

MILFORD SCHOOL DISTRICT

SAFETY PROGRAM

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SECTION 1: INTRODUCTION

Every employee has the right to a workplace free from occupational safety and health hazards. A Loss Prevention Management Program (Safety Program) is designed to prevent accidents and illnesses, and is established jointly between employees and management.

Unsafe behaviors, unsafe conditions, and accidents are indicators of a weakness in the loss prevention process that is in place. This program provides the framework for safety to be integrated into the system, like any other function, through planning, organization, leadership, and control. A well-trained, motivated, and team-oriented employee in a safe and healthful environment is more likely to be highly productive and less likely to have an accident.

Only through the joint commitment of management and employees can workplace accidents and injuries be reduced or eliminated. Employees are encouraged to not only work safely and report unsafe conditions, but also encouraged to take an active role in safety and health by participating on the Joint Loss Management Committee (JLMC).

SECTION 2: MANAGEMENT COMMITMENT

The welfare and safety of our employees is of prime concern to management. Accidents result in unnecessary suffering and loss of wages, and all too often in permanent disability. Therefore, it is our policy to provide and maintain safe and healthful working conditions and to require safe work practices.

To assure that our best efforts are going toward the prevention of accidents, we are establishing a comprehensive loss prevention management program.

Each of us share a responsibility for the prevention of accidents and we expect that everyone will participate to the fullest to ensure that this will be a safe organization in which to work.

SECTION 3: RESPONSIBILITIES

Management and employees shall be fully responsible for implementing the provisions of this program as they pertain to operations within their respective jurisdiction. The responsibilities listed are minimum and should not be construed to limit individual initiative to implement more comprehensive procedures to control losses and enhance workplace safety.

A. Superintendent and Business Administrator

1. Officially adopt the program.
2. Provide overall support, direction and commitment. Actively participate in the process whenever possible.
3. Clearly communicate with all members of the organization. Emphasize that a joint effort among all parties is critical to the program's success.

4. Ensure that personnel responsible for carrying out the provisions of this program understand it, have a copy of it, and are held accountable for their actions/inactions in accordance with established personnel policies and procedures.
5. Provide required resources.
 - a. Funding - safety equipment; personal protective equipment; training materials and programs.
 - b. Personnel - outside experts; loss prevention consultants; inter-departmental liaisons.
 - c. Time - review and respond to inspection/recommendation/investigation reports; participate in training programs.
 - d. Other, as needed.
6. Respond, in writing, to recommendations made by the Joint Loss Management Committee. (See Exhibit 6 for Joint Loss Management Committee Recommendations form)
7. Provide training for members of the Joint Loss Management Committee in workplace hazard identification and accident/injury investigation adequate to carry out the committee's responsibilities.
8. Ensure that sub-contractors follow all appropriate safety and health standards.

B. Supervisory Personnel

Employees with supervisory duties, whether they are first line supervisors or department heads, have the authority and responsibility to maintain safe and healthful work places and work practices. Specifically, they will do the following:

1. Comply with this program and applicable work rules (see Section 5 for a List of Applicable Work Rules).
2. Ensure that all employees within their jurisdiction comply with the program and follow all work rules (see Section 5 for a List of Applicable Work Rules). Supervisors are expected to set the proper example.
3. Comply with all established personnel policies and procedures as they relate to this program. Specifically, follow disciplinary procedures for violation of work rules (see Section 6).
4. Educate employees within their jurisdiction in the accepted way of performing each task, the nature of the hazards involved, the necessary precautions to be taken, and the use of protective and emergency equipment required (see Section 5).
5. As necessary, meet with staff to review accidents which have occurred and to discuss plans and ideas to bring about additional loss prevention measures.
6. Carry out additional inspections, investigations, and administrative duties as outlined in Sections 4, 5, and 7.
7. Be accountable for accidents, incidents, and near-misses involving their staff, especially if it is determined that additional preventive measures can or should have been taken. A supervisor's capability to supervise is measured by the efficiency of his/her operation.
8. Include an evaluation of an employee's safety behavior in each formal performance

appraisal. This record may highlight specific performance deficiencies that must be recognized and corrected.

C. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers. Employees shall:

1. Understand and follow all work rules (see Section 5).
2. Wear required personal protective equipment, including seat belts (see Section 5 and District Policy #2418 - Seat Belt Policy).
3. Report all unsafe acts and conditions to the supervisor.
4. Operate only the machines and equipment that they have been authorized and trained to operate by the supervisor.
5. Follow all accident reporting procedures (see Section 7).

SECTION 4: SAFETY AND HEALTH COMMITTEE

The purpose of the Joint Loss Management Committee (Safety Committee) is to bring workers and management together in a non-adversarial, cooperative effort to promote workplace safety. They have the potential to significantly improve workplace safety and productivity, enhance employee relations, morale and health, and provide significant financial savings in Worker's Compensation.

I. Organization

A. Size-

1. Employers with more than 20 employees are required to have a minimum of 4 members on the Committee.

B. Membership and Structure

1. Committees are required to have equal numbers of employer and employee representatives.
2. Employee representatives shall be selected by the employees according to the following guidelines: When the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members
3. Committee members must be representative of the major work activities (key work areas) of the employer.
4. Any employee who participates in committee activities in his/her role as a committee member including, but not limited to, attending meetings, training activities, and inspections, shall be paid at his/her regular rate of pay for all time spent on such activities.
5. The Committee is required to elect chairperson. The position of a chairperson must be rotated between employee and employer representatives.

II. Duties and Responsibilities

A. General

1. Meet at least quarterly.
2. Develop and disseminate to all employees a Committee policy statement.
3. Maintain clearly established goals and objectives of the Committee, and disseminate them to all employees.
4. Review workplace accidents and injury data to help establish the Committee's goals and objectives.
5. Provide an open forum for free discussion of both accident problems and preventative measures.
6. Establish specific safety programs which, but are not limited to, the following;
 - a. Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence,
 - b. Provisions for health and safety inspections at least annually for hazard identification purposes
 - c. Performance of audits at least annually regarding the inspection findings.
 - d. Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls
 - e. Written response, by the employer, to recommendations made by the Committee.
7. During the inspections, discover unsafe conditions and practices, and determine their remedies.
8. Ensure that the required training and familiarization is provided for all employees so they may perform their work in a safe and healthy manner.
9. Assist with the identification of temporary alternate tasks.

A. Accident Review – All accidents and subsequent recommendations for prevention are reviewed and approved/returned for clarification. Any recommendations made are followed through to completion, and communicated to other departments with similar exposures.

B. Inspections – the committee may choose to conduct an inspection of a particular location/piece of machinery/job site. Any recommendations will be communicated to those responsible for completing them.

C. Communication of Relevant Information

1. Meeting Minutes -The Committee is a functioning body of and for the employees. All information from the meetings should be distributed, or at a minimum, posted.
2. Literature - As committee members come across safety information/literature, it should be made available to others.

3. Suggestions - Committee members need to listen to and present safety suggestions from co-workers to the Committee.

D. Recordkeeping

1. Minutes of all Committee meetings must be kept on file.
2. As the Committee is a functioning body of and for all employees, the minutes of each meeting must be made available to all employees.

SECTION 5: SAFETY RULES AND STANDARDS, SAFETY STATUTES

APPLICABLE WORK RULES

As previously stated in the Loss Prevention Management Program, the Milford School District attempts to put as few restrictions on their employees while in the work environment. However, due to the need to provide a safe working environment for all employees of the Milford School District, certain safety rules have been established. Although these safety rules are rather lengthy, it is important that the employee be familiar with all of these safety rules.

For ease of the employee, the safety rules have been categorized that parallel the safety inspection report. It is required that all employees be knowledgeable of these safe working practices and will cooperate entirely with the rules.

The employee will...

Emergency Response

- Will know the appropriate procedures to follow in the event of an emergency.
- Will know where the emergency telephone numbers are posted and where to call in an emergency.

Personal Protective Equipment

- Will use all safety equipment when required by labels or by the Business Administrator and/or Director of Building & Grounds.
- Will maintain safety equipment in an operational state and will store all safety equipment properly.
- Will clean their safety equipment and be certain the equipment is not contaminated with any foreign material.
- Will use hearing protectors in high noise areas.
- Knows where the eye wash facilities are located and the proper procedures on how to use this facility.
- Knows where the first aid kit is located and knows how to use all supplies contained in the first aid kit.
- Will not smoke while on school property or while in a District-owned vehicle.

- Will not report to work intoxicated by or consume alcohol while at work.
- Will not come to work while on illegal and/or non-prescribed prescription drugs or take same while at work.

Housekeeping/Employee's Facilities

- Will keep work area clean and sanitary.
- Will keep work area in an orderly state.
- Will keep hallways clear of obstructions.

Training

- Will know where all fire extinguishers are located and which extinguisher should be used on which fire.
- If required, will carry HMIS (Hazardous Material Identification System) pocket card on person at all times.
- Will consistently be in compliance with safe work habits.
- Will utilize safe lifting techniques.
- Will not operate machinery unless properly trained.
- If required, will know and understand an MSDS sheet and Right to Know law.

Means of Exit

- Will not obstruct any exterior exit.
- Will not obstruct interior classroom passageways.

Fire Protection

- If required, will be trained in use of fire extinguishers.
- If required, will check fire extinguishers on a monthly basis and have them recharged when necessary.
- Will not leave flammable liquids out of approved vaults.
- Will put combustible waste materials in approved metal containers.
- Will report immediately to the Business Administrator or Director of Building & Grounds any area that may be considered a potential fire hazard.

Electrical Safety

- Will report and not use any frayed electrical cords.
- Unless authorized, will not tamper with or open any electrical panels.
- Will not use any electrical portable equipment without the prior approval, and certification that the equipment may be used, of the Director of Building & Grounds.
- Will report as soon as practical, any obvious hazard to life or property observed in connection with electrical equipment or lines(s).

Material Handling & Safety

- Will not attempt to lift items that are too bulky or heavy to be handled by one person.
- Will stack all materials neatly and make sure pile(s) are stable.

- Will keep storage areas free of tripping obstacles.
- Will use hand trucks whenever possible.

Machine Guarding

- Will not operate defective equipment and/or machinery.
- Will report defective or hazardous equipment to the Director of Building & Grounds immediately.
- Will keep all machinery and/or equipment clean.
- Will operate any machinery or equipment only after receiving training.
- Will make sure that all safety attachments are in place and or properly adjusted prior to operating any machine and/or equipment.
- Will not operate any machine or equipment at unsafe speeds.
- Will shut off all equipment that is not in use.
- Will wear all protective garments and equipment necessary.
- Will not wear loose, flowing clothing or have unsecured long hair while operating machinery and or equipment.
- Will never repair or adjust any piece of machinery or equipment unless specifically authorized to do so by the Director of Building & Grounds.
- Will never oil, clean, repair or adjust any machine while it is in motion.
- Will put tools, equipment, and machinery away when they are not in use.
- Will not remove any piece of machine guarding or safety equipment prior to operation of the machine.
- Will inspect all belts, pulleys, rotating shafts, chains, sprockets, gears and/or nip points before using, to determine that machinery is appropriate for operation.
- Will not use any saw for ripping that does not have an anti-kick back devise.
- Will inspect that the machinery or equipment to be used is anchored appropriately and will not tip over while operating.
- Will know where the power shut-off switch is located prior to operation of any piece of machinery or equipment.

Ladders

- Will inspect a ladder for stability and good working condition before utilizing that ladder.
- Will ascend or descend a ladder while facing the ladder.
- Will not use the top step of an ordinary step ladder as a step.
- When using extension ladders, the top of the ladder will be at least three (3) feet above the elevated surface in which the employee wishes to ascend.
- Will only raise or lower an extension ladder while standing on the ground.
- Will not use and will immediately remove from service any ladder that is found to be defective or not complete.
- Will be prohibited from placing a ladder on top of a box, barrel or other unstable base to obtain additional height will not use the ladder for a brace, skid or any other purpose that it was not attended.
- Will not use a metal ladder when working around energized parts of equipment, fixtures or circuit conductors.
- Will use common sense while using a ladder.

HMIS/MSDS

- Will know where the written hazard communication program, dealing with Material Safety Data Sheets, is located.
- If required, will know which Material Safety Data Sheets pertain to the material that the employee uses.
- Will know what the warning labels are for each type of hazard.
- Will not use any chemicals that are in containers that are not fully labeled in accordance with HMIS/MSDS procedures.
- Will not use any chemicals or cleaning/sanitizing products that aren't approved for use in the buildings by the Director of Buildings & Grounds.

Miscellaneous

- Will not participate in "horse play", tease or otherwise distract fellow employees.
- Will not run on school premises.
- Will not stand on chairs, stools or other devices not designed for climbing.
- Will never start on a job without being completely familiar with the safety techniques which apply to it.
- Will not use any chemicals without proper training procedures administered to the employee.
- Will be familiar with the signs of chemical poisoning for each type of chemical.
- Will use common sense in all issues, practices, and procedures by the employee for safety in the workplace.
- Will never put a fellow employee in jeopardy or in an unsafe condition either caused by the employee or has the potential to be caused by the employee.
- Will cooperate at all times with the Safety Committee, Business Administrator, Superintendent of Schools, and/or School Board in safety related issues.
- Will complete in detail, all necessary paperwork and reporting requirements for any workers' compensation injury and/or accidents.

The Milford School District and the employee, both realize that all safety rules can never all be recorded as situations are constantly changing. Both parties do agree that the employee will be responsible for the use of good common sense and will not take any "short cuts" on a task where personal safety is put at risk. Only through a responsible, safety conscious employee will the District be able to have a safe work environment.

Mandatory:

ALL DEPARTMENTS: State of New Hampshire Department of Labor Administrative Rules for Public Employee Safety and Health Chapter 277.

ALL DEPARTMENTS: State of New Hampshire Department of Labor Workers' Right to Know Act; Chapter 277-A.

INSPECTIONS

Supervisors are responsible for conducting necessary safety inspections, and recording their

findings. Any unsatisfactory conditions are to be dealt with in the appropriate manner.

A. Frequency

Formal inspections of the work area and equipment are to be conducted regularly (annually at a minimum). Additional inspections of specific pieces of equipment or job sites may be required by the applicable work rules. Supervisors are expected to constantly be alert for unsafe acts and conditions, and take necessary corrective action.

B. Guidelines for Correcting Unsatisfactory Conditions

1. First and foremost, take the necessary action to prevent an injury (remove the tool from service, post a warning sign, etc.).
2. If within your authority, take steps to permanently correct the hazard. Report all action taken to your department head/supervisor.
3. If you do not have the authority to correct the problem, take steps to prevent an injury as a result of it. Then, report the problem and your recommended solution to the person who has the authority to correct it.

C. Recordkeeping Guidelines

1. Document the inspection. At a minimum, record the inspection date, location/piece of equipment, inspector's name, list of unsatisfactory conditions noted, action taken, and a list of recommendations (see Exhibit 6 for sample Inspection Reports).
2. If unsatisfactory conditions were noted, send a copy of the report to your department head/supervisor, and keep a copy in your file. If no unsatisfactory conditions were noted, just keep the inspection report in your file.

SECTION 6: DISCIPLINARY POLICY

Employers are required to promulgate safety policy and disciplinary procedures to deal with those employees who fail to comply with a safety program. Implicit in these requirements is the expectation that the safety program and disciplinary procedures will be enforced.

The employer must remember that an unenforced rule is no rule at all, and that silence implies consent, so supervisors must be prepared to actively and fairly enforce the rules.

The keys to an effective disciplinary procedure are as follows:

- the employee must know the rules and the consequences for violating them, and
- the rules must be enforced, and
- the enforcement cannot be arbitrary and capricious.

A progressive disciplinary process insures that the rights and obligations of the employer and employee are guarded.

The employer, in all cases of alleged misconduct, must conduct a thorough and fair investigation before administering discipline. In addition, the employer must use discipline in a fair and consistent fashion. Simply stated, the employer must implement the discipline for every employee and the penalty must reasonably be related to the seriousness of the proven offense and the employee's record. It is essential that the employer maintain accurate records of each instance where discipline is administered, and not let the employee talk the employer out of administering the penalty.

A fair process requires that the employer inform the employee of the precise nature of the offense and any verbal or written warning tells the employee the consequences of further violations. A fair process also allows the employee to present his/her version of events and any evidence or mitigating circumstances.

DISCIPLINE POLICY

It is the Milford School District's policy to place as few restraints on personal conduct as possible. We are justifiably proud of our employees and the manner in which they conduct themselves. We rely on individual good judgment and sense of responsibility. Each employee is expected to act in an appropriate manner. However, for the protection of our property, business interests, and other employees, we have established certain rules of conduct. Violations of any rule cannot be ignored.

These statements are made for your information and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. It is only fair that you should be familiar with those rules the organization considers to be important. It is also fair that you be apprised of the procedures to be used should any disciplinary action be required. We believe in using a process that is fair to all, yet maintains employee responsibility.

For these reasons we use a progressive discipline model for handling disciplinary/performance issues. This model is designed to bring deficiencies to the attention of the employee in as non-confrontational a manner as possible. Specific disciplinary procedures, as applicable, are outlined in collective bargaining agreements and/or the *Classified Staff Handbook*.

Department Heads and/or Supervisors are responsible for counseling employees as problems occur, involving adherence to the policies, procedures and rules of the organization and work unit.

SECTION 7: ACCIDENT REPORTING & INVESTIGATION

A workers' compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are specific State requirements for reporting these injuries which are summarized in this Section.

A. Accident Reporting

1. All accidents or incidents are to be reported immediately to the responsible supervisor.
2. Supervisors will be responsible for ensuring that enough information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (form 8WC). Supervisors will forward a statement of injury to Human Resources within 24 hours.
3. The First Report of Injury Form will be completed and processed by Human Resources within five calendar days. Human Resources will also complete any other required forms.
4. Injuries requiring only common first aid must also be reported following these guidelines.

B. Accident/Incident Investigation

The immediate supervisor, or other designated individual, will investigate all accidents, incidents and near-misses which occur within their area of responsibility. The purpose is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. The goal of all accident and incident investigation is to prevent recurrence, not to find fault. An accident investigation report should be completed if the accident is serious in nature, or had the potential to cause serious injury (see Exhibits for a sample Accident Investigation Report). Employees involved in a workplace accident must also fully cooperate with any investigation conducted by the Workers' Compensation insurance company.

Guidelines for Conducting Investigations:

1. Investigate the scene as soon as practicable after the accident/incident noting conditions, location of equipment, physical objects, and witnesses. Make notes and draw sketches as needed.
2. Interview witnesses soon after the accident so the facts will be fresh in their mind. Be certain that they understand that no blame is being placed - you are simply trying to gather facts to prevent a recurrence.
3. Interview the victim *when the timing is right*. Be sensitive to his/her physical and emotional condition.
4. Make recommendations to prevent similar occurrences. Terms such as "employee was careless" have no place in a factual report.

SECTION 8: SAFETY EDUCATION AND TRAINING

Safety education and training raises the employee's level of safety awareness and also provides management with an opportunity to demonstrate their concern for the welfare of employees.

A. Types of Training

1. Specific/On the Job - Employees will be instructed by the supervisor in the proper method

of performing each job, the hazards associated with it, the required personal protective equipment, and any necessary emergency procedures. This will be done as required by the work rules, when changes in the job occur, or whenever deemed necessary by the supervisor.

2. Follow-up - When the supervisor identifies the need, follow-up training will be conducted. At a minimum, this training will be provided to all employees after an accident or near miss.

B. Recordkeeping

1. Specific training -Documentation of training provided for specific tasks (e.g. proper shoring techniques) is strongly recommended. It can consist of a brief description of the training, the date and instructor's name, and a list of those attending. The supervisor can keep these lists.

SECTION 9: EMERGENCY RESPONSE PLAN

The Milford School District Emergency Management Plan is a comprehensive document detailing the proper response to different types of emergencies and identifying the roles of various key individuals. Management and employees are responsible for knowing, understanding and performing their roles, if they have been so designated.

A copy of the Emergency Management Plan is located in the main office or each school building. A copy of the Emergency Plan Flip Book highlighting the steps to take in event of a number of types of emergency situations is located in every classroom and function area in every building. The Flip Book also includes lock down and evacuation procedures as well as maps of the building showing evacuation routes.

Handling Emergencies - Judgment is a key factor in the handling of an emergency. Employees are expected to exercise their best judgment based upon circumstances. The following is a list of guidelines to follow, however, if there is any question whatsoever about the seriousness of an injury, call for help.

1. Refer to the Emergency Plan Flip Book and follow the procedure for the type of emergency.
2. Call the appropriate emergency service (medical, fire, police, rescue).
3. Ensure that first aid is provided.
4. Notify the supervisor.
5. Ensure that action is taken, whenever possible, to prevent additional injuries (i.e. "secure the scene").
6. Follow reporting and investigation requirements.

SECTION 10: SAFETY AND HEALTH COMMUNICATION

A copy of the Safety Program will be made available to every employee. Employees are required to

familiarize themselves with the Program.

Employees are strongly encouraged to suggest safety or health changes, to report unsafe conditions or equipment to a supervisor, and administrator, the Business Administrator, the Director of Buildings & Grounds, or any member of the Joint Loss Management Committee (Safety Committee).

Joint Loss Management Committee meeting dates, times, and locations will be posted. Employees are encouraged to participate in the JLMC or to attend its meetings. Minutes of the meetings will be posted and made available to all employees.

Safety tips will be included in communications such as newsletters sent to employees. Suggestions are welcome.

EXHIBITS

NOTICE OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE

This is to notify the Milford School District, SAU 40, 100 West Street, Milford, NH 03055 in accordance with RSA 281:18 that I, while in your employ, sustained an injury or contacted an occupational disease.

Name of Employee: _____	SS #: _____
Occupation: _____	Your Work Location: _____
Home Address: _____	Work Phone #: _____
	Home Phone #: _____
I sustained an: <input type="checkbox"/> Injury <input type="checkbox"/> Illness	On Date: _____ / Time: _____
At (location): _____	Witnessed by: _____
Describe fully how the accident occurred / illness was contracted and what you were doing at the time:	
Weather conditions at time of accident: _____	
Surface conditions at time of accident: _____	
School Nurse's Statement of Initial Treatment: _____	
Part(s) of body injured: _____	
Recommended Follow Up Treatment by School Nurse: _____	
<input type="checkbox"/> Go to the Emergency Room	<input type="checkbox"/> See your Primary Care Physician
<input type="checkbox"/> Other: _____	<input type="checkbox"/> No further medical treatment required

Employee's Signature: _____ Date: _____

Nurse's Signature: _____ Date: _____

Please return this completed form to the SAU Office immediately for timely processing.

Milford School District Safety Committee

Employee Accident/Injury Follow-up Questionnaire

Dear Employee,

In an effort to help prevent accidents and injuries (that could have been prevented), the Safety Committee would like you to provide us with some additional information (in an anonymous manner, if you prefer) regarding your accident/injury.

1. What was your injury/accident? _____

2. Do you feel that this accident/injury could have been prevented?

_____ YES _____ NO

If you answered YES above, please let us know how you feel it could have been prevented:

3. Was this accident/injury caused by an equipment failure or a building hazard?

_____ YES _____ NO

If yes, was it reported on a building level?

_____ YES _____ NO _____ NOT APPLICABLE

4. Was this accident/injury caused by a specific weather condition?

_____ YES _____ NO

If yes, please note the weather: _____

5. Any comments or additional information you would like to share with us?

Please return this form to the Human Resources Office. Thank you!

GENERAL BUILDING CHECKLIST

Date: _____

Names of those inspecting:

Building: _____

AUDITORIUMS {if applicable}:	COMMENTS
1. Are fixed seats firmly secured to the floor?	
2. Are aisles and walkways free of trip hazards?	
3. Are the stairs leading to the stage provided with a handrail?	
4. Are backstage areas lighted sufficiently to prevent slips and falls?	

BOILER / ELECTRICAL / MECHANICAL ROOMS:	COMMENTS
1. Are the doors shut and locked when not in use?	
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?	
3. Is the room clean and orderly and not used for storage of non-essential materials and items? (Holiday decorations, spare or old books, etc.)	
4. Are the floors free of standing water or liquids?	
5. Are electrical panels and breaker boxes clear of obstructions?	
6. Are electrical boxes, switches and receptacles covered?	
7. Are 3' clearances maintained front and side of all electrical transformers and electrical panels?	

CLASSROOMS:	COMMENTS
1. Are all exit doors unobstructed for quick and easy evacuation in emergency situations?	
2. Do floors have cords, books, debris or other trip hazards?	
3. Are chairs, seats, desks and lockers hazard free?	
4. Are windows free of breaks and cracks?	
5. Are closets and storage rooms clean and orderly?	
6. Are rooms neat and clean? (Trash removed, no evidence of structural rot / pests, etc.)	
7. Is all fabric and stuffed furniture fire rated?	

ENTRANCES/EXITS:	COMMENTS
1. Is the entrance well lit?	
2. Are floor mats provided on the inside of all entrances?	
3. Are floor mats maintained in such a manner as to prevent tripping?	
4. Are steps in good condition with no broken or loose steps?	
5. Is a handrail installed and is it firmly attached?	
6. Is there a sign directing all visitors to sign in at the office when entering the facility / building / school?	
7. Are exits properly marked?	
8. Do all exit doors open outwards with the path of egress?	
9. Are exit doors chained or padlocked when employees and/or children located	

in the building? (Chaining or padlocking an emergency exit door with employees or children in a facility or school is a fire code violation.)	
10. Do all exit doors open freely and provide an unobstructed path to an outside public area?	
11. Are exit paths marked and maintained free of debris and other items that can block or partially block the exit? There must be a minimum width of 22 inches for all exit paths and doors.	
12. Are glass side panels marked to distinguish them from glass doors?	

GYMNASIUMS {If applicable}:	COMMENTS
1. Are the bleachers in good condition and provided with guardrails if greater than 4 feet from the ground elevations?	
2. Are lights protected from glass breakage?	
3. Is the floor in good condition?	
4. Are all exits properly marked and maintained?	
5. Are there mats behind the basketball goals and in other areas where students can run into or fall from heights (ropes, balance beams, parallel bars, etc.)?	
6. Are locker rooms and shower facilities kept clean and free of standing water?	

HALLWAYS:	COMMENTS
1. Are all hallways and entrances to rooms well lit?	
2. Are all areas clean and free of loose materials and debris that could create a tripping hazard?	
3. Are all areas free of tripping hazards (cords, boxes, furniture, etc	

4. Are the flooring materials in good condition? (No loose or broken tiles / boards; torn, wrinkled or bunched up carpets.)	
5. Are lockers, cabinets, display cases, and other items securely mounted to the wall or floors?	
6. Are fire doors not blocked open (if applicable to include classroom doors)?	
7. Are fire extinguishers and fire alarm pull boxes, properly identified, accessible, and securely mounted?	

KITCHEN AND DINING AREAS:	COMMENTS
1. Is the working area adequately lit?	
2. Are floors in good repair and of non-skid variety?	
3. Are hood filters clean and in good repair?	
4. Are cooking surfaces and hood areas protected by a fire extinguishing system?	
5. Are chairs, tables, and other items of equipment in dining areas and kitchen in good repair?	
6. Are electrical outlets equipped with ground fault circuit interrupters?	

LABS / STORAGE / CUSTODIAN / CLOSETS:	COMMENTS
1. Are the doors shut and locked when not in use?	
2. Are all chemical containers clearly labeled with the name of the chemical and any warnings?	
3. Are items stored neat and orderly?	
4. Are the floors free of standing water or liquids?	
5. Are extension cords and power cords on	

equipment in good repair?	
6. Are heavy items stored on floor or bottom shelves?	
7. Are shelves adequate for intended load and fastened to wall?	
8. Is proper ventilation provided for toxic vapors, e.g. solder, paint, emissions, dust, etc.?	
9. Are chemicals clearly labeled?	
10. Are chemicals compatibly stored?	
11. Are large containers of acids stored together on bottom shelves or in acid storage cabinets/closets?	
12. Is the ventilation adequate for work performance?	
13. Are protective goggles or face shields provided and worn where there is a danger of flying particles or corrosive materials?	
14. Is there at least 18" of clearance around fire sprinkler heads?	

MACHINE GUARDING	COMMENTS
1. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing?	
2. Is there a power shut-off switch within reach of the operator's station?	
3. Can all power sources to each machine be locked out for safe maintenance or set-up?	
4. Are foot-operated switches guarded or arranged to prevent accidental operation from personnel or falling objects?	
5. Are all emergency stop buttons colored red?	
6. Are all pulleys and belts within 7' of the floor properly guarded?	

7. Are all moving chains and gears guarded?	
8. Are machine guards secure and arranged so that they do not pose a hazard by their use?	

MEDICAL AND FIRST AID:	COMMENTS
1. Are means provided for a quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?	

MISCELLANEOUS:	COMMENTS
1. Are lockers in good condition and secured to the floor or wall without sharp projections?	
2. Is the playground equipment in good condition (elementary)?	
3. Are traffic controls adequate on school grounds?	
4. Are stage areas in good repair, e.g., safeties on winches, wire ropes to hold screens, safety chains on lights, screens, etc., as needed?	

OFFICE AREAS:	COMMENTS
1. Are electrical cords covered or secured to prevent a tripping hazard?	
2. Are file cabinets, shelves, partitions properly secured and free of loose items lying on top of them?	

RESTROOMS:	COMMENTS
1. Are floors clean and dry to prevent slips and falls?	
2. Are toilets, urinals, & sinks secured firmly as designed?	
3. Is the restroom well lit?	
4. Are the restrooms maintained in a clean	

