

# SAFETY INSPECTION CHECKLIST

Non-School Facility

(Reports due to Risk Management in the months of September, December, March & June)

School Site \_\_\_\_\_ Date \_\_\_\_\_

Person Conducting Inspection \_\_\_\_\_ Quarter (1<sup>st</sup>, 2<sup>nd</sup>; 3<sup>rd</sup>; 4<sup>th</sup>) \_\_\_\_\_

Site Administrator: \_\_\_\_\_ Site Administrator's Signature: \_\_\_\_\_

This checklist is intended to use as a guide to look for unsafe conditions. S= Satisfactory, U= Unsatisfactory, N/A= Not Applicable, PP= Principal Priority, and WO#= Work Order Number

**Public Access to Facility**

	S	U	N/A	PP	WO#
<b>Inspect the following:</b>					
Check driveway for hazardous conditions (large pot-holes, unclear or incorrect directional markings or signage, blind corners, etc.)					
Parking area – check trip/fall hazards, safe pedestrian access from parking to building					
Handicap Parking – available, safe and adequate? Is wheelchair access from parking all the way to inside of building available, safe and adequate?					
Building entrance – adequately marked, safe door access and opening (trip/fall hazards, sturdy steps/handrails where appropriate, water/ice build up potential)					
Handicap access to public areas of building – available where required, safe and adequate? (restrooms, meeting areas, etc.)					
Waiting areas – check trip/fall hazards (carpeting/flooring, furniture type and arrangement, etc.)					
Curb clearly painted/marked i.e.: red for fire; green for loading, etc.					

**Employee Areas**

	S	U	N/A	PP	WO#
<b>Inspect the following:</b>					
Check trip/fall hazards (carpet/flooring, furniture type and arrangement, open file drawers, wet linoleum, etc.)					
Adequate number and arrangement of exits – check for exit signs at all exits (burned out bulbs in illuminated exit signs), blocked exits (boxes/storage in exit path), no locked (from inside) exit doors, adequate exit discharge (clear travel away from building outside exit door)					
Work stations – ergonomically sufficient (note awkward positions/postures, unsafe chairs, etc.). Administrator may request Risk Management to inspect questionable work stations, motions, etc.					
Fire protection – check each fire extinguisher for full charge and date of last service. Initial and date back of tag. Extinguishers or “Fire Extinguisher” signs should be clearly visible. If building is “sprinklered” contact Risk Management for instruction on how to test the system.					
General housekeeping – check for improper storage of material and equipment, clear aisle ways, tools or materials/chemical products improperly stored, flammable products not in fire cabinet, etc.					
Electrical – check for improper use of extension cords (should use only multi-outlet stripes with built-in fuse or circuit breaker and no daisy-chaining of multiple cords), cords across walkways, broken or missing outlet face-plates, frayed cords, open junction boxes, etc.					
Outside areas – check for trip/fall hazards, clear and hazard-free walkways, improperly stored hazardous materials or chemicals, leaking storage containers, proper warning labels/signs for moving machinery, stored flammables, or					

hazardous areas.					
Administrative – check for updated copies of Injury and Illness Prevention Plan (IIPP), posting of Work Comp info and work injury clinic info, binder of Material Safety Data Sheets (MSDS's) located where employees can access them, binder of these inspections.					
Inspect eye wash stations. Does the faucet work, water drain and is the water clear? Is there an inspection tag? Initial and date inspection tag.					
Extension cords not permitted as permanent wiring					
Heavy items stored on lower shelves in storage room (not above shoulder height).					

Describe any unsafe conditions not listed above.


What are you doing in the interim?
