

**KLAMATH FALLS CITY SCHOOLS  
SELF INSPECTION CHECKLIST**

**LOCATION:** \_\_\_\_\_

**INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

The purpose of this checklist is to provide an effective system for identifying physical hazards and unsafe practices in the workplace. The checklist and OAR citations are not intended to be all inclusive, only to serve as a guide to categorize and bring your attention to general hazard areas. All division numbers are from OAR, Chapter 437 (OR-OSHA Rules) unless otherwise noted.

The inspection team should also have a copy of all previously identified safety issues which have not been resolved (i.e. refer to Report of Referrals to Facility and Status report grouped by the Facility).

Please list ALL unsafe conditions noted that are not already included on the report mentioned above and describe in sufficient detail in the comments section.

<u><b>ENTRANCES/EXITS (Div. 2 Subdiv. D, E, F)</b></u>	<b>OK</b>	<b>NOT OK</b>
1. Exits unobstructed (not chained)	_____	_____
2. Exits properly marked/lit	_____	_____
3. Inclement weather protection provided i.e. Mats/safety strips/grates	_____	_____
4. Doors that are not exits clearly marked “NOT AN EXIT”	_____	_____
5. Exit doors swing outward/panic hardware	_____	_____
 <u><b>STAIRS/HALLWAYS/RAMPS (Div. 2 Subdiv. D, E, F)</b></u>		
6. Stairs	_____	_____
a. Treads/risers in good condition	_____	_____
b. Handrails secure-right side descending/both sides	_____	_____
c. Lighting adequate	_____	_____
d. Non slip surface/toe plate adequate	_____	_____
e. Housekeeping adequate-debris/obstacles – spills/clear	_____	_____
7. Hallways/Floors (Div. 2, Subdiv. , E, F Also Division 40, General Provision)	_____	_____
a. Wood-loose boards; buckling; holes; splints	_____	_____
b. Tile-cracked; loose; protruding	_____	_____
c. Carpet-torn/frayed; tacked down; holes	_____	_____
d. Housekeeping adequate	_____	_____
-free of obstacles/debris	_____	_____
-floor dressing properly applied and non-slip	_____	_____
-adequate sweep; pick up procedures	_____	_____
e. Adequate lighting	_____	_____
8. Ramps (Div. 2 Subdiv. D, E, F)	_____	_____
a. Non skid surface in good condition	_____	_____
b. Elevation differences between floor clearly defined	_____	_____
 <u><b>EXTERIOR (Div 2, Subdiv. D, E, F, Also Div. 40)</b></u>		
9. Walkways/stairs in good condition – free of obstacles/ holes/water/ice/debris	_____	_____

- |  | <b>OK</b> | <b>NOT OK</b> |
|--|-----------|---------------|
| 10. Parking areas (Div. 136, Gen. Occ. Health Regs)                                      | _____     | _____         |
| a. Lighting adequate   | _____     | _____         |
| b. Curbed with defined markings  | _____     | _____         |
| c. Free of obstacles   | _____     | _____         |
| d. Handicapped provisions provided<br>(Fed and BOLI Regs; Also Rehab Act; 1990 ADA Regs) | _____     | _____         |
| 11. Playground   |           |               |
| a. Equipment safe/operable   | _____     | _____         |
| b. Footings, curbs, etc. protected   | _____     | _____         |
| c. Ground covering sufficient  | _____     | _____         |
| d. Surface free of holes   | _____     | _____         |

**FIRE PROTECTION (Division 61)**

- |   |       |       |
|---|-------|-------|
| 12. Extinguishers   |       |       |
| a. Serviced/tagged/accessible                             | _____ | _____ |
| b. Proper type of hazard (A B C D)                        | _____ | _____ |
| c. One per 3,000 or within 75' of protected area          | _____ | _____ |
| d. Employees trained in use/fire drills                   | _____ | _____ |
| 13. Standpipes or water hoses checked for leaks/pressure  | _____ | _____ |
| 14. Smoke alarms operable/emergency lighting operable     | _____ | _____ |
| 15. Combustibles/flammables properly segregated/contained | _____ | _____ |
| 16. No smoking signs up in high flammable areas           | _____ | _____ |
| 17. Sprinkler system meets standards/operable             | _____ | _____ |

**ELECTRICAL (Div. 2, Subdiv. S)**

- |  |       |       |
|--|-------|-------|
| 18. Adequate clearance (3') around ALL panels; CLOSED cover  | _____ | _____ |
| 19. Circuit breakers/disconnects properly identified/labeled   | _____ | _____ |
| 20. Lockout potential for ALL disconnects/panels/controls. Lock<br>Out procedure necessary for all "wired" in apparatus. | _____ | _____ |
| 21. Extension cords  |       |       |
| a. Proper gauge and type (i.e. all weather)  | _____ | _____ |
| b. No breaks in insulation or plug/no splicing   | _____ | _____ |
| c. No overhead/floor tripping hazards (Also under Div 2,<br>Subdiv. D, E, F)   | _____ | _____ |
| d. Ground prong serviceable/in place (3 wire type)   | _____ | _____ |
| 22. All wiring protected (i.e. wire not/cover plate)   | _____ | _____ |
| 23. Combustibles/flammables clear of wiring/panels/heat<br>Sources (also Div. 60)  | _____ | _____ |
| 24. Machines & equipment grounded  | _____ | _____ |
| 25. Circuits not overloaded  | _____ | _____ |
| 26. No wires under carpet without raceway  | _____ | _____ |
| 27. Electrical outlets and switches near water sources protected<br>from moisture? (Div. 2, Subdiv. S and Div. 61)       | _____ | _____ |

**LADDERS (Div. 2, Subdiv. D, E, F)**

- |   |       |       |
|---|-------|-------|
| 28. Strong enough for intended use; structurally sound          | _____ | _____ |
| 29. Regularly maintained/evaluated                              | _____ | _____ |
| 30. Top rungs of steps marked "NO STEP"                         | _____ | _____ |
| 31. Metal ladders marked "KEEP AWAY FROM ELECTRICAL<br>SOURCES" | _____ | _____ |

**PERSONAL PROTECTIVE EQUIPMENT (Div. 50)**

- |                                 | <b>OK</b> | <b>NOT OK</b> |
|---------------------------------|-----------|---------------|
| 32. Protective clothing         | _____     | _____         |
| a. Gloves used when needed      | _____     | _____         |
| 33. Eye/face protection         | _____     | _____         |
| 34. Hearing protection          | _____     | _____         |
| 35. Respirators/dust masks      | _____     | _____         |
| 36. Protective gear for welders | _____     | _____         |

**OFFICE EQUIPMENT (Div. 40, Gen. Provision)**

- |  |       |       |
|--|-------|-------|
| 37. File cabinets secure   | _____ | _____ |
| 38. File drawers closed  | _____ | _____ |
| 39. Chairs – adequate type/condition   | _____ | _____ |
| 40. Shelves not overloaded – no overhead hazards                                       | _____ | _____ |
| 41. Sharp corners removed/protected  | _____ | _____ |
| 42. Paper shredder/guards in place;<br>working properly (Div. 2, Subdiv. 0)            | _____ | _____ |
| 43. Paper cutter blade – spring adequate; locked when<br>not in use (Div. 2 Subdiv. 0) | _____ | _____ |

**POWER/HAND TOOLS (Div. 65 & Div 40)**

- |  |       |       |
|--|-------|-------|
| 44. Power tools adequate   |       |       |
| a. Equipped with constant pressure switch only                     | _____ | _____ |
| b. ALL guards in place/operable                                    | _____ | _____ |
| c. ALL tools double insulated/grounded                             | _____ | _____ |
| d. Cords/plugs undamaged   | _____ | _____ |
| e. No cracks/breaks in housing                                     | _____ | _____ |
| f. Maintained for maximum efficiency                               | _____ | _____ |
| 45. Hand Tools   |       |       |
| a. Tools used only for intended purpose                            | _____ | _____ |
| b. Smooth, firmly attached handles                                 | _____ | _____ |
| c. Shock tools (i.e. chisels; hammers) have no<br>Mushroomed heads | _____ | _____ |
| d. Maintained for maximum efficiency                               | _____ | _____ |

**MACHINE GUARDING (Div. 2, Subdiv. 0)**

- |  |       |       |
|--|-------|-------|
| 46. Belts/pulleys/shafts with proper tension and guarded                     | _____ | _____ |
| 47. Chains/sprockets/gears proper tension and guarded                        | _____ | _____ |
| 48. Ingoing nip points guarded   | _____ | _____ |
| 49. Rotating shafts guarded  | _____ | _____ |
| 50. Saws/blades/operational points properly maintained<br>and guarded        | _____ | _____ |
| 51. Electrical motors/equipment grounded; properly maintained<br>and guarded | _____ | _____ |
| 52. Bench grinders tongue guards and tool rest adjusted.                     | _____ | _____ |

**SPECIAL HAZARDS**

- |  |       |       |
|--|-------|-------|
| 53. Flammable liquids/materials stored in approved<br>Safety containers or cabinets (Div. 63 and Div. 123) | _____ | _____ |
| 54. NO SMOKING or OPEN FLAME signs posted near<br>Flammable storage (Div. 54)                              | _____ | _____ |
| 55. Material Safety Data Sheets (MSDS) available/current<br>(Div. 155)                                     | _____ | _____ |

	<b>OK</b>	<b>NOT OK</b>
56. Hazardous chemicals properly labeled (Div. 155)	_____	_____
57. Gas Cylinders (Div. 62)		
a. Upright	_____	_____
b. Secured by chain	_____	_____
c. Capped when not in use	_____	_____
58. Proper disposal of combustibles/waste		
a. (Div. 61, Fire Protection)	_____	_____

**FIRST AID (Div. 127, for #'s 59, 60 and 61)**

59. Supplies adequate; clear of obstructions; sanitary	_____	_____
60. Emergency numbers/procedures posted	_____	_____
61. Certified staff/names on posted list	_____	_____
62. Eye wash stations operable; close proximity (Also 50; Div. 2, Subdiv. Z; under rules relating to substance being used)	_____	_____
63. Shower stations in science labs functional (Also 50; Div. 2, Subdiv. Z; under rules relating to substance being used.)	_____	_____

**ENVIRONMENTAL FACTORS (Div. 40)**

64. Illumination	_____	_____
65. Vibration	_____	_____
66. Heat	_____	_____
67. Excessive noise (Div. 121)	_____	_____
68. Pollution (DEQ)	_____	_____