



SCHOOL HEALTH AND SAFETY COMMITTEES
APPENDIX B – SUGGESTED INSPECTION OBSERVATIONS

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1. **HALLS AND STAIRWAYS**: Check for loose tiles, mats, lighting, unsafe projections, handrails, emergency lighting, fire extinguishers available and exits clear.
2. **REGULAR CLASSROOMS**: Check for fire procedures posted, loose floor tiles, ceiling tiles, lighting fixtures, projections, unsafe or broken windows, unsafe furniture and electrical problems.
3. **LABORATORIES & SHOP AREAS**: Check for fire procedures posted, safety goggles, containers not properly marked, fume hoods in place, fire blankets, eye wash containers & refill as necessary, safety data sheets in plain view, cabinets & prep rooms locked when not in use, debris on floors, safety equipment being utilized, ventilation equipment working properly, proper containers for flammable materials, guards on machinery, machinery fastened securely and a generally safe environment.
4. **CAFETERIA & KITCHEN AREAS**: Cleanliness & storage, electrical equipment, fire procedures posted, fire extinguishers available and safety data sheets in sight.
5. **FURNACE, MECHANICAL, ELECTRICAL, STORAGE ROOMS**: Clean - no clutter, all containers clearly marked, safety data sheets posted, safety switches and electrical boxes accessible and marked and equipment in good working order.
6. **FIRST AID ROOM AND/OR EQUIPMENT**: Ensure employees and students know where first aid equipment is kept; supplies in good order.
7. **GYMNASIUM**: Generally a safe environment.
8. **OUTSIDE SCHOOL YARD & PLAYGROUND AREAS**: Equipment in good working order, projections, fences, steps, etc.
9. **OTHER**: Please specify.