



**School District of Philadelphia**  
**SELF- ASSESSMENT SAFETY CHECKLIST**

Date of Assessment \_\_\_\_/\_\_\_\_/\_\_\_\_

School Name: \_\_\_\_\_

Performed by: \_\_\_\_\_

This assessment serves as a tool for improving the safety of the facility and is designed as a means of communication for the effective safe operation and maintenance of this facility.

Please review the below items with your Safety Committee and Facility Administrator to determine the appropriate resolution for each identified hazard or potential hazard. Once maintenance has been completed the corrective actions should be communicated with the affected employees.

	YES	NO	COMMENTS
<b>HALLWAYS/ STAIRWELLS/EXITS</b>			
Are hallways clear clutter or items that could cause slipping and or tripping hazards?			
Are all exit doors and paths to doors unobstructed?			
Are exit doors locked in the “ <b>unlocked</b> ” position?			
All exit signs lit and emergency lights operational?			
Are handrails, treads, and risers in good condition in the stairwells?			
Is there storage of trash, combustible or flammable material stored in the stair well?			
Handicapped accommodations: Doors, ramps, stair lifts in good condition?			
Do all fire extinguishers have the safety pin and an updated monthly inspection?			
<b>CLASSROOMS</b>			
Is housekeeping adequate in the classrooms?			
Are windows protected with screens or locks to keep them from opening above a safe height?			
Are extension cords out of walk paths or secured to the floor prevent tripping?			
Are ceiling tiles free of water stains?			
Are there heavy items, i.e. boxes, stored above head on cabinets or shelves?			
Is the ground prong in place on all cords?			
Are chemicals stored properly in science labs and MSDS book available for those chemicals?			
<b>STORAGE</b>			
Is area secured from unauthorized entry?			
Are flammable and combustible items properly stored?			

Are storage racks in good condition, secured and not overloaded?			
Are files/boxes balanced, i.e. tops clear and material evenly stored to avoid becoming top heavy?			
Are walkways in storage rooms clear of tripping hazards?			
<b>OFFICE AREA</b>			
Aisles and walkways clear and free of debris or litter.			
Floor surfaces free of hazards (i.e. carpeting in good condition, chips in floor, mats flat on the floor without turned up edges, etc.?)			
Desk and file drawers closed			
Chairs pushed in when not in use			
Egress or any path of egress clear			
Are office workstations free from ergonomic hazards? Are there any identifiable potential ergonomic hazard			
Are electric cords secured to floor to prevent tripping or pulling machines on the floor, are not on hot pipes, bent around hooks or stepped on?			
Are electric cords inspected for damage (i.e. slices in insulation or exposed wires). If damaged have they been removed from service.			
Are files/boxes balanced, i.e. tops clear and material evenly stored to avoid becoming top heavy?			
<b>AUDITORIUM/ GYMNASIUM/ CAFETERIA</b>			
Are walkways and aisles clear from slip and trip hazards?			
Are all seats are secure and free from hazards?			
Is equipment in safe condition			
Are bleachers in good condition			
Windows, clocks, fire alarms protected with cages			
Is kitchen area free from slip and trip hazards.			
Housekeeping is adequate			
Tables and chairs in good condition (no bolts, or metal edges exposed )			
Is the Material Safety Data Sheet (MSDS) Book readily available to cafeteria staff?			
<b>RESTROOMS</b>			
Are restrooms kept clean, with dry floors?			
Are stall doors in good condition?			
Are there screens on the windows in the bathroom?			

<b>EQUIPMENT</b>			
Do all machines have the appropriate protective guards in place?			
Are ladders in good condition and have a minimum Type II rating of 225 lbs.			
Are Scaffolds/ Genie lifts properly stored and in good condition?			
Is there Personal Protective Equipment (PPE) available to employees			
<b>BASEMENT AREA</b>			
Is housekeeping adequate?			
Are walking paths clear of debris, liquids, storage or any slip and trip hazards?			
Are flammable and combustible items properly stored?			
<b>EMPLOYEES</b>			
Are all employees aware of their responsibility to report unsafe acts or conditions to their supervisors and is there evidence of how employees were made aware of this responsibility?			
Do employees know and use proper lifting procedures?			
Do all employees know and follow the correct procedures for reporting accidents, with forms properly completed?			
Do all employees know their responsibility during emergencies, i.e., fire, bomb threats, etc. as evidenced by questioning?			
Where building evacuation or other emergency drills noted deficiencies, has corrective action been taken?			
Are appropriate First Aid kits available and accessible?			
Are contents of First Aid kits replenished after use?			
Are blood/body fluid clean-up materials available and accessible?			
Are employees aware of proper procedures and universal precautions for attending to blood/body fluid spills?			
<b>EXTERIOR GROUNDS</b>			
Sidewalks in good condition and free of tripping hazards			
Steps are in good condition and free of tripping hazards			
Play area free of tripping hazards and excess debris.			
<b>OTHER:</b>			
Fall hazards identified?			
Have potential ignition sources and fire hazards been identified?			
Elevators			

