

## Eugene School District 4J School/Department Safety Inspection Checklist

(Scan/e-mail all 6 pages of this inspection to **asbury\_s@4j.lane.edu**)

Site: \_\_\_\_\_ Date: \_\_\_\_\_ Inspected by: \_\_\_\_\_

### GENERAL

- Fire Lane in front of school kept clear.
- Hazard Communications/MSDS Binder kept in both the main office and the custodial office. MSDS's may also be kept online.
- All electrical cords that are across or adjacent to foot traffic areas are taped down or tied up and stored out of the way.
- All electrical outlets within 4' of water source are GFCI protected.
- All Emergency Exits are marked and kept clear. A 36" pathway is maintained.
- Emergency Evacuation Maps are present in all rooms of the school, easily read and applicable to the area.
- Emergency Planning Manuals (Hanging) are present in each workspace and classroom. Pertinent information regarding the school is listed in the manual.
- Power Strips used in place of extension cords.
- Fire Extinguishers serviced annually, inspected monthly with attached tags dated and initialed.
- Entry doors to areas with electrical panels are properly labeled. Make sure there are no open breaker slots inside panel. Do not store material 3' directly in front of the panel. There should be a clear path to the panel.
- District AND Site Safety Committee last month's minutes are posted on the site's required poster Bulletin Board (with other Federal/State/BOLI posters ie minimum wage)

- All Secondary Containers (squirt bottles, spray bottles, coffee cans, glassware, etc.) have appropriate hazard labels.
- Overhead storage, wherever necessary, is secured and stable, where no objects may fall on students or staff.
- Upstairs storage or other open areas have appropriate guardrail systems and maximum weight capacities present.
- Shelves are stable and secured to wall or floor for stability.
- Paper cutters in all areas have finger guards and the blade does not drop when arm is raised and released.

### INDOOR AIR QUALITY

- Filters are replaced per maintenance schedule.
- Approved Arts and Crafts supplies used.
- Other \_\_\_\_\_

### INTERCOM EMERGENCY SYSTEM

- Random test of Intercom system reveals all areas of the school, including corridors and outside areas, can be notified of an emergency.

### CAFETERIA

- Cafeteria tables easy to operate.
- Wet Floor Caution signs available and used as needed.
- Exits properly marked with lighted signs and kept clear at all times.

**HOUSEKEEPING**

- Aisles, stairs, hallways and walking surfaces kept clear of obstacles and debris.
- A minimum 22" clearance is maintained for all walking/working areas.
- Desks, chairs and tables are in good repair.
- Slip / Trip & Fall issues.
  - Floors in good condition with no missing tiles, carpet tears, etc.
  - Areas with high fall potential (around drinking fountains, entryways, etc. Have been identified and hazards addressed.
  - Use high visibility tape or paint to point out hard to see steps, cracks, trip hazards.
- Stored items are kept in a neat and well organized manner to prevent spillage, or falling debris.

**HEALTH ROOM**

- Bloodborne Pathogens program posted on wall.
- Mouth Shield and latex gloves readily available for emergency use by all staff other first aid supplies easily accessible.

**STAFF ROOM/OFFICE AREAS**

- Safety Committee Meeting minutes posted.
- OSHA Poster and Employment Law posters present.

**KITCHEN**

- Mesh glove used for slicer use and cleaning and can recycling.
- Eye, Hand and Respiratory protection worn when handling dishwasher chemicals.
- Heavy items stored between shoulder and knee height. Lighter items stored on upper and lower shelves.
- If anti-fatigue mats are used, are mats in good condition?
- Wet floor areas kept clean. Mops & mats available as needed.

**SHOPS (If Applicable)**

**WOOD SHOP**

- No excess woodchips piled up creating fire hazard

**Machine Guarding:**

- Table Saws:
    - Blade guard in use at ALL times.
    - Splitter located behind blade.
    - Push sticks available and used.
    - Anti-kickback fingers on front of blade for ripping operations.
  - Radial Arm Saws:
    - Blade cannot extend beyond table.
    - Blade has automatic return.
    - Ring guards present on both sides of blade.
    - Anti-kickback fingers on front of blade for ripping operations.
  - Band Saws:
    - Unused portion of blade protected.
    - Guard dropped to cover full blade when not in use.
  - Routers have point of operation protection.
  - Portable power tools double insulated, or with ground prong if not double insulated, and with undamaged cord.
  - Hand tools in good condition.
  - Housekeeping – Slip, trip & fall issues identified and controlled.
  - Compressed gas cylinders chained at the belly of the tank. Oxygen and Acetylene stored at least 20' apart.
  - Grinders in alignment, with wheel within 1 1/4" of tongue guard and 1/8" of tool rest.
  - All nip points guarded (where belts meet pulleys, etc).
  - Screens used during welding operations.
  - Good ventilation for woodworking and paint booth operations.
  - Personal Protective Equipment available and worn.
- MECHANICAL/BOILER ROOMS**
- Drive belts fully enclosed, front and back.
  - At least 6 1/2' headroom, or padded/highlighted with bright color if less.
  - Existing sharp edges are padded.
  - Sign posted prohibiting long hair, loose clothing, in all mechanical/boiler rooms.
  - Rotating shafts are guarded.
  - Electrical junction boxes have covers.
  - Fixed ladders have rungs a maximum of 12" apart and a minimum of 7" from wall.

**CUSTODIAL**

- Trash is emptied in a safe, ergonomic manner, minimizing strain potential.
- Furniture is moved in a safe, ergonomic manner, minimizing strain potential.
- Safety ladders are in each room and hung on wall hook, when not in use.  
- If ladder is missing, what room(s)

---

- Custodian ladders are secured to wall when not in use, when necessary.
- ALL ladders are in good condition  
- If ladder is damaged, identify location and provide details

---

- Flammable items are stored in a Hazardous Chemicals Fireproof Cabinet.
- Tools are properly stored and in good condition.
- Fluorescent bulbs and light bulbs are protected if under 7 ½' of height, within 12" of stored items, or if possibility of breakage exists.

**GYMS/AUDITORIUM**

- Exits properly marked with lighted signs and kept clear at all times.
- Emergency lighting system operational and inspected regularly.
- Stairs with 4 or more risers have handrails.
- Stairways adequately lighted when auditorium is dark.
- Stage lighting secured with emergency straps.
- Standard railings present on overhead .
- Platforms: 39"-42" top rail with mid-rail and 4" toe board.
- PE Storage – Trip & fall hazards controlled.

**Other****CLASSROOMS**

- All chemical or water containers have appropriate labels.
- Proper Personal Protective Equipment present when necessary.
- No heating elements in use where students are present (coffee pots, toasters, etc.).
- Mats in front of exit doorways are non-skid.
- A clear pathway of 36" is clearly designated & maintained at all times, to the emergency exit.
- Ladders are present and used for accessing high objects.
- TV's are secured to carts.
- Portable heaters have tip over switches and are not in use near flammable products.
- Classrooms/Hallways in compliance of the Fire Marshall Code 803.3.2 (Artwork & Teaching Materials).



Type of Surfacing:	Max. Fall Height:	Min. Depth Surfacing: (See CPSC Guidelines)
--------------------	-------------------	---

<b>Equipment List</b> ✓ = OK 1 = Repair/Remove Immediately 2 = Work Order 3 = Schedule Replacement	Hardware Tight	No Corrosion	Not Worn	No Missing Parts	Not Broken	Surfacing	Notes
<b>Composite Structure</b>							
• Stairs							
• Platforms							
• Handrails							
• Barriers							
• Ladder (type: )							
• Slide: (type: )							
• Fire Pole							
• Overhead Climber							
• Track Ride							
• Twirling Bars							
• Swings: (standard) single axel							
• Swings: tire							
• Dome Climbers							
• Overhead Climbers Ladder, Rings							
• Other Equipment							
• Other Equipment							
• Other Equipment							
• Other Equipment							
• Litter	<b>REMOVE</b>						
• Trip Hazard							



