



# SITE SAFETY ASSESSMENT FORM

Date of Assessment: August 13th 2024

Facility: Hellgate Elementary

Evaluated By: Facilities Director  
Zcah Cain

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## Instructions:

Fill in Date of Assessment

Fill in Facility (i.e., location being audited)

Hazard Classification column – identify each corrective hazard with the following risk classifications:

- 1 - An at-risk item/issue that could cause loss of life, permanent disability, the loss of a body part, or disruptive property damage – ***corrected ASAP & controlled immediately***
- 2 - An at-risk item/issue that could cause an OSHA recordable injury or illness, or disruptive property damage - ***corrected per operation's local mgmt***
- 3 - An at risk item/item of concern that is minor in nature with little likelihood of injury or illness or minor property damage. This risk could be categorized as “Safe” with minimal effort, training or behavior modification - ***corrected per operation's local mgmt***



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<b>Means of Egress</b>							
1.	Exits are marked with readily visible signs.	x					
2.	Doors, passages, or stairways which are not exits or a way of exit access, but so located or arranged to be likely to be mistaken for an exit are identified by a sign reading "Not an Exit".	x					
3.	Exits signs are illuminated by a reliable light source.	x					
4.	There are at least two exits by separate ways of travel.	x					
5.	Exits are kept unlocked while the building is occupied.	x					
6.	Exits are continuously maintained free of all obstructions.	x					
<b>Electrical</b>							
7.	Outlet boxes have a <i>cover, faceplate, or fixture canopy</i> .	x					
8.	Switches, circuit breakers and disconnecting means are labeled to indicate purpose.	x					
9.	Conductors used for electrical wiring are insulated.	x					
10.	Extension cords are the three wire type and are in good repair.	x					
11.	Electrical equipment cords are kept out of walkways and they are not used for permanent use.	x					
12.	Power strips are plugged directly into an AC outlet.	x					
13.	Outlets within 2 feet of a sink are on a GFCI	x					
<b>Fire Extinguishers</b>							
14.	Fire extinguishers are accessible to employees without subjecting the employees to possible injury.	x					



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15.	Fire extinguishers are maintained in a fully charged and operable condition and kept in their designated places at all times except during use.	x					
16.	Portable fire extinguishers or hoses are visually inspected monthly and annually.	x					
17.	Fire extinguisher locations are easily identified with signage.	x					
18.	Empty or stored fire extinguishers are readily identified with signage and separation from extinguishers which are in use.	x					
19.	Fire extinguishers have an inspection tag indentifying who made the last inspection and when.	x					
20.	Sprinkler heads have adequate clearance from stacked materials and equipment. 18" clearance.	x					
<b>AED</b>							
21.	An adequate number of first aid kits are available and filled with the proper contents.	x					
22.	First aid kits are clean, approved, and weather tight.	x					
23.	AED are in good condition and pads are not past expiration date	x					
<b>Floors and Stairs</b>							
24.	Stairways have standard handrails if four or more stairs are present.	x					
25.	Aisles are clearly marked and free of obstructions.	x					
26.	Floors are dry and non-skid.	x					
27.	Rugs are free of holes, tears and have no skid pads.	x					
28.	Stairs are properly lighted and kept clear.	x					
29.	Stairs are of uniform height and tread depth.	x					
30.	Stair treads are in good condition.	x					



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31.	Steps, stools, and ladders are in good condition and provided if necessary.	x					
32.	Floor gratings are checked for holes on a regular basis.	x					
33.	Floor gratings greater than 1" that pose a tripping or other hazard are repaired.						
34.	Do stairway handrails have at least 3 inches of clearance between the rail and the wall they are mounted on?	<u>x</u>					
35.	Are stairway handle rails capable of withstanding a load of 200 lbs.?	<u>x</u>					
<b>Housekeeping</b>							
36.	All passageways, store rooms and service rooms are kept in sanitary condition.	x					
37.	Tools have been inspected.	x					
38.	General housekeeping conditions are good inside the building.	x					
39.	Only authorized materials are stored in buildings.	x					
40.	Portable ladders are properly stored.	x					
41.	Aisles and passageways are kept clear.	x					
42.	Equipment is stored in designated areas when not being used.						
<b>Lighting</b>							
43.	The illumination level is sufficient for the work being performed.	x					
44.	Lights below 7 feet are protected with a cover.	x					
45.	Emergency lighting is adequate and operating and inspected monthly.	x					
46.	Each exit route is equipped with emergency lighting.	x					
<b>Signs</b>							

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47.	Proper safety signs are in place( hearing protection required, safety glasses, etc.)	x					
	<b>Storage</b>						
	<b>Compressed Gas Cylinders</b>						
48.	Cylinders are stored away from heat sources.	x					
49.	Cylinders are marked and clearly identified what type of gas is in the container.	x					
50.	Gas cylinders are stored in a vertical, valve-end up position to prevent them from creating a hazard.	x					
51.	Gas cylinders are stored with chains or other devices fastened to a wall rack or other substantial structure.	x					
52.	Empty and stored cylinders are clearly marked and separated.	x					
	<b>Personal Protective Equipment</b>						
53.	Are safety glasses with side shields worn at all times in areas where there is a risk for eye injuries?	x					
54.	Is all protective equipment maintained in sanitary condition and ready for use?	x					
55.	Are protective gloves, aprons, shields, or other means provided where employee/students that could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other infectious material?	x					
56.	Are hard hats provided and worn when designated?	x					
57.	Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?	x					
58.	Are eyewash stations accessible and in proper working condition?	x					



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59.	Are eyewash stations inspected and in a clean and sanitary condition?	x					
60.	Where food and beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic materials, blood, or infectious materials?	x					
61.	Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?	x					
<b>Hazard Communication</b>							
62.	Containers are labeled to identify the chemical it contains with the appropriate hazard warnings.	x					
63.	Material safety data sheets are maintained for each hazardous chemical in the workplace.	x					
64.	All chemicals are properly labeled.	x					
65.	All chemicals are stored properly.	x					
66.	Safety data sheets are readily available.	x					
67.	Do all employee/students know location of SDS Manual	x					
<b>Restrooms</b>							
68.	Hot and cold water, soap, and individual hand towels are provided in lavatories.	x					
69.	Lavatories are clean and in sanitary condition.	x					
<b>Machine Guarding</b>							
70.	Machine guards prevent worker's hands, arms, or other body parts from making contact with moving parts.	x					
71.	Guards are firmly secured and not easily removable.	x					

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72.	Guards permit safe, comfortable, and relatively easy operation of the machine.	x					
73.	Machine controls are within easy reach of the operator.	x					
74.	Gears, sprockets, pulleys and flywheels are all guarded.	x					
75.	Belts and chain drives are guarded.	x					
<b>Hand Tools and Equipment</b>							
76.	Tool used in the workplace are in good condition.	x					
77.	Tools such as chisels, and punches, which may develop mushroomed heads are reconditioned or replaced.	x					
78.	Broken or fractured handles of hammers, axes and similar tools are replaced immediately.	x					
79.	Worn or bent wrenches are replaced immediately.	x					
80.	Power tools are used with the correct, guard, shield, or other attachment.	x					
81.	Grinders, saws, and similar equipment are provided with appropriate guards.	x					
82.	Tongue guards on grinders are ¼ inch and 1/8 inch from the wheel.	x					
83.	Portable circular saws are equipped with guards above and below the blade.	x					
84.	A power shut off switch is in reach of the operator's station.	x					
85.	All emergency stop buttons are red.	x					
86.	Electrical cords are free from strain.	x					
<b>Mechanical Lifting</b>							
87.	Slings are inspected and in good condition.	x					
88.	Slings are hung up or stored neatly.	x					
89.	Chains are inspected and in good condition.	x					
90.	Hoists and crane inspections are current.	x					



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91.	Pre-use inspections on hoists and cranes are being conducted.	x					





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	<u>Additional Site Specific</u>					
<u>Items:</u>						
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<b>Items not Yet Completed from Previous Assessments:</b>						
<u>Item No.</u>	<u>Item Description</u>	<u>Yes</u>	<u>No</u>	<u>Corrective Action</u>	<u>Responsibility</u>	<u>Date Corrected</u>



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Signature of Inspection Leader

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Signature of Manager of Safety Committee

\_\_\_\_\_  
Signature of Inspection Team Member

\_\_\_\_\_  
Signature of Inspection Team Member

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Signature of Inspection Team Member

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Signature of Inspection Team Member

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