

Self-Audit Safety Checklist for School Classrooms

Purpose: This checklist is a guide to help create a safe workplace and 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 (Chorox 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				