Self-Audit Safety Checklist for School Building and Grounds

Purpose: This checklist is a guide to help create a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. These guidelines are based on OSHA Standards (29 CFR 1910).

Parking Lot	Y	N	Correction Required	Date/ Initials
Is paved				
Is in good condition				
Fire lanes are clearly marked				
Designated pick-up and drop-off areas are clearly marked				
There is a separate bus lane drop-off area				
Is well lit				
Has adequate drainage				
Sudden steps or elevation changes are clearly marked to warm people of the potential hazard				
Sidewalks are in good condition				
Sidewalks are kept clear of ice and snow				
School Grounds - Outbuildings and Structures	Y	N	Correction Required	Date/ Initials
School property is bordered by a fence				
Fence is in good condition				
Out buildings are in good condition				
Out buildings are secured				
Out buildings are well lit				
Freestanding bleachers or grandstands are in good condition				
Freestanding bleachers or grandstands are properly anchored				
Freestanding bleachers or grandstands have handrails				
Freestanding bleachers or grandstands have current annual inspection				
Playground	Y	N	Correction Required	Date/ Initials
Is checked daily for obvious deficiencies				
Has been inspected by Certified Playground Inspector every 3 years				
Is maintained according to *Playground Maintenance Checklist*				
Athletic Fields	Y	N	Correction Required	Date/ Initials
Soccer nets are anchored				
Building Exterior	Y	N	Correction Required	Date/ Initials
Is in good condition				
Drainage is in good condition				
Roof is inspected annually				
Security	Y	N	Correction Required	Date/ Initials
Security audit has been conducted				
Security cameras in place				
Entry doors are locked at all times to outsiders				
Entry doors are not propped open				
Visitors/vendors must be cleared for entry				
Signage is in place				