



Building Safety Awareness

Each and every employee has a unique opportunity to not only maintain a safe individual workspace, but also to help build a safety culture in the entire workplace. Actions taken to keep your individual space in order can have a significant impact on your safety and help promote a positive work environment.

Safety professionals teach a principle called a Job Safety Analysis or JSA. In simplest terms, a JSA breaks down everyday jobs into simple tasks step by step. These steps are then evaluated and analyzed to determine what safety measures or alternative methods can be used to help prevent accident and injury. This same thought process can be applied to your immediate work environment.

Safety is not solely the responsibility of your safety coordinator or an outside consultant. It is the day to day actions that employees take that can have the most immediate and significant impact on injury prevention. Less injury means lower lost work time, lower insurance premiums and a more productive workforce.

Take the time to periodically evaluate your individual workspace. Are there easily identifiable safety hazards that can be corrected? What simple steps can you take to prevent injury?

EMC has created the attached safety checklist. Many organizations have found that routine inspection by occupants of the workspace is the best form of compliance inspection.

The attached checklist highlights some of the typical safety concerns that are found repetitively by EMC inspectors. Most of these hazards can be prevented with some safety awareness and good old-fashioned common sense.

Consider distributing this checklist to Building Principals, Head Custodians or Classroom Instructors to perform self-inspections or just use EMC consultants to randomly perform compliance inspections. Each workplace has their own best practice for enforcing safety: choose a method that works best for you!



Environmental Management Consulting, Inc.

Classroom Safety Checklist

INSTRUCTOR:	BUILDING:		
DATE:	ROOM/AREA:		
ITEMS	COMMENTS		
EGRESS	Yes	No	N/A
Exit routes (doors and pathways) unobstructed			
Emergency routes posted (fire and tornado) at door			
Exit signs illuminated			
Exit vestibules free from obstruction			
ELECTRICAL	Yes	No	N/A
Electrical cords have ground prongs intact			
Outlet face plates intact and in good condition			
Outlet within six feet of water source have ground fault protection			
36" clearance in front of all electrical panels			
Only single electrical cords used (not plugged into each other)			
Electrical cords undamaged			
Extension cords only used on a temporary basis			
FIRE PROTECTION	Yes	No	N/A
Room free of candles and other open flames			
Fire extinguisher (if present) unobstructed for quick access			
Room free of excessive combustible items			
Flammable liquids and aerosols are properly stored			
Combustible decorative wall coverings total less than 20% of individual wall space (80/20 rule)			
Ceiling free of all hanging combustible materials			
CHEMICALS/PPE	Yes	No	N/A
Chemicals are properly labeled with name and hazards			
Chemical containers are in good condition			
MSDS are on file and accessible for all chemicals present			
Personal protective equipment available for handling chemicals			
GENERAL	Yes	No	N/A
Areas uncluttered and orderly (free of trip/fall hazards)			
Items stored in secure manner (24" ceiling clearance,18" sprinkler)			
Materials placed on movable carts are properly secured			
Mounted equipment is adequately secured (stable mounts)			
Bloodborne Pathogen gloves, disinfectant available			
Air handling equipment operating/ free of obstructions			
Ceiling tile, walls free of water staining			
Emergency/crisis plan available			
Animal in Classroom policy properly instituted			



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