

# Woodridge Local School District

## SAFETY AUDIT/INSPECTION CHECKLIST

This checklist should be used to identify safety and health issues that need to be related to OSHA standards so the District can be in compliance with Federal and State standards.

Directions:            Mark each item with a ✓ if satisfactory  
                               an X in not satisfactory  
                               an NA if not applicable

### GENERAL CONDITIONS

#### **CLASSROOMS AND OFFICES**

- [   ] Floors have no slippery surfaces due to excessive polish or wax
- [   ] No holes or deep depressions in floors
- [   ] Rugs in hallways or offices are free from holes, tears
- [   ] Aisles free of obstructions
- [   ] Stairwells and exits properly lighted
- [   ] Areas are free of litter and dirt
- [   ] No top-heavy filing cabinets (either by loading or drawer opening)
- [   ] Lifting, including opening of windows, is performed safely
- [   ] Fire escape doors open and ready for exit
- [   ] Glass doors either frosted or with lettering or decals
- [   ] Switch and cover plates in place
- [   ] No splinters in furniture or accessories
- [   ] Safe storage of flammables
- [   ] Correct type and placement of fire extinguishers
- [   ] First-aid facilities available
- [   ] Electric fans properly guarded
- [   ] Adequate ventilation

Any unsafe work practices observed?

Comment:

#### **STAIRS**

- [   ] Uniform height and tread depth
- [   ] Grating-type tread on exterior stairs
- [   ] Platform levels to break long flights of stairs
- [   ] At least 22 inches wide
- [   ] Sturdy railings on all open sides
- [   ] No storage of material on stairs
- [   ] Proper lighting on stair areas
- [   ] No worn or damaged stair treads

Any unsafe practices observed?

Comment:

**LIGHTING**

- Illumination level sufficient for work performed
- Emergency lighting adequate and operating
- Emergency lighting at all exit routes

Any unsafe practices observed?

Comment:

**EXITS AND EMERGENCY PREPAREDNESS**

- Adequate number of exits for emergency escape
- No locked or barred exits restricting escape
- Emergency exits adequately illuminated
- Exterior exit surfaces clear for prompt exit
- Flammable materials removed from exit areas
- Exterior exit doors open outward to flat surface
- Written and posted emergency evacuation plan with exit map for all areas
- Appropriate personnel have been properly trained in evacuation procedures

Any unsafe practices observed?

Comment:

**VENTILATION**

- Adequate ventilation for the use of the area
- Hoods properly connected to exhaust system
- Hoods draw air away from people
- Clean-out ports for ducts provided
- Maintenance clean-out schedule observed
- Fans properly guarded

Any unsafe practices observed?

Comment:

**POTENTIALLY-HAZARDOUS CHEMICALS**

- MSDS available for all chemicals or federally listed hazardous materials
- Written hazard communication program prepared and available
- Staff and enrolled students trained in proper handling of each chemical
- Labels on all supplier drums and chemicals
- Labels on in-plant transfer containers
- Adequate storage cabinets provided with proper venting
- Proper absorbent materials on hand for spills
- Drums or tanks properly bonded and grounded
- Containers inspected for corrosion
- Proper training is being provided and documented to appropriate staff members
- All areas that contain or may contain hazardous materials have been identified and marked
- All MSDS are properly completed and on file in the THP officer's office
- All required postings are in place in recommended locations

Any unsafe work practices observed?

Comment:

**FIRE PROTECTION**

- ] Fire drills conducted monthly and logged
- ] Fire hoses checked, readily accessible and inspected monthly
- ] Fire extinguisher of proper type and size
- ] Fire equipment clearly marked
- ] Availability of a welding curtain
- ] Sprinkler heads have adequate clearance from stacked materials or equipment
- ] Master control valves for sprinklers locked open and easily accessible

Any unsafe work practices observed?

Comment:

**PERSONAL PROTECTIVE EQUIPMENT**

- ] Gloves or palm guards properly chosen for each job
- ] Eye or face protection properly selected for each job
- ] Head protection properly selected for each job
- ] Foot protection properly selected for each job
- ] Apron or protective clothing properly selected for each job
- ] Respiratory protection properly selected if necessary for the job
- ] Hearing protection selected for areas above noise standard
- ] Safety belts properly chosen for the job, if required
- ] Eye baths and showers readily available and accessible
- ] Proper signs and instructions at eye baths
- ] Adequate emergency rescue equipment available
- ] Appropriate staff have been properly trained in the use of protection equipment

Any unsafe work practices observed?

Comment:

**FIRST AID AND MEDICAL SERVICES**

- ] Adequate materials and equipment available
- ] Electrical safety items included in high-voltage areas
- ] Clear instructions on contacting outside medical resources
- ] Provisions for transportation to outside medical services
- ] OSHA 200 log book near first-aid station
- ] Two persons trained in posting of OSHA 200 log
- ] Trained first-aiders with recent certification

**BLOOD-BORNE PATHOGENS**

- ] Exposure control plan is being implemented properly
- ] Vaccinations are being provided and documented to appropriate personnel as requested
- ] Personnel not wishing to be vaccinated are documenting refusal
- ] Required training is being provided properly to appropriate staff
- ] All required training is being properly documented
- ] Procedures for disposal of bio-hazardous material are being followed properly

Any unsafe work practices observed?

Comment:

**WASTE DISPOSAL**

- Special containers provided for different types of waste-oily rags, chemicals, scrap, garbage, etc.
- Food waste handled separately
- Where required, waste properly labeled
- Satisfactory external cartage and disposal arrangements
- Approved disposal arrangements for hazardous waste

Any unsafe work practices observed?

Comment:

**BUILDING EXTERIOR/GROUNDS**

- No defective overhanging cornices, parapets, gutters, or tiling
- Walkways free of slippery substances, holes, and debris
- Roofs free of leaks and damage

Any unsafe work practices observed?

Comment:

**IN-SCHOOL MATERIALS HANDLING**

- Paths, aisleways, and stairways clear of obstructions
- Proper drainage to prevent accumulation of water or solvents

Any unsafe work practices observed?

Comment:

**EMPLOYEE WORK PRACTICES/TRAINING**

- No loose hair or clothing that could get caught in equipment
- No jobs involve employee overexertion
- Sturdy shoes suitable for the work environment
- New employees oriented to possible hazards
- New employees trained in safety practices appropriate to their responsibilities
- Appropriate staff trained in use of emergency equipment/procedures

Any unsafe work practices observed?

Comment:

## CUSTODIAL/VOCATIONAL AREAS

**FLOORS**

- No slip, trip, or fall hazards
- Apertures or openings enclosed or covered
- Clean, orderly, and free of oil or grease hazards
- Grates over floor drains
- Nonslip surfaces wherever possible

Any unsafe practices observed?

Comment:

**HAND AND PORTABLE TOOLS AND EQUIPMENT**

- Each electrically grounded
- Connecting cords, tools, and air hoses free of wear/damage
- Guards and safety fixtures safe and operable
- Correct load rating for work performed
- Constant pressure switches on power tools
- Custodians, maintenance workers, and enrolled students properly trained in operation of equipment

Any unsafe working practices observed?

Comment:

**MACHINE TOOLS**

- Guarding to power transmission equipment
- Guarding to pinch points, in-running points, and points of operation
- Interlock guards in operation
- Eye protection available where needed
- Operating controls locked when not in use
- Emergency stop buttons readily accessible and operable
- Guards or deflect devices provided for chips/sparks from rotating equipment
- Operators properly trained in operation of equipment

Any unsafe working practices observed?

Comment:

**HOISTING AND LIFTING EQUIPMENT**

- [ ] Identified load capacity
- [ ] Overhead guards in place
- [ ] Limit stops working effectively
- [ ] Special area for refueling and recharging of batteries
- [ ] All hand and foot controls operational
- [ ] Full, unrestricted view for operator
- [ ] Operators properly trained in the use of this equipment

Any unsafe work practices observed?

Comment:

**POWER SYSTEMS - MECHANICAL**

- [ ] Proper guarding of any nip points, rotating collars, cams, chucks, couplings, clutches, shafts, flywheels, spindles, bolt ends, key ends
- [ ] Emergency stops fully operational
- [ ] Adequate arrangements for oiling and greasing
- [ ] Correct adjustment of work rest device on grinding wheels
- [ ] Vent hood in place and ventilation operational for grinding wheels
- [ ] Custodians, maintenance staff, and enrolled students trained in correct grinding methods
- [ ] Grinding wheel surface not damaged or worn
- [ ] Custodians, maintenance staff, and enrolled students properly trained in the operation of these systems

Any unsafe practices observed?

Comment:

**POWER SYSTEMS - HYDRAULIC**

- [ ] Pressure lines clearly identified
- [ ] Lines free of nicks, dents, and wearing
- [ ] Pressure regulated within limits
- [ ] Emergency stops fully operational
- [ ] Custodians, maintenance staff, and enrolled students properly trained in the operation of equipment

Any unsafe work practices observed?

Comment:

**POWER SYSTEMS - ELECTRICAL**

- Electrical control panels clearly identified and secured
- Only certified, electrical specialists to have access to panels
- All grounding in place and tested
- Explosion-proof fixtures in designated areas
- Any exposed conductors are at rear of switchboard
- Flexible extension cords fray-free with no splices
- Electrical specialists trained in the operation/maintenance of all such equipment

Any unsafe work practices observed?

Comment:

**MACHINE GUARDING**

- Guard or safety device at each point of operation
- Guard fully prevents operator from reaching around guard
- Guards are totally effective and unable to be bypassed
- Custodians/mechanics are the only persons authorized to remove guards
- Custodians/mechanics held responsible to replace guards after completing repairs
- START and STOP controls within easy reach of operator
- Operators can see entire operation
- Controls clearly labeled
- Two-hand trips on hand-fed power presses
- Machinery can be oiled and greased without removing guards
- All controls, including foot controls, guarded against accidental start-up
- Emergency stop controls clearly identified and readily accessible
- Adjusting or oiling procedures of moving machinery followed
- No bypassing or removing guards
- No operating equipment at unsafe speed
- Lockout and tagout procedures implemented
- Personal protective equipment is used
- Custodians/mechanics properly trained

Any unsafe work practices observed?

Comment:

**CONFINED SPACE ENTRY**

- Persons who must work in confined spaces are properly trained
- Annual retraining
- Confined space purged with fresh air
- Lifelines and harness apparatus and respirators in place
- A detailed analysis has been conducted in accordance with OSHA standards

Any unsafe work practices observed?

Comment:

INSPECTOR \_\_\_\_\_

DATE \_\_\_\_\_