

**Classroom Safety Checklist****Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Month:	Month:	Month:	
Y N na	Y N na	Y N na	Classroom staff are aware of who to contact in an emergency.
Y N na	Y N na	Y N na	Emergency contact numbers are posted.
Y N na	Y N na	Y N na	Classroom staff know the location of first-aid kits and supplies.
Y N na	Y N na	Y N na	Emergency evacuation map is posted and staff are familiar with emergency evacuation procedures.
Y N na	Y N na	Y N na	Classroom staff are familiar with building exits.
Y N na	Y N na	Y N na	Personal Protective Equipment (PPE) is maintained in a sanitary condition and ready for use.
Y N na	Y N na	Y N na	Classroom staff are aware the location of clean up materials related to bloodborne pathogens clean up.
Y N na	Y N na	Y N na	Classroom staff are aware of hazardous substances in the classroom and the location of MSDS sheets.
Y N na	Y N na	Y N na	Classroom staff have reviewed what an MSDS sheet is and how to use one.
Y N na	Y N na	Y N na	Classrooms staff know where they can review the district's hazard communication program.
Y N na	Y N na	Y N na	Classrooms staff know where they can review the district's hazard communication program.
Y N na	Y N na	Y N na	Classrooms staff know where they can review the district's hazard communication program.
Y N na	Y N na	Y N na	Classroom aisles are clear with passageways of at least 22 inches.
Y N na	Y N na	Y N na	Materials and equipment weighing over 20 lbs are not stored at heights greater than 42 inches.
Y N na	Y N na	Y N na	Materials/equipment is stored so sharp objects can not obstruct walkways.
Y N na	Y N na	Y N na	Classroom exit(s) in the classroom are kept unlocked and free of obstructions.
Y N na	Y N na	Y N na	Extension cords are not used in place of permanent wiring
Y N na	Y N na	Y N na	Cords and cables are intact and secured to avoid tripping hazard.
Y N na	Y N na	Y N na	Exposed or frayed cords or wiring are reported immediately for repair.
Y N na	Y N na	Y N na	Holiday lights taken down within 30 days of holiday.
Y N na	Y N na	Y N na	Power tools are not used in the classroom unless under the supervision of facilities department.
Y N na	Y N na	Y N na	Hand tools (wrenches, pliers, screwdrivers, hammers) are in good working condition or replaced promptly if broken.
Y N na	Y N na	Y N na	All spilled materials and liquids are cleaned up immediately or reported to the appropriate individual for clean up.
Y N na	Y N na	Y N na	Step ladders are used to reach items above shoulder height (50-60 inches).

Y N na	Y N na	Y N na	If step ladders are used, procedures for safe use of such equipment are followed: <ul style="list-style-type: none"> <li>▪ Ladder steps are free of grease/oil</li> <li>▪ Ladders are not placed in front of doors, unless door is blocked open, locked or guarded</li> <li>▪ Ladders are placed on even surfaces and not on other unstable based (boxes, tables, barrels) for additional height</li> <li>▪ Employees face the ladder when ascending or descending</li> <li>▪ Broken ladder are not used and are submitted for replacement or repair</li> <li>▪ Employees do not stand on the top step of a ladder</li> </ul>
Y N na	Y N na	Y N na	Equipment is used safely and for intended purposes.
Y N na	Y N na	Y N na	Classroom staff effectively implements classroom-wide behavior expectations.
Y N na	Y N na	Y N na	Classroom staff effectively implements OIS procedures when necessary.
Y N na	Y N na	Y N na	Student specific behavior support plans developed for students who do not respond to classroom-wide expectations.
Y N na	Y N na	Y N na	Classroom staff are trained in the implementation of student behavior support plans.
Y N na	Y N na	Y N na	Classroom staff use effective body mechanics and lifting and handling procedures.
Y N na	Y N na	Y N na	Classroom schedule provides rotation of job duties across staff to minimize fatigue.
Y N na	Y N na	Y N na	Classroom staff provide encouragement and feedback to co-workers related to safety issues.
Y N na	Y N na	Y N na	Incident/accident reports are reported promptly.
Y N na	Y N na	Y N na	If medical treatment sought, manager is contacted within 24 hours to complete 801 form.
Y N na	Y N na	Y N na	Work attire is appropriate for job tasks/functions.

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**Manager**

Month:	Month:	Month:	Classroom staff have received training related to infection control and bloodborne pathogens.
Y N na	Y N na	Y N na	Classroom staff are trained in the use of personal protective equipment, know where the PPE is located, and use PPE when warranted.

**Central Office**

Month:	Month:	Month:	
Y N na	Y N na	Y N na	Classroom staff report any bloodborne pathogens exposure incident before the end of the workday.
Y N na	Y N na	Y N na	In classrooms where assistance with personal care routines or students who demonstrate biting or spitting behaviors, classroom staff have been offered Hepatitis B immunizations or signed declination forms.
Y N na	Y N na	Y N na	Classroom staff who initiate the Hepatitis B immunization series, keep scheduled appointment and follow up titer testing as required.
Y N na	Y N na	Y N na	Classroom staff have completed training related safe lifting and handling of students.
Y N na	Y N na	Y N na	Classroom staff are Mandt System trained within 6 months of hire.
Y N	Y N	Y N	Classroom on the job injuries _____

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