

Greater Albany SD 8J
Administrative Regulation

Code: **EBA-AR**
 Adopted: 5/80, 5/83, 11/03/95
 Revised: 3/12/01, 4/27/09
 Orig. Code(s): AR 7701, AR 7701-A, AR 7610-H

Safety Inspection Report

Instructions:

- a. Complete inspection on/by each of following dates: October 31, January 31, April 30.
- b. Take action to correct or warn employees and students of potential hazards.
- c. If assistance is needed to correct hazards, send work order to physical plant director.
- d. Send copy of each completed checklist to Risk Management at the district office.
- e. Post copy on bulleting board.

Location: _____

Date of Inspection: _____ Conducted by: _____

Reviewed by administrator: _____

Signature

I. Entrances and Exits

	YES	NO	N/A
1. Is lighting adequate with no glare or shadows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is inclement weather protection provided, i.e., mats, safety strips, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are tripping hazards eliminated, i.e., threshold plates in good repair, absence of cords, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all exit doors easily opened from the inside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are all exit lights working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there an emergency evacuation plan posted in each classroom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. Stairs and Hallways

1. Is housekeeping adequate, i.e., floor dressing properly applied, adequate sweeping and pickup procedures, etc.?	□	□	□
2. Is lighting adequate to eliminate glare and shadows?	□	□	□
3. Are treads in good repair and of nonskid materials?	□	□	□
4. Are handrails provided on both sides and in good repair?	□	□	□
5. Are hallways and stairs free of storage materials, equipment, etc.?	□	□	□

6. Are ramps provided with nonskid surfaces and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
7. Are all elevation differences between floors clearly defined and properly lighted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all self-closing doors closed? (Not wedged or blocked open)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. Classrooms

1. Is housekeeping adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are desks, chairs and tables in good repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are floors in good condition and not slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are potential hazards observable, i.e., extension cords across aisle, improperly grounded electrical equipment, Venetian blinds in good repair, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV. Shops

1. Are tools in good condition and properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are all machines properly guarded and are guards and machines in good repair (points of operation, belts, gears, etc. guarded)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are self-closing containers (safety cans) available for storage and flammable liquids in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are handrails provided on both sides and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are hallways and stairs free of storage materials, equipment, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are ramps provided with nonskid surfaces and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are all elevation differences between floors clearly defined and properly lighted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are all self-closing doors closed? (not wedged or blocked open)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are all machines shut off while unattended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are all electrical panels free of storage of materials and debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is adequate space available for safe operation, i.e., machines and equipment uncrowded and arranged properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A

12. Is all equipment permanently fastened to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are welding curtains provided in the welding area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is the shop adequately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is proper ventilation provided for toxic vapors, i.e., solder, paint, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are ventilation filters cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Is lockout/tagout program in place for shop equipment and other applicable equipment at facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Are locks and keys for lockout/tagout program available for all designated employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Laboratories and Laboratory Storerooms

1. Is there an eyewash available and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are incompatible chemicals separated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the amount of glassware and chemicals kept to a minimum in work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is housekeeping satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is all electrical equipment properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is eye protection available and worn when needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Are ladders available in storage room if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are heavy items stored on lower shelves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are chemicals kept at a sufficient operating level (not overstocked)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are chemicals clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Are expiration or removal dates indicated on hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are large containers of acids stored together on bottom shelves or in an acid storage closet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is the ventilation adequate for work performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do all storage areas have a hazard warning label?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Is an emergency plan in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
16. Is the gas shut off accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Do all shelves holding chemicals have a lip to prevent them from falling off in case of an earthquake?

VI. Kitchen and Dining Area

1. Is the working area adequately lighted?

2. Is the housekeeping satisfactory?

3. Are floors in good repair and of the nonskid variety?

4. Is all electrical equipment properly grounded?

5. Are hood filters clean and in good repair?

6. Is the hood exhaust fan adequate to remove smoke and vapor?

7. Are ladders provided in storage areas where needed?

8. Are heavy items stored on lower shelves in storage area?

9. Are knives and other utensils in good condition and stored properly, i.e., on racks, hoods, etc.?

10. Are chairs, tables and other items of equipment in dining room and kitchen in good repair?

VII. Miscellaneous

1. Are lockers in good condition and secured to the floor or wall with no sharp projections?

2. Are lockers inspected regularly for cleanliness and fire hazards?

3. Is the gym equipment in good condition i.e., no obstructions when playing games, gymnastics, wrestling, etc.?

4. Are the bleachers in good condition and structurally adequate?

5. Are floors in shower areas clean and not slippery?

6. Are safety committee minutes posted?

	YES	NO	N/A
7. Is the poster "Safety and Health Protection of the Job" posted where staff can see it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII. First Aid

1. Is an adequately stocked first aid cabinet provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the first aid kit clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the school/department have individuals qualified to administer first aid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the names of the qualified individuals posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is a Bloodborne Pathogens Program in place including trained individuals, supplies and clean up kit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IX. Fire Safety

1. Have fire extinguishers been inspected and signed (i.e., pressure up, pins and seal in place)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are fire extinguishers properly mounted or bracketed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are fire extinguishers visibly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is access to extinguishers maintained at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are fire exits kept clear at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the proper types of extinguishers available throughout the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X. Playground

1. Is area around swings, slides, etc. covered with 6" of sawdust or shavings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the bases and platforms of all equipment firmly secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is area free of hard objects such as concrete blocks protruding from the ground in areas around playground equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	N/A
4. Are connections, clamps, etc. in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK REQUESTS

The procedure for submitting work requests will be as follows:

1. Contact the building administrator or school office manager to describe the problem explaining where it is located as well as any other specific information necessary for the repair;
2. The building administrator or office manager will then submit a work request from the physical plant's web-based work order system;
3. The physical plant office monitors the work order system throughout the day. Once your request is received it will be assigned to a maintenance specialist or a subcontractor. Occasionally, some requests are rejected or voided for the following reasons:
 - a. Not maintenance related;
 - b. Maintenance related but requires long-term budgeting;
 - c. Building improvements, which require a building-initiated budget code number;
 - d. Fulfilling the request would violate state and local codes or would not be in the best long-term interest of the district.
4. Once approved and assigned, the work orders will be prioritized based on the district's work order prioritization standard, which is located in the district's survival handbook;
5. Work request status can be checked at the building level by selecting the work reports option from the work order web page or by calling the physical plant office.