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| **Self-Audit Safety Checklist for School Classrooms** | | | | |
| **Purpose:** This checklist is a guide to help create a safe workplace and to reduce the risk of injuries and accidents. This is not a complete list, but includes some key items needed to initiate, or enhance, a safety program at your workplace. | | | | |
| **Electrical** | **Y** | **N** | **Corrective Action Taken** | **Date/Initials** |
| Electrical outlets and switches - cover plates installed, intact |  |  |  |  |
| No blocked electrical panels (36" in all directions) |  |  |  |  |
| No household/residential appliances are being used (light fixtures, seasonal lights, oil diffusers, coffee makers, dorm fridges, hot plates, space heaters, toasters, etc.) |  |  |  |  |
| GFCI receptacles are installed near wet locations (sinks, drinking water, etc.) |  |  |  |  |
| Extension cords are not used for permanent wiring |  |  |  |  |
| Power cords - electrical grounding pins (3-prong) intact |  |  |  |  |
| Power strips and extension cords are not piggybacked (daisy chain) |  |  |  |  |
| **Emergency Egress** | **Y** | **N** | **Corrective Action Taken** | **Date/Initials** |
| Exit doors are accessible, and not blocked, including aisles (6') |  |  |  |  |
| Fire alarm pull stations, fire extinguishers, strobe and emergency lights are kept clear (36" in all directions) |  |  |  |  |
| Exit doors are marked |  |  |  |  |
| The Emergency Action Plan is available; training conducted |  |  |  |  |
| Fire rated doors are not propped open |  |  |  |  |
| Evacuation routes are posted with primary and secondary routes |  |  |  |  |
| **Fire Prevention** | **Y** | **N** | **Corrective Action Taken** | **Date/Initials** |
| Items are not hung from ceiling or obstructing sprinklers |  |  |  |  |
| Paper on walls is limited to 20% of the wall (no sprinkler) |  |  |  |  |
| Nothing is stored on HVAC units (heating, ventilation, air cond.) |  |  |  |  |
| Nothing is stored within 24" of the ceiling |  |  |  |  |
| Light filters comply with NFPA codes |  |  |  |  |
| **Hazardous Chemicals** | **Y** | **N** | **Corrective Action Taken** | **Date/Initials** |
| Containers kept closed, labeled |  |  |  |  |
| Safety Data Sheet (SDS) for each product is available in the building and you know where to find it (Right-to-Know Station) |  |  |  |  |
| No household products brought in per VT Green Cleaning Products Law (Chlorox disinfecting wipes, Lysol cleaner, etc.) |  |  |  |  |
| **Shelves** | **Y** | **N** | **Corrective Action Taken** | **Date/Initials** |
| Shelves are secured from tipping |  |  |  |  |
| **Slip, Trip, Fall Prevention** | **Y** | **N** | **Corrective Action Taken** | **Date/Initials** |
| Floors are maintained as dry as feasible |  |  |  |  |
| Items are stored to prevent falling from overhead locations |  |  |  |  |
| Proper footwear is worn to prevent slips, trips, and falls |  |  |  |  |
| Wet floors are cleaned immediately |  |  |  |  |
| Floors are kept free of tripping hazards (power cords, boots, clutter) |  |  |  |  |
| Carpet and mats are smooth and not creased |  |  |  |  |
| A commercially rated ladder or step-stool is available so employees do not step on chairs or desks (Type 1A, rated for 300 lbs.) |  |  |  |  |
| **Air Quality** | **Y** | **N** | **Corrective Action Taken** | **Date/Initials** |
| Univents are kept clear and unobstructed; no storage on vents |  |  |  |  |
| Moisture from plants, aquariums, sinks is controlled |  |  |  |  |
| Asbestos materials, if present, are kept in good condition |  |  |  |  |
| Essential oil diffusers are not being used |  |  |  |  |
| **First Aid Kit** | **Y** | **N** | **Corrective Action Taken** | **Date/Initials** |
| A first aid kit is available and accessible to employees and is checked regularly for supplies |  |  |  |  |