

INSPECTION CHECKLIST



Sample Safety Inspection Checklist for Schools

School: _____

Date: _____

Inspected By: _____

Each “No” answer may indicate a problem.

Yes No FLOORS AND WALKWAYS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are walkways and stairways kept clear of obstructions? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are buckets and mops available to clean up spills so no one will slip? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are non-slip mats, grates, or slip-free coatings used in wet areas to prevent falls? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do stairways have handrails? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are carpets and rugs causing a potential trip hazard? |

Yes No LADDERS AND FALL PROTECTION

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are the appropriate ladders for the job available and in good condition?
Are they inspected before each use? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do ladders have safety feet? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are non-metal ladders used when there is a chance of electric shock? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have maintenance workers, custodians and grounds workers been trained in ladder safety, as needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | If work is done on an elevated work location (above 30 inches or 48 inches if the platform is not part of the building) are guard rails installed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do teachers and other staff have access to step stools, as needed?
Have they been instructed not to stand on unsafe surfaces or furniture? |

INSPECTION CHECKLIST

- | Yes | No | FIRE SAFETY |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are there at least two fire exits for each classroom and any other work areas? (Check with your local fire department for their recommendations.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are fire exits clearly marked and pathways to the exits clear? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been told what to do in case of a fire or other emergency? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there fire extinguishers of the correct type in or close to each classroom and any other work areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the locations of fire extinguishers clearly marked? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do fire extinguishers have up-to-date inspection tags, and are they visually inspected monthly? |
| <input type="checkbox"/> | <input type="checkbox"/> | If employees are authorized to use portable fire extinguishers, have these employees been trained in how to use them? (Annual training is required for all employees authorized to use portable fire extinguishers.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the fire alarm system and sprinkler system regularly tested? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there regular fire drills? |
| Yes | No | ELECTRICAL HAZARDS |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees who use machinery been told how to recognize when a machine has been locked out and tagged (electrical power turned off, locked out and machine tagged)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are electrical cords in good condition (no fraying or other defects)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are power tools and other equipment in good condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is all electrical equipment, including power tools, properly grounded? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there enough outlets so extension cords don't have to be used? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are cords kept out of areas where someone could trip over them, or where they could be damaged? |
| Yes | No | LIGHTING |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there adequate lighting throughout the school, including outdoors for after-school activities? |



- Are the areas around all machines well lighted?
- Are outside pathways and parking lots adequately lighted at night?

Yes No MACHINE GUARDING AND MECHANICAL SAFETY

- Are machines securely attached to the floor?
- Do machines in work areas and vocational classrooms have guards on them?
- Have employees been told to report missing machine guards to their supervisors?
- Do employees know how to turn off machines in an emergency?
- Have employees been trained in how to work safely around machines?
- Are emergency cut-off switches easily located and identified, and do employees know where they are?

Yes No OTHER SAFETY ISSUES

- Are hot surfaces in school kitchens and cafeterias guarded to prevent accidental contact?
- Are sharp objects properly stored so they don't present a hazard?
- Do furniture and equipment have seismic restraints or bracing, if in an earthquake zone?
- Is shelving secured to walls?
- Is there a security system to protect against intruders who might commit an assault in the school?

Yes No CHEMICAL HAZARDS

- Are chemicals (including pesticides, laboratory chemicals, art supplies, and cleaning products) properly labeled and stored?
- Are flammable and combustible liquids inside the school buildings stored in flammable liquids cabinets?
- Has an inventory been done of chemicals used in the school?
- Has monitoring been done to make sure exposure levels are within legal limits?
- Have Material Safety Data Sheets (MSDSs) been obtained for all chemicals in the school or district?

INSPECTION CHECKLIST

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are maintenance workers and other employees told where Material Safety Data Sheets on chemicals are kept? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have the buildings been assessed for lead and asbestos? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there adequate ventilation to keep levels of dust, vapors, gases, and fumes as low as possible? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are local exhaust ventilation systems (such as fume hoods) provided in science labs where toxic chemicals are used, and are they tested regularly? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is annual training being conducted for all employees who use chemicals? |

Yes	No	BIOLOGICAL HAZARDS, SANITATION, AND HOUSEKEEPING
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are adequate toilet facilities provided and well maintained? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there sinks with hot and cold water, and disposable hand towels? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are insects and rodents adequately controlled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there clean eating areas separate from work and chemical storage areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there enough trash containers and are they well-maintained, leak-proof, and emptied regularly? |

Yes	No	ERGONOMIC HAZARDS
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- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Can employees get help when lifting more than 30 pounds (as per NIOSH's recommendation)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been trained in proper lifting methods? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are mechanical lifting devices available if needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are job tasks that require repetitive movements varied or rotated? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are computer workstations set up to avoid awkward postures and to fit the individual needs of workers? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are employees able to avoid standing or sitting for long periods of time? |



- | Yes | No | NOISE |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do workers feel noise levels are comfortable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a program for noise reduction? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do workers know when and where hearing protection is necessary? |

- | Yes | No | PERSONAL PROTECTIVE EQUIPMENT |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is personal protective equipment (PPE) provided as needed (coveralls, gloves, eye protection, respirators, earplugs, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have workers using PPE been trained in its proper use? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is PPE cleaned, maintained, and stored properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are multiple sizes of PPE available to fit different workers? |
| <input type="checkbox"/> | <input type="checkbox"/> | If respirators are used, have workers been fit-tested and is there a Respiratory Protection Program? |

In addition to doing a walk-around inspection to identify possible hazards, you can also check for the following general workplace issues.

- | Yes | No | GENERAL WORKPLACE ISSUES |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees received health and safety training? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there someone in the school trained in first aid and CPR?
Who? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a written Emergency Action Plan and have all employees and students been trained in what to do during an emergency? |

Adapted from materials developed for California Worker Occupational Safety and Health Training and Education Program (WOSHTEP)