



## Self-Audit Safety Checklist for School Classrooms

### Purpose:

This checklist is a guide to assist public employers provide 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. Refer to the actual standards for a more detailed description.

**Scope:** This checklist is designed for School Classrooms.

Building Name: \_\_\_\_\_ Date \_\_\_\_\_  
Address: \_\_\_\_\_  
Conducted by: \_\_\_\_\_

Classroom Inspection	OSHA Standard (29 CFR 1910)	Y	N	Correction Required
<b>Electrical</b>				
Electrical outlets and switches – cover plates installed.	1910.305(b)			
Receptacles are grounded.	1910.304(b)(2)(i)			
GFCI receptacles at sinks.	1910.304(b)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(ii)			
Power cords - Electrical grounding pins (3-prong) intact.	1910.335(a)(3)(i)			
Power strips not piggybacked.	1910.303(b)(2)			
<b>Emergency Egress</b>				
Exit doors are accessible, and not blocked.	1910.37(a)(3)			
Exit doors are marked.	1910.37(b)(2)			
The Emergency Action Plan is available.	1910.38(b)			
<b>Fire Prevention</b>				
Items not hung from ceiling or obstructing sprinklers.	1910.159(c)(10)			
<b>Hazardous Chemicals</b>				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet for each product is available in the building	1910.1200(g)(8)			
<b>Ladders</b>				
A ladder or step-stool is available so employees do not step on chairs or desks.	1910.26(c)(1)			
<b>Shelves</b>				
Shelves secured from tipping. Items stored to prevent falling.	1910.176(b)			
<b>Slip, Trip Prevention</b>				
Floors maintained as dry as feasible.	1910.22(a)(2)			
Wet floors cleaned immediately.	1910.22(a)(2)			
Floors kept free of tripping hazards, power cords and clutter.	1910.22(a)(1)			
Carpet is smooth and not creased.	1910.22(a)(2)			
Walking aisles kept clear and uncluttered.	1910.22(a)(1)			
<b>Air Quality</b>				
Univents kept clear and unobstructed.	Recommended			
Moisture from plants, aquariums, sinks is controlled.	Recommended			
Asbestos materials, if present, are kept in good condition.	EPA 40 CFR 763			



## Self-Audit Safety Checklist for School Kitchens

### Purpose:

This checklist is a guide to assist public employers provide 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. Refer to the actual standards for a more detailed description.

**Scope:** This checklist is designed for School Kitchens.

Location: \_\_\_\_\_

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

Conducted by: \_\_\_\_\_

Kitchen Inspection	OSHA Standard (29 CFR 1910)	Y	N	Correction Required
<b><i>Deli Slicer</i></b>				
A guard covers unused portions of rotary blade.	1910.212 (a) (3)			
A feeding attachment protects hands when feeding the slicer.	1910.212 (a) (3)			
Cut-resistant gloves used when cleaning deli slicer.	1910.132 (a)			
Blade retracted when slicer is cleaned or not in use.	1910.212(a)(3)			
A cleaning device with a handle is used to clean the blade.	Owner's manual			
Lockout-Tagout procedures are used for cleaning and repair.	1910.133(a)(1)			
Workers trained on safe work practices.	Owner's manual			
<b><i>Dough Mixer</i></b>				
Interlocked guard prevents hands from entering bowl when blades are in motion.	1910.212 (a) (3)			
Workers trained on safe work practices.	Owner's manual			
<b><i>Electrical</i></b>				
Electrical outlets and switches – cover plates installed.	1910.305(b)			
Receptacles are grounded.	1910.304(b)(2)(i)			
GFCI receptacles at sinks and wet locations.	1910.304(b)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(ii)			
Power cords - Electrical grounding pins (3-prong) intact.	1910.335(a)(3)(i)			
Power strips not piggybacked.	1910.303(b)(2)			
<b><i>Emergency Egress</i></b>				
Exit doors are accessible, and not blocked.	1910.37(a)(3)			
Exit doors are marked.	1910.37(b)(2)			
The Emergency Action Plan is available.	1910.38(b)			
<b><i>Fans for temporary cooling</i></b>				
Fan blades guarded by cage; openings less than 1/2 inch.	1910.212 (a) (5)			
Fan cords have 3-prong plug or double insulated.	1910.335(a)(3)(i)			
<b><i>Fire Prevention</i></b>				
Items not hung from ceiling or obstructing sprinklers.	1910.159(c)(10)			
Combustibles kept clear from flames and hot appliances.	1910.106(d)(5)(iii)			
Extension cords NOT used to power appliances.	1910.305(g)(1)(ii)			

Kitchen Inspection	OSHA Standard (29 CFR 1910)	Y	N	Correction Required
<b>Hazardous Chemicals</b>				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet for each product is available.	1910.1200(g)(8)			
Eyewash available if chemical products are corrosive.	1910.151 (c )			
Employees trained on chemical use and PPE.	1910.1200(h)			
<b>Knife Safety</b>				
Employees trained on knife safety (cutting, cleaning, etc.)	1910.242(a)			
<b>Lockout Tagout (LO/TO)</b>				
Written Lockout Tagout program for repair, maintenance of deli slicer, dishwasher, oven, freezer and other appliances.	1910.133(b)(2)(ii)			
Locks and Tags for lockout/tagout are used, workers trained.	1910.333(b)(2)(iii)			
<b>Personal Protective Equipment (PPE)</b>				
Gloves, goggles used for corrosive cleaning products.	1910.132(a)(1)			
Cut-resistant gloves used when cleaning deli slicer.	1910.132(a)(1)			
Closed-toe shoes used when handling hot items.	1910.132(a)(1)			
A "Hazard Assessment for PPE" has been conducted.	1910.132 (d)(1)			
<b>Shelves</b>				
Shelves secured from tipping. Items stored to prevent falling.	1910.176(b)			
Heavy items stored below shoulder height.	Best practice			
<b>Sink Disposal</b>				
A safety throat guard is installed to prevent hands from being able to be inserted into disposal.	1910.212(a)(3)			
<b>Slip, Trip Prevention</b>				
Floors maintained as dry as feasible.	1910.22(a)(2)			
Slippery, greasy floors: Consult with vendor for better floor cleaner that reduces slipperiness.	1910.22 (a)(2)			
Wet floors cleaned immediately.	1910.22(a)(2)			
Floors kept free of tripping hazards, power cords and clutter.	1910.22(a)(1)			
Walking aisles kept clear and uncluttered.	1910.22(a)(1)			
Ramps and stairs have railings.	1910.23			
<b>Walk-in Refrigerator</b>				
Door can be opened from inside the refrigerator.	1910.37(d)(1)			
Floors kept clear of ice and aisles clear of obstructions.	1910.22 (a)			

Sample programs and additional self-audit checklists are available at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp).