

**SIERRA-PLUMAS JOINT UNIFIED  
SCHOOL DISTRICT  
AND  
SIERRA COUNTY OFFICE OF  
EDUCATION**

**INJURY & ILLNESS  
PREVENTION PROGRAM  
(IIPP)**

109 BECKWITH ROAD, ROOM #3\* P O BOX 955  
LOYALTON, CA 96118  
(530) 993-1660 \* FAX (530) 993-0828

12/29/2020

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## INTRODUCTION

In order to maintain a safe and healthful work environment, the Sierra-Plumas Joint Unified School District and Sierra County Office of Education have developed this Injury and Illness Prevention Program (IIPP) for all employees. The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations §3203 and consists of the following eight elements:

Responsibility  
Hazard Assessment/Inspection  
Accident/Exposure Investigation  
Hazard Correction  
Communication  
Training and Instruction  
Compliance  
Recordkeeping

Every employer has a legal obligation to provide and maintain a safe and healthful workplace for their employees. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals employed by Sierra-Plumas Joint Unified School District and Sierra County Office of Education.

Portions of this guide were adapted from Guide to Developing Workplace Injury and Illness Prevention Program, prepared by the Cal/OSHA Consultation Service, CS-1 revised August 2005.

A copy of the IIPP must be maintained at the district office as well as at each school site.

# INJURY AND ILLNESS PREVENTION PROGRAM

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT AND  
SIERRA COUNTY OFFICE OF EDUCATION  
P O BOX 955 \* 109 BECKWITH ROAD, ROOM #3  
LOYALTON, CA 96118

School District Name and Address

LARAINÉ SEI  
P O BOX 955 \* 109 BECKWITH ROAD, ROOM #3  
LOYALTON, CA 96118

Name and Contact Information for Individual Completing this form

## **ASSIGNMENT OF RESPONSIBILITY** (Title 8 California Code of Regulations §3203(a) (1))

Our school district's lead Injury and Illness Prevention Program (IIPP) administrator is:

JAMES BERARDI, SUPERINTENDENT  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION  
P O BOX 955 \* 109 BECKWITH ROAD, ROOM #1  
LOYALTON, CA 96118  
530 993-1660 Ext 110 \* Fax 530 993-0828

Co-Administrator's Name

NONA GRIESERT, BUSINESS MANAGER  
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION  
P O BOX 955 \* 109 BECKWITH ROAD, ROOM #1  
LOYALTON, CA 96118  
530 993-1660 Ext 120 \* Fax 530 993-0828

The IIPP Administrator James Berardi, Personnel Technician, Laraine Sei and school site administrators are responsible for implementing and maintaining the components of the IIPP program at their school sites. The responsibilities of our IIPP Administrator and site administrators include:

- Preparing and updating our district's IIPP
- Implementing the provisions in our IIPP
- Making sure each site has a copy of our IIPP
- Making sure hazards, injuries and accidents in each site are routinely investigated
- Taking action to mitigate identified hazards
- Establishing a district wide Health and Safety Committee and designating a chairperson
- Establishing procedures for employee reporting of workplace hazards, accidents, injuries and general safety concerns

Each school in our district has been assigned a safety coordinator. School-site safety coordinators are responsible for assisting in implementing and maintaining this IIPP at their school sites and for answering employee questions about the district's IIPP. Each school-site safety coordinator has a copy of this IIPP. A list of all the district's school-site safety coordinators who will implement and maintain the IIPP at their school sites is attached as Form A.

The responsibilities of our school site safety coordinators include:

- Conducting at a minimum, quarterly safety inspections
- Participating on the district wide Health & Safety Committee
- Participating in the mitigation of identified hazards
- Communicating with employees about safety

The responsibilities of all school employees include:

- Reporting unsafe conditions, work practices or accidents to their supervisors or the school site safety coordinator immediately.
- Following safe work practices
- Using appropriate personal protective equipment as instructed by their supervisors

This IIPP applies to all schools in the Sierra-Plumas Joint Unified School District and the Sierra County Office of Education

## **HAZARD ASSESSMENT / INSPECTION (Title 8 CCR §3203(a) (4))**

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer. Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

School-site safety coordinators at their school sites and/or the site administrator, District's IIPP Administrator OR superintendent's designee.

Inspections are performed according to the following schedule:

- When we initially established our IIPP, site wide safety inspections
- Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- Whenever new, previously unidentified hazards are recognized
- Whenever occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- When we hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

## **ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a) (5))**

Investigations of workplace accidents, hazardous substance exposures and near accidents will be conducted by:

JAMES BERARDI, Superintendent, Laraine Sei, Personnel Technician, or Nona Griesert, Business Manager

---

Name and Job Title

Our procedures for investigating workplace accidents and hazardous substance exposures include: (see page 22)

- Visiting the scene as soon as possible
- Interviewing injured employees and witnesses
- Determining the cause of the accident/exposure
- Examining the workplace and the incident for underlying causes associated with the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken at health and safety committee meetings

## **HAZARD CORRECTION (Title 8 CCR §3203(a) (6))**

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.
- We have identified the following potential hazards in our schools but not limited to:
  - Slip and fall hazards and ladder safety
  - Chemicals covered under Cal/OSHA's Hazard Communication standard, including pesticides, cleaning products, lab chemicals, etc.
  - Lead paint
  - Asbestos
  - Ergonomic hazards
  - Infectious diseases, including blood borne and aerosol transmissible diseases
  - Outdoor heat
  - Violence
  - Indoor air quality
  - Power tools and machinery hazards, including electrical safety, lock-out tag-out of machinery, machine guarding, etc.

The IIPP Administrator, site administrator and/or school site safety coordinator will ensure that those current employees and/or new employees with exposure potential to these or other hazards will be trained by workshops, on-line course classes, on-site trainings, or other effective instruction.

## **COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a) (3))**

All supervisors, school site safety coordinators, and/or site administrators are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors, school site safety coordinator and/or site administrator, about workplace hazards without fear of reprisal.

Our communication system includes all of the following items:

- New employee orientation including a discussion of safety and health policies and procedures
- Follow-through by supervisors to ensure effectiveness
- Worksite-specific health and safety training
- Regularly scheduled safety committee meetings will be held once per month or at minimum once a quarter.
- Effective communication of safety and health concerns between employees and supervisors, including language translation, will take place in one or all of the following:
  - Post and/or distribute safety information to school sites for distribution to employees
  - Site Administrators can include safety tip in staff meetings.
  - Safety Tips can be posted in staff rooms or handed out to employees
  - Periodic emails may be used to send out important safety information to employees.
- A system for employees to anonymously inform administration about workplace hazards. This system involves: 1) employees may submit concerns/safety issues directly to school administrator's office or the school safety coordinator 2) Report of Unsafe Condition or Hazard form (see Page 14), and a copy is provided in the employee new hire orientation binder. Copies also located at each school site main office.
- Our health and safety committee meetings are held more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses
- Other methods we use to ensure communication with and involvement of employees include: follow up with staff and/or administrators on safety concerns

### **AND**

Our district also elects to use a health and safety committee to meet all the requirements of Title 8 CCR §3203(c) (1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a) (3).



## **TRAINING AND INSTRUCTION (Title 8 CCR §3203(a) (7))**

All employees, including supervisors, will have training and instruction on general and job-specific safety and health practices. Training and instruction is provided according to the following schedule:

When our IIPP was first established.

- To all new employees.
- To all employees given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard
- Whenever anyone is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed
- To all employees about the hazards specific to each employee's job assignment.

All employees will complete the following safety trainings upon onset of employment and again as is required by Cal OSHA regulations:

1. Fire Safety, Fire Extinguisher, and Fire Prevention.
2. Emergency Preparedness
3. Hazard Communication - Globally Harmonizing System (GHS) and Safety Data Sheets (SDS).
4. Injury & Illness Prevention Program
5. Blood Borne Pathogens
6. AB1825 Sexual Harassment - For Supervisory employees
7. SB1343 Sexual Harassment – For non-supervisory employees.
8. Mandated Reporter

Safety training will also include, but is not limited to:

- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and aisles clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- The availability of toilet, hand-washing, and drinking water facilities.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
  - stacking goods in an unstable manner
  - Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable, our training will also include but not limited to:

- The prevention of musculoskeletal disorders, including proper lifting techniques
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Proper food and beverage storage to prevent them from becoming contaminated
- On any other topics listed in the Hazard Correction section of this plan
- In addition, we provide specific instructions to all employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

## **EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES** (Title 8 CCR §3203(a) (2))

Site Administrators are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and administrators are expected to enforce the rules fairly and uniformly.

All district employees, including supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP
- Evaluating the safety performance of all employees
- Providing training to employees whose safety performance is deficient
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by the decision of Site Administrators or Superintendent
- Disciplining employees for failure to comply with safe and healthful work practices. The following outlines our disciplinary process: 1) oral notice; 2) written notice; 3) disciplinary action

## **RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))**

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district will endeavor to maintain the following records:

1. Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records will be maintained for at least three (3) years.
2. Documentation of safety and health training.

The master copy of this IIPP can be found at: DISTRICT OFFICE/SCOE OFFICE

Other copies of the IIPP can be found at: <http://www.sierracountyofficeofeducation.org>

## Form A: School Site Safety Coordinators

The following school-site safety coordinators are responsible for maintaining our district's Injury and Illness Prevention Program (IIPP) and communicating with employees about our IIPP at their sites:

| SCHOOL   | SAFETY COORDINATOR  | DATE ASSIGNED |
|--|---|---------------|
| LOYALTON ELEMENTARY<br>School Site               | RICHARD JAQUEZ<br>BRIAN DEVLIN                              |               |
| LOYALTON MIDDLE former site<br>School Site       | RICHARD JAQUEZ<br>Name of Coordinator                       |               |
| LOYALTON JR/SR HIGH/SIERRA PASS<br>School Site   | FILIMON MARTINEZ<br>RICHARD MCCOLLUM<br>Name of Coordinator |               |
| DOWNIEVILLE K-12<br>School Site                  | TOM POTTER<br>Name of Coordinator                           |               |
| DISTRICT/COUNTY OFFICE<br>School Site            | NONA GRIESERT<br>Name of Coordinator                        |               |
| SEIRRA PLUMAS SITES<br>School Site               | JAMES BERARDI/LARAINE SEI<br>Name of Coordinator            |               |
| LOYALTON ELEMENTARY SPECIAL<br>ED<br>School Site | RICHARD JAQUEZ<br>Name of Coordinator                       |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |
| School Site                                      | Name of Coordinator   |               |

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT  
SIERRA COUNTY OFFICE OF EDUCATION  
109 Beckwith Road, Room #3 \* P O Box 955  
Loyalton, CA 96118  
530 993-1660 \* Fax 530 993-0828  
www.sierracountyofficeofeducation.org

REPORT OF UNSAFE CONDITION OR HAZARD

***Optional: Employees may submit this form anonymously by forwarding to the Superintendent's Office, Sierra-Plumas Joint Unified School District/Sierra County Office of Education, P O Box 955, Loyalton, CA 96118***

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location of condition believed to be unsafe or hazardous: \_\_\_\_\_

Date and time condition or hazard observed: \_\_\_\_\_

Description of unsafe condition or hazard:

\_\_\_\_\_

What changes would you recommend to correct the condition or hazard? \_\_\_\_\_

\_\_\_\_\_

***Optional:***  
Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**District/County Superintendent of Schools Office's Response:**

Name of Person Investigating Report: \_\_\_\_\_

Results of investigation (what was found? was condition unsafe or a hazard?): *(attach additional sheets if necessary)*

\_\_\_\_\_

\_\_\_\_\_

Action taken to correct hazard or unsafe condition, if appropriate (or, alternative, information provided to employees as to why condition was not unsafe or hazardous): *(attach additional sheets if necessary)*

\_\_\_\_\_

\_\_\_\_\_

Signature of Person Investigating Report: \_\_\_\_\_

Revised: \_\_\_\_\_

## HAZARD ASSESSMENT AND CORRECTION RECORD

*To be used in correlation with the Office/Classroom Inspection Checklist.*

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Date of Inspection:

Person Conducting Inspection:

---

Unsafe Condition or Work Practice:

---

Corrective Action Taken:

---

Date of Inspection:

Person Conducting Inspection:

---

Unsafe Condition or Work Practice:

---

Corrective Action Taken:

---

Date of Inspection:

Person Conducting Inspection:

---

Unsafe Condition or Work Practice:

---

Corrective Action Taken:

---

## INJURY ASSESSMENT AND CORRECTION RECORD

*(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)*

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Type of Injury: \_\_\_\_\_ Date of Injury: \_\_\_\_\_

Location of Injury: \_\_\_\_\_

Explain How Injury Happened: \_\_\_\_\_

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Date of Inspection: \_\_\_\_\_ Person Conducting Inspection: \_\_\_\_\_

Unsafe Condition or Work Practice: \_\_\_\_\_

Corrective Action Taken: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SAFETY TRAINING AND INSTRUCTION RECORD**

Training Date: \_\_\_\_\_

Topic and/or Type of Training: \_\_\_\_\_

Trainer(s): \_\_\_\_\_

**Please attach topic of discussion and anything passed out to employees.**

*(Employee's need to sign-in.)*

| <i>Employee Print</i>   | <i>Employee Signature</i> |
|---|---------------------------|
|   |                           |
|   |                           |
|   |                           |
|   |                           |
|   |                           |
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|   |                           |
|   |                           |
|   |                           |
|   |                           |
| <b>Attach any topic and/or training materials to this sheet</b> |                           |

## OFFICE/CLASSROOM INSPECTION CHECKLIST

**WORKSITE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUILDING:** \_\_\_\_\_ **ROOM:**  \_\_\_\_\_

**NAME(S):** \_\_\_\_\_

**Instructions:** Check each item below as "Satisfactory or "Unsatisfactory." Add any pertinent comments and the location of hazards in the space provided for each item checked "Unsatisfactory."

|   | Satisfactory             | Unsatisfactory           | N/A                      | Comment/Location |
|---|--------------------------|--------------------------|--------------------------|------------------|
| <b>FLOORS</b>   |                          |                          |                          |                  |
| No wet/slip, fall hazard                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| No trip hazard  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| No cords across walkway                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Other _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| <b>STAIRS – RAMPS (if applicable)</b>                       |                          |                          |                          |                  |
| Lighting adequate   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Non-slip surface  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Handrails - available and secure                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Other _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| <b>GENERAL SAFETY</b>                                       |                          |                          |                          |                  |
| No Aisles Obstructed  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Area free of falling hazards                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| First Aid material available                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Emergency Lighting functioning                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Lighting okay   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Ladders/Stools in good condition                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Housekeeping is good  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Emergency phone numbers posted                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Other _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| <b>FIRE EQUIPMENT/EXITS</b>                                 |                          |                          |                          |                  |
| Fire extinguishers accessible                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Fire extinguishers tagged/serviced                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Exits properly illuminated                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Exits clear and unobstructed                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Other _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| <b>FIRE HAZARDS</b>   |                          |                          |                          |                  |
| Flammable aerosols and liquids                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Stored and handled properly                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Storage areas labeled                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| No Defective electrical cords                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Other _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| <b>ELECTRICAL HAZARDS</b>                                   |                          |                          |                          |                  |
| Cords are put away after use                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| No improper use of extension cords                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| No extension cords plugged in that aren't<br>being utilized | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Outlets at sinks are GFI Protected                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| All outlet and switch covers in place                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Electrical panels are unobstructed                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| <b>HAZARDOUS MATERIALS</b>                                  |                          |                          |                          |                  |
| MSDS's available  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Containers properly labeled                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Containers properly stored                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |
| Other _____   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                  |

**INSPECTOR(S) SIGNATURE:** \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THE

# OFFICE/CLASSROOM INSPECTION CHECKLIST

### **FLOORS:**

Look for source of continual slip fall hazards such as leaking doorways, water draining from under sinks, refrigerators, or other equipment.

Look for trip hazards such as buckling or torn carpet or mats, or cords across walkways.

### **STAIRS AND RAMPS:**

Look around work area and surrounding areas frequently used. Look to see if ramps are outlined to indicate change in elevation.

Check if stair edges are chipped or rounded off making it easy to slip off the edge of steps.

Check if hand rails are secure and not loose.

Look around work area and surrounding areas for adequate lighting at stairs and ramps.

### **GENERAL SAFETY:**

Check if top of bookshelves or cabinets are overloaded with stored items. If so remove items.

Check if stacks of stored items are stable. If not, make stable.

Remove or make secure any stored items that may fall and hit students or employees in the event of an earthquake.

Check the location of the nearest First Aid Station. Check if the station is properly stocked.

Ask custodial or administration staff for the location of emergency lighting in the immediate work area or surrounding areas. Most emergency lighting will be in the interior halls or windowless rooms.

Ask custodial or administration staff how to test battery operated emergency lighting in the area.

Check light fixtures for any exposed wires, any flickering (may indicate an electrical short), any smoking or, odor.

Check stools and step ladders for stability. All rubber feet should be in place to prevent slipping. Damaged stools and ladders should be removed from use immediately. **NEVER USE THE TOP STEP!!!!**

All areas should be neat and orderly. Hallway should not be used for storage. Walkways should be clear of trip fall or slip fall hazards.

Emergency phone numbers for the local contact in addition to 911 should be posted in the classrooms.

Check with the local administration staff for emergency procedures.

### **FIRE EQUIPMENT/EXITS:**

Know the location of the nearest fire extinguisher.

No items should be hung on or blocking fire extinguishers.

Fire extinguishers should be hung in an easily accessible location approximately 5 feet above the floor.

The location of the fire extinguisher should be marked with a sign.

Check the fire extinguisher tag to see if it has been serviced within the last year. If it has not, the extinguisher is in need of service.

Check the pressure gauge to see if the needle is in the green area of the gauge. If it is not, the extinguisher is in need of service.

Check if exits are marked with exit signs.

Check if the natural light during normal operating hours provides enough light to illuminate the exit sign in the event of a power failure. If not, the exit sign should be battery powered.

Remove any obstructions from the exits.

### **FIRE HAZARDS:**

Remove any flammable aerosols and liquids from the classrooms.

Flammable aerosols and liquids should be stored in a flammable liquid storage cabinet in the custodian area only.

Check for any frayed, cut, or otherwise damaged electrical cord. If a light or appliance has a damaged cord, the light or appliance should be removed from the classroom.

### **ELECTRICAL HAZARDS:**

Extension cord should not be used for permanent power to equipment; additional permanent electrical outlets should be provided.

Eliminate use of multiple extension cords and surge bars.

Never use multiple extension cords and surge bars end to end.

Check that extension cords are unplugged when there are no appliances or equipment attached.

Check if all electrical outlets at sinks are equipped with GFI, that is “Test” and “Reset” buttons. Push the “Test” and “Reset” buttons to see if they work. When the “Test” button is pushed there should be no electrical power to the outlet. After testing, push the “Reset” button to resume power to the outlet.

Check that all outlet and switch plate covers are in place and not broken thereby exposing live electrical wires.

Check that the electrical panel is not blocked by signs or art work and the panel is easily accessible to emergency response personnel.

### **HAZARDOUS MATERIALS:**

There should be no hazardous materials (cleaning supplies, commercial paints, solvents, etc.) in the classrooms.

Hazardous materials should be stored in the custodial areas.

Material Safety Data Sheets (MSDS) should be in a predetermined location for all hazardous materials. (In the same room supplies are used and stored.)

All containers, especially secondary containers (containers used for smaller amounts of materials), should be clearly labeled with the content name. **EVEN WATER!!!**

z:IIPP doc;7/02/2012;rev 10/15/2013; rev name change 2/2016; rev name change 11/2017  
doc:worker comp/IIPP doc; rev and update name change 11/2019