determined.

NOTE 2)

Cost of correction, future intended use of the facility and availability of desired alternative methods of control will be considered.

NOTE 3)

Coordination's must be affected between Fire Department and Occupational Health Personnel to ensure that hazards identified by those organizations are entered into appropriate abatement plans.

NOTE 4)

Hazards will be eliminated on a "Worst-First" basis.

NOTE 5)

An abatement plan must be prepared for each RAC 1 or 2 hazard whose correction will exceed 30 days.

Chapter 2.

PAEC Safety Program

Hazard severity	Accident probability				
	A Frequent	B Likely	C Occasional	D Seldom	E Unlikely
I Catastrophic	1	1	2	3	5
II Critical	1	2	3	4	5
III Marginal	2	3	4	5	5
IV Negligible	3	4	5	5	5

Organizational structure:

1. Have additional duty safety personnel been appointed in writing?
2. Are employees assigned as additional duties as safety personnel at school or district level?
3. Have the school safety personnel attended a local safety course?
4. Does the school safety leader have 1 year or more retainability in the school upon appointment?
5. Does the school safety leader give safety duties proper priority?
6. Does the school safety leader report directly to the principal, risk manager, or district office on safety related matters?

Abatement Programs:

1. Are hazards assessed in terms of severity and probability and assigned a Risk Assessment Code, (RAC)?
2. Is coordination effected between Fire Department, PAEC safety coordinator, and Occupational Health personnel to ensure that hazards identified are entered into the appropriate abatement plan?
3. Are hazards eliminated on a "worst-first" basis?
4. Is an abatement plan prepared for each RAC 1 and 2 hazard when corrective action will exceed 30 days?
5. Does the involved school/district approve the abatement plan?
6. Are procedures, such as spot-checking or sampling, used to ensure that interim control measures are being implemented?
7. Are copies of the abatement plan placed in each unit in the place where personnel notices are usually posted?
8. Are violations that are the responsibility of another agency brought to the attention of the responsible official for action?
9. Do PAEC representatives review school/district abatement plans on an annual basis, at a minimum, to ensure adequate resource allocation and to ensure that non-resource intensive corrective actions are accomplished?

Operational procedures

1. Do leaders and managers ensure that physical standards for facilities and equipment meet or exceed safety and health ?
2. Do leaders and managers ensure that the risk management process is incorporated in regulations, directives, SOP's, special orders, training plans and operational plans?
3. Do leaders and managers ensure that SOP's are developed for all operations entailing risk of death, serious injury, and occupational illness or property loss?
4. Do leaders and managers develop and implement actions to meet responsibilities contained in the accident prevention plans?
5. Do leaders and managers provide focus and continuity to safety program efforts?
6. Do leaders and managers ensure that appropriate safety and occupational health training is provided to all personnel?
7. Are all school personnel protected from coercion, discrimination and/or reprisals for participation in the school safety and occupational health program?
8. Do leaders and managers establish specific plans to assure continuity of safety and occupational health services during special and normal school operations?
9. Do leaders and managers conduct an annual safety and loss control program, using results oriented criteria?
10. Do leaders and managers establish procedures to ensure that required Personal Protective Equipment (PPE), is provided, used and maintained in accordance with 29CFR1910?
11. Do leaders and managers establish an effective lab safety program in accordance with appropriate publications?
12. Do leaders and managers publish school procedures to implement effective family, sports and recreation safety programs and identify responsibilities for all subordinate organizations and installations?
13. Do leaders and managers establish effective water safety procedures in accordance with American Red Cross (ARC) and other appropriate publications?

Safety and Occupational Health Inspections of School Workplaces:

1. Are all workplaces inspected at least annually using Standard Safety and Occupational Health Inspections, (SSOHI), procedures?
2. Unless specifically exempted, do qualified safety and health professionals as defined below conduct SSOHI inspections?
 - a) PAEC Safety and Occupational Health Manager/Specialist,
 - b) PAEC Life Safety InspectorOther job specialties will provide support within their respective areas:
 - c) Structural Engineer
 - d) Fire Protection Specialist/Marshal
 - e) Industrial Hygienist
 - f) Occupational Health Nurse
 - g) Environmental Health Technician
3. If the SSOSHI is to be conducted by trained, qualified and appointed collateral duty safety personnel, does the work site meet the following criteria?
 - a) Low risk operations as determined by a written risk assessment.
 - b) Lost time job-related injury rate of no more than 10 per 1,000 personnel, averaged for the last three years.
 - c) A written risk assessment, (IAW 29CFR1910.132), for current operations on file at the work site, conducted by a qualified safety and occupational health professional as previously described.
4. Are collateral duty safety personnel, who are to conduct SSOHIs, appointed and validated by the school district superintendent as possessing the following qualifications, as required by 29CFR1960.57?
 - a) The ability to recognize hazards
 - b) The ability to assess hazards, including the requirement and procedures to contact safety or health professionals when risks are assessed as medium or higher
 - c) The ability to advise on abatement options, complete abatement documentation, and follow up on corrective actions
 - d) The ability to use Occupational Safety and Health Administration standards and PAEC requirements that are appropriate to the worksite(s)
 - e) The ability to use equipment necessary to conduct a thorough inspection
 - f) Completion of supervisor and/or employee training as required by 29CFR1960.55 and 29CFR1960.59
 - g) The conduct of at least one inspection accompanied by a qualified safety and occupational health professional as previously described
5. Do collateral duty safety personnel conduct their SSOHI inspections on a quarterly basis, and does a qualified safety and occupational health professional accompany the collateral duty safety personnel on at least one inspection per year, in order to assure that quality inspections are being conducted?
6. Are **"No-notice"** SSOHIs conducted when local safety and health personnel determine they will provide a significantly more meaningful assessment of actual operating conditions and practices?
7. Is a representative of the official in charge of the workplace and an authorized representative of employees given the opportunity to accompany the inspector during physical inspections of the workplace?

8. Does the SSOHI inspector consult a sampling of personnel on matters affecting their safety and health and offer them the opportunity to identify, in confidence, unsafe or unhealthful working conditions in the workplace?
9. When an "imminent danger" situation is found, are the supervisor and district Risk Manager head notified as soon as possible, and does the inspector provide technical advice to the supervisor on the scene, who will correct the situation or cease the operation and withdraw personnel from exposure?
10. Are notices of violations for RAC 1 or 2 hazards detected during SSOHI inspections recorded and given to the appropriate official in charge of the workplace?
11. Does the official in charge post these notices at or near the hazard within 15 days for safety violations and 30 days for health violations and does the notice remain posted for three working days or until correction, whichever is longer?
12. Do all posted notices describe the nature and severity of the violation, the substance of the abatement plan, and interim protective measures?
13. Are all violations entered on the comprehensive Safety Inspection Log, or the equivalent?
14. Are procedures established to follow up on the correction of deficiencies?

Chapter 3. Prevention of Motor Vehicle Accidents

Hazard severity	Accident probability				
	A Frequent	B Likely	C Occasional	D Seldom	E Unlikely
I Catastrophic	1	1	2	3	5
II Critical	1	2	3	4	5
III Marginal	2	3	4	5	5
IV Negligible	3	4	5	5	5

Safe Driving Operations

1. Are drivers prohibited from driving more than ten continuous hours and from exceeding a combined duty period of 12 hours in any 24-hour period without at least 8 hours of continuous sleep?
2. If more than 10 hours are needed to complete operations, is a qualified assistant driver assigned to each vehicle?
3. Do drivers take 15-minute rest breaks every 2 to 3 hours, or 100 to 150 miles, whichever occurs first, and are 1-hour meal breaks provided?
4. During breaks, do drivers inspect their vehicles and ensure that equipment and cargo is secure?
5. Are headphones and earphones prohibited while operating School Motor Vehicles, with the exception of required and approved hearing protection?
6. Are drivers prohibited from consuming intoxicating beverages in the 8 hours prior to scheduled driving?
7. Are drivers prohibited from eating, drinking or smoking while the vehicle is in motion?

Vehicle Safety Standards

1. Prior to vehicle dispatch, do supervisors ensure that drivers perform proper Preventative Maintenance Checks and Services, (PMCS), in order to ensure the following?
 - a) Proper functioning and adjustment of steering, lights, windshield wipers, horns, warning signals, side and rearview mirrors, restraint systems and other safety devices.
 - b) Restraint systems are readily available to all occupants of the vehicle
 - c) Proper condition, (Clean and serviceable), of windshields, windows, lights, reflectors and other safety devices
 - d) Effective, operable and adjusted service or parking brakes
 - e) No leaks
 - f) That no condition exists that may cause injuries to personnel or failure of a component
 - g) Properly secured loads
 - h) Loads do not exceed design load limits
 - i) Safe transport of personnel
2. Do driver training courses and driver performance evaluations include safety aspects of driver maintenance?
3. Are operators responsible and encouraged to bring any vehicle shortcoming to the supervisor's attention?

