

**GRANTS PASS SCHOOL DISTRICT #7
SAFETY INSPECTION CHECKLIST**

Location: _____

Date of inspection _____

Instructions:

1. Complete inspection by the end of each quarter.
2. If you need assistance in correcting a safety hazard, submit a work order to the Safety Officer
3. Send a copy of this completed checklist to the Safety Officer by the end of the first week of the new quarter.

Inspection completed by:

Location/School:

ITEM	O.K.	NOT O.K.	LOCATION	ITEM	O.K.	NOT O.K.	LOCATION
FIRE SAFETY				ELECTRICAL SAFETY (con't)			
Fire extinguishers properly located/installed				Circuits not overloaded			
Appropriate staff trained in the use of fire extinguishers				No wires under carpets			
Fire extinguishers appropriately charged				No electrical appliances used in classrooms			
Fire extinguishers not blocked				EXITS, AISLES AND FLOORS			
Emergency exits clear				Aisles established and clear			
Exit lights working				Holes, cracks in floors repaired			
Flammable glues/liquids appropriately stored				Tripping hazards removed			
Sprinkler heads not blocked				Wires removed from aisles			
Excess paper and trash removed				Floors free of slipping hazards			
Paper on walls attached at each corner				Carpets and rugs secure			
ELECTRICAL SAFETY				Halls clear of equipment and supplies			
Guards on machines and in good condition				Stairways not cluttered			
Machines and equipment grounded				Guard rails in good condition			
Extension cords - 3 prong type							
Condition of power cords, outlets and plugs							

ITEM	O.K.	NOT O.K.	LOCATION	ITEM	O.K.	NOT O.K.	LOCATION
BOOKCASES, SHELVES AND CABINETS				OFFICE SAFETY			
Shelves not overloaded				Files cabinets secure			
Heavy storage shelves/file cabinets secured to wall				File drawers kept closed when not in use			
Sharp corners removed				Mechanical condition of chairs			
Bookcases secure from tipping				Paper cutter blade spring functioning			
Safe storage on top of shelves				Paper cutter guard in place when not in use			
Items are stored according to weight, i.e. heavier items at or below waist level				Paper shredders guarded			
ADDITIONAL ITEMS				Safe step stools in use			
Playground check complete each day				Ventilation where required			
Appropriate training in Blood Born Pathogens for new employees complete				Toner properly stored and not exceeding storage requirements			
Appropriate training in Hazard Communication for new employees complete				Paper and material properly stored			
Appropriate training in Lockout/Tagout for new employees				First aid equipment available and complete			
Material Safety Data Sheets available for all products and chemicals stored onsite							
Grounds checked each day for unsafe conditions							
Students trained in safe use of equipment/materials							
Comments:							