

Safety Inspection Form

OZARKA COLLEGE

Date: _____
 Ozarka Site: _____
 Area Inspected: _____
 Person making inspection: _____

	Yes	No
1. Housekeeping: Is the area clean and orderly?	_____	_____
2. Floors: Are floors in good condition; clean & dry; free from uneven surfaces?	_____	_____
3. Stairways: Are stairs and handrails in good condition?	_____	_____
4. Storage: Are materials safely stored at a workable height?	_____	_____
5. Lighting: Is adequate lighting provided in all areas?	_____	_____
6. First Aid: Are first aid supplies accessible?	_____	_____
7. Fire Extinguishers: Are they easily accessible and properly serviced?	_____	_____
8. Entrances: a. Are entrances kept dry and provided with nonskid mats?	_____	_____
b. Are wet floor signs available and posted during appropriate times?	_____	_____
c. Are doorway areas unobstructed ?	_____	_____
9. Exterior: a. Are sidewalks and parking smooth and free of tripping hazards?	_____	_____
b. Is snow/ice chemical available at all sites?	_____	_____
c. Is snow removal equipment (shovels) available?	_____	_____
10. Electrical: a. Are electrical panels clear of materials and equipment and are they easily accessible?	_____	_____
b. Are electrical panel doors and internal covers in good condition?	_____	_____

11. **Signs:** Are safety and warning signs posted where needed?
- a. Emergency exit routes in each room? _____
 - b. Exit sign lighting during power failure date of testing:
(see maintenance department for dates of testing) **yearly** _____
 - c. Emergency lighting during power failure date of testing: _____

The following items pertain to special areas of concern

Physical Plant Facilities:	yes	no
12. Ladders: Are ladders provided where needed and are they in good condition?	_____	_____
13. Machines & Equipment: Good operating condition with appropriate guards?	_____	_____
14. Hand Tools: Are they in good condition (no evidence of ill use)?	_____	_____
15. Electrical: Are all required grounds provided on power tools and extensions?	_____	_____
16. Back protection: Are all employees provided with back supports?	_____	_____
17. Eye protection: Is suitable eye protection available for employees?	_____	_____
18. Aisles: Are aisles and passageways clear and easily accessed?	_____	_____
19. Signs: Are safety and warning signs posted where needed?	_____	_____
20. Training:		
a. Are employees trained in proper lifting techniques?	_____	_____
b. Are employees trained in using motorized equipment?		
1. lawn mowers, weed eaters, hedge trimmers?	_____	_____
2. fork lifts, floor buffers?	_____	_____
c. Have employees had certified training in above items?	_____	_____

Student Training:

21. **Laboratory environments:** Are students instructed in aspects of safety in the following technical areas:

	<u>Instructor initials</u>		
	V	yes	no
a. Science laboratories (both physical and biological)?	___	___	___
b. Culinary laboratories?	___	___	___
c. Nursing laboratories?	___	___	___
d. Automotive laboratories?	___	___	___

22. **Documentation of instruction:** Instructors are to have a form of such instruction and signature of student indicating instruction was given. These are to be kept in class files for 2 semesters after student has left or graduated the program/class.

*This doc should be instructor or department oriented and should be for the **safety of the student** and while we do not want to ever use this as in a court of law, we do want to show that we have provided adequate and appropriate safety instruction to the student.*

Tina:

Are all employees made aware of safety routes and procedures? This needs to be addressed at the beginning of each semester and is instruction given to students each semester? Including adjuncts

A separate inspection sheet is in the process for inspection of food handling facilities ie. culinary and cafeteria.

