

Grants Pass School District #7

School/Department Quarterly Safety Inspection Guidelines

Purpose

In order to maintain a safe environment for students, staff, and visitors, a quarterly safety inspection will be conducted by the Head Custodian and Principal, or another qualified individual(s). Inspection results shall be reviewed with the site safety committee and a "correction plan" will be established for any identified safety concerns.

School/Department

- The Head Custodian, Principal/Assistant Principal (if possible) and a member of the District Safety Committee will conduct the site inspection.
- The Grants Pass School District #7 inspection checklist will be used as a guideline in conducting the inspection process.

Inspection Frequency

- Each District #7 work site must conduct one safety inspection during each of the four quarters identified below:
 - Quarter #1 – End of September
 - Quarter #2 – December (prior to Christmas Break)
 - Quarter #3 – End of March
 - Quarter #4 – End of June
- An annual inspection will be conducted by the District's liability insurance carrier.
- A reminder will be sent each quarter to all schools and departments that need to complete an in-house safety inspection.

Supervisory Review of Inspection Results

- Review the completed inspection form with the site safety committee and develop a plan for correcting all identified safety concerns.
- In the event that safety concerns are identified during the quarterly inspection, corrections need to be made in a timely manner. In the event that safety concerns are not corrected in a reasonable period, then the matter should be referred to the Safety Officer.

Correction Plan for Safety Concerns

- Determine the potential danger posed by each safety concern. If the item poses an immediate threat of injury then it should be corrected immediately. Otherwise, determine a reasonable length of time for correcting each item.
- Submit any work orders required to "fix" the problem, and indicate it is a "safety inspection item." In addition, you will also want to immediately follow up with Sherry Ely, Safety Officer, or Micky Baker, Maintenance Supervisor on high priority safety issues.

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- Monitor to make sure the identified safety item(s) are corrected.
- Report any delay or problem in resolving safety concerns to your building administrator or the safety officer.

Record Keeping

- A copy of all completed inspections, including a list of the safety concerns identified, and a description of the actions taken to correct the problem will be forwarded to the safety officer at the District Office. Safety Officer will maintain the "**official**" file for all Grants Pass School District #7 quarterly inspections.
- It is recommended that schools and departments maintain copies of their quarterly inspection results for use in tracking and resolving identified safety concerns.

If You Need Assistance

If you need assistance conducting your quarterly inspection or developing a plan to correct safety concerns, please contact Sherry Ely at 474-7719 or email sely@grantspass.k12.or.us.