

SAFETY PROGRAM

Lake Wales Charter Schools

Table of Contents

STATEMENT OF SAFETY POLICY..... 1

DUTIES AND RESPONSIBILITIES2-3

SAFETY PROGRAM RECOGNITION AND ENFORCEMENT 4

FIRE SAFETY RULES.....5-7

SAFETY COMMUNICATIONS 8

HAZARD RECOGNITION AND CONTROL 9

INCIDENT INVESTIGATION..... 10

EMPLOYEE TRAINING..... 11

RECORDKEEPING..... 12

RECEIPT OF SAFETY PROGRAM 13

APPENDIX - SAFETY FORMS.....

SAFETY VIOLATION WARNING NOTICE..... 14

SAFETY COMMITTEE MEETING MINUTES.....15

EMPLOYEE SAFETY SUGGESTION FORM..... 16

TRAINING ROSTER FORM..... 17

INCIDENT REPORT- EMPLOYEE STATEMENT..... 18

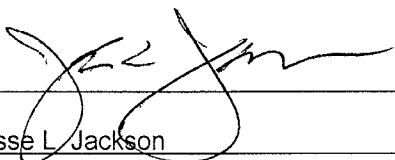
INSPECTION CHECKLIST FOR EDUCATIONAL FACILITIES.....19-22

STATEMENT OF SAFETY POLICY

The health, safety and well being of our employees and visitors are of prime importance to the success of our school system. It is our goal at Lake Wales Charter Schools to provide a safe and healthful environment for all employees and visitors.

Effective immediately, Rich Columbo is appointed as Safety Coordinator with full responsibility, authority and accountability for all company health and safety programs. His objective is to coordinate all health and safety activities in the operation to prevent illnesses and injuries and to ensure compliance with safety standards.

In addition to the Safety Coordinator, each of us has a duty to recognize report and act on unsafe or unhealthy situations before they lead to injury or illness. You have a responsibility to yourself, your family, and fellow employees. Because of this shared responsibility, safe work performance will be included in all future employee performance evaluations.

Signature: 
Name: Jesse L Jackson
Title: Superintendent of Schools
Date: 3/30/12

Lake Wales Charter Schools Safety Program

DUTIES AND RESPONSIBILITIES

SAFETY COORDINATOR

Lake Wales Charter Schools has assigned the responsibility for planning, directing, monitoring and controlling the safety program to Rich Columbo.

The Safety Coordinator is responsible for:

1. Issuing a statement of company policy at least annually, including safety progress and incident prevention goals.
2. Giving proper and prompt attention to safety recommendations requiring top management approval.
3. Conducting inspections with supervisors on a scheduled basis. Enforcing good housekeeping and taking prompt corrective action to eliminate workplace hazards.
4. Following up on the status of safety recommendations developed internally or externally, and ensuring completion.
5. Issuing authority to the supervisors relating to safety issues and providing cooperation and support to them in all matters relating to safety.
6. Reviewing the safety performance of the facility.
7. Reviewing supervisor's incident investigation reports to ensure all causal factors have been identified, and that appropriate corrective actions are recommended and implemented.
8. Reviewing and providing incident data to supervisors and management, including senior management.
9. Ensuring that personal protective equipment is provided and available for jobs or tasks that require it.
10. Establishing a forum to regularly communicate and discuss safety issues and resolve safety concerns.
11. Assessing all safety considerations when introducing a new process, procedure, machine or material into the workplace, or when new requirements are applicable.
12. Supporting the supervisors and all programs and committees that promote safety and health. Encourage recognition of employees for actions that promote safe working conditions and behaviors.

SUPERVISOR

The supervisor's role is instrumental for the successful implementation of the safety program. Each school is assigned an individual to serve as that school's Safety Supervisor. They must effectively execute the following responsibilities:

1. Familiarize him/her with the safety program and ensure its effective implementation.
2. Become knowledgeable of hazards and injury potential in the company.
3. Become knowledgeable of applicable safety regulations, codes, orders, etc.
4. Recognize employees for actions that promote safe working conditions and behaviors.

Lake Wales Charter Schools Safety Program

5. Enforce all company safety policies, rules and procedures.
6. Solicit and respond to employee suggestions and concerns.
7. Assess all safety considerations when introducing a new process, procedure, machine, equipment or new hazardous material into the operations. Consult with the Safety Program Coordinator prior to these changes.
8. Ensure employees receive appropriate training prior to assignment of duties. This includes complete safety training, including general safety rules, to new and transferred employees, as well as training regarding specific job hazards.
9. Schedule regular employee tailgate or other safety talks on any current safety issues and maintain documentation of this and other education and training.
10. Conduct scheduled safety inspections using an inspection checklist. Take corrective action to eliminate or control an unsafe condition or work practice immediately if within your area of authority.
11. Investigate all incidents resulting in employee injury and property damage. Ensure that appropriate action is taken to prevent recurrence.
12. Ensure all injuries, no matter how minor, are treated immediately. Report all injuries to the person responsible for reporting claims to Lake Wales Charter Schools workers' compensation insurance carrier.

EMPLOYEES

Ultimately, all employees are responsible for their own safety. In order to work safely, each employee must:

1. Work in accordance with the safety rules and regulations.
2. Wear appropriate safety equipment or attire as required by the job.
3. Report ALL injuries, unsafe conditions and practices immediately to the manager/supervisors.
4. Participate fully in incident investigations.
5. Become familiar with the safety program and apply it to tasks being performed.
6. Cooperate with supervisors' training efforts and become fully knowledgeable of job hazards.
7. Ask questions if unclear about the way to perform a duty. Do not attempt to perform any job or operate any machinery without proper training.
8. Contribute ideas or suggestions for improvement of the safety program.
9. Attend periodic safety meetings.

SAFETY PROGRAM RECOGNITION AND ENFORCEMENT

Lake Wales Charter Schools will inform employees of provisions to the safety program and evaluate the safety performance of each employee. We will also recognize employees who follow safety procedures to the best of their abilities and provide training to those in need of improvement to that safety performance. All employees at Lake Wales Charter Schools will be held responsible for following safe work practices. The following methods are used to ensure compliance:

Recognition: Management recognizes employee actions that promote safe working conditions and behaviors. Safety will be part of a new employee's orientation and will be regularly discussed at Staff and Management meetings.

Enforcement: Failure of any employee or supervisor to comply with their assigned responsibilities under the company safety program is held to disciplinary action that may include termination. Any violation of safety rules, procedures, or guidelines (depending on the severity of the violation*), is also considered for discipline or possible termination.

1. First offense or violation: verbal warning
2. Second offense or violation: written warning or suspension
3. Third offense or violation: suspension or termination

*An offense or violation deemed to be of extreme severity by supervisor or manager may be grounds for immediate termination. This may occur regardless of the order in which the offense or violation was committed.

General Safety Rules:

Lake Wales Charter Schools strives to provide a safe, healthful work environment. But safety begins with YOU.

You are responsible for reporting any hazards to your supervisor immediately and following safe work procedures. Any violation of safety rules will result in disciplinary action. The following list of safety rules is not complete. Your manager will provide you with additional information and training as necessary.

1. Report all accidents to your supervisor.
2. Report all unsafe or broken tools or equipment to your supervisor.
3. Don't take chances.
4. Observe all warning signs, safety bulletins and posters.
5. Avoid ALL horseplay and never distract another worker.
6. Use protective clothing and equipment such as goggles, safety glasses, and guards. It is mandatory that you use this equipment when required.
7. Report any safety hazard immediately to your supervisor.
8. To lift heavy objects, squat down, keep your back straight and use the leg muscles when lifting. Do not attempt to lift any object heavier than you can handle.
9. When using sharp-edged tools, cut away from your body.
10. Before starting work, tuck in loose clothing.
11. Keep the floors, aisles and passageways clear of stock, materials, scrap, tools, oil and equipment. You are responsible for keeping your work area clean and organized.
12. Do not undertake a job that appears to be unsafe.
13. Report any fire immediately to a manager or supervisor.
14. Do not block access to fire-fighting equipment, fire sprinklers or fire exits.
15. Learn the location of all fire exits and fire extinguishers. In case of fire, turn off all electrical equipment and walk quietly to the nearest exit. Follow your manager's direction.

Lake Wales Charter Schools Safety Program

Fire Safety Rules:

In order to meet the requirements of Polk County Schools and the Fire Codes of the State of Florida the following must be observed in every classroom and office.

Furnishings, decorative plants, curtains, and textiles (including carpets)

- There can be no furnishings, decorative plants, curtains or textiles in the classroom unless they are certified as flame retardant from the manufacturer and the certifying tag is attached to the item. *Items can no longer be treated with flame retardant locally.*
- Certifying tag must state that it meets the Florida Fire Marshal's Code.

Storage areas

- Storage areas must be kept neat and clean.
- If there are electrical panels or fire control devices located in the area there must be a clear, (three foot minimum) accessible path to them.
- There must be an 18 inch minimum clearance maintained from the ceiling to the top of any stored items.

Classroom and office design

- Classroom furniture and desks must be arranged in a manner that always allows a minimum three foot egress to any/all exit door(s).
- Windows in doors cannot be blocked or covered.
- There can be no posters or notices placed on the doors.
- Doors cannot be wedged open for any reason.
- Classrooms that are not equipped with a fire sprinkler system can have no more than 20% of any wall's area covered with posters or other flammable items. This includes bulletin boards.
- There can be nothing hanging from the ceiling of any classroom, hallway, or storage area.
- Mirrors are prohibited unless they are made of safety glass. Documentation must be kept on file in the room.
- All candles are prohibited. This includes decorative scented candles or vases/glass containers that contain candles.
- Fire exit maps must be prominently displayed in the room.
- Decorative flame retardant plants can be used in office areas freely, but classrooms need to keep the use to minimum. Plants must have a manufacturer's label certifying the flame retardant properties. Certifying tag must state that it meets the Florida Fire Marshal's Code.

Appliances

- All appliances must plug directly into the wall outlet. The use of power strips or extension cords is prohibited.
- The only allowable appliances are coffee makers, microwaves, and refrigerators.
- Coffee makers must be the type that does not have an exposed burner plate and may only be placed in offices or work areas. Water must be heated internally.
- Refrigerators can be used in either work areas or classroom.
- Microwaves are to be used only in work areas.

The use of personal appliances on campus is a privilege granted by the administration. All appliances that are brought on campus must be kept clean and serviceable by the owner. Appliances that are excessively dirty, found to be unserviceable, installed incorrectly, or in an area where it is prohibited will be removed by the administration.

Lake Wales Charter Schools Safety Program

Flammables

- There are to be no flammable materials stored in classrooms or offices.
- Flammables must be stored in a securable flammable storage cabinet or in a designated flammable storage building or room.
- Classrooms that use flammable materials as part of the curriculum will provide the administration a list of the flammables and the location where they are stored. This list should also be kept on file in the classroom.

Electrical

- Extension cords of any type are prohibited. (Surge protected power strips are the only extension devices allowable.)
- Power strips cannot be linked together. (Plugging one power strip into another to achieve a longer reach.)
- Space heaters are prohibited.
- Outlet splitters are prohibited. (These plug into an outlet and allow multiple things to be plugged into a single outlet.)
- Plug in type air fresheners are prohibited.
- Plug in night lights are prohibited.
- Lamps are permissible. If used for decorative purposes a bulb must be installed or the power cord cut off at the base of the lamp. Bulbs must be the low energy fluorescent type.
- Electrical cords cannot be laid in any pathway or where students may walk.

Fire control devices

- If room is equipped with a fire extinguisher, clear access to it must be maintained at all times.
- Fire extinguishers should be checked regularly. Missing parts, damaged mounts, out of date, or discharged units should be reported immediately to the administration.
- Fire warning strobe lights and alarms should not be blocked or muffled. Any damage or faults in operation should be reported to the administration immediately.

Maintenance Requirements

- Damaged or missing ceiling tiles should be reported to the administration.
- Classrooms and offices should be checked regularly for missing outlet covers, inoperable light switches and/or outlets. Faults should be reported to the administration.
- Doors and door closers should be checked daily to ensure proper operation. Issues or concerns should be reported immediately.
- Floor tiles should be checked daily to ensure safe walkways. Loose or severely damaged areas should be reported to the administration.

Portables

- Malfunctions in the stand alone fire alarm systems installed in portable classrooms must be reported immediately. Malfunctions are usually evident by a constant ring tone being emitted by the unit.
- Breaker panels located in the classroom need to be examined regularly for signs of damage or tampering. Signs of possible problems include excessive heat, buzzing noises, smell of smoke, and/or burned/melted plastics. There should be a red lock out device installed on one the

Lake Wales Charter Schools Safety Program

breakers. This is for the fire alarm system and if it is missing please notify the administration immediately.

- Ramps and stairs should be inspected regularly and any balance issues, missing or broken parts should be reported immediately.
- Doors and door closers should be monitored for proper operation. If there is a problem it should be reported.

Work order reporting

Any problem being reported from the Fire Safety Policy will be assessed by the administration to determine if an eminent threat exists to the safety of the students or property. If there is an eminent threat an emergency work order will be placed and necessary corrective/preventive measures will be taken to minimize the threat until it can be corrected.

SAFETY COMMUNICATIONS

Lake Wales Charter Schools is committed to providing its employees or staff with effective communication that will give its employees the necessary information to perform their duties and tasks in a safe and healthful manner. We are committed to open two-way communication between management and employees, in a form readily understandable by employees, and have adopted the following methods of communication:

SAFETY MEETINGS: Safety meetings are in the workplace to review each element of the Safety Program and to discuss safe work procedures. The Safety Program is available for employee review at all times. Types of safety meetings conducted include:

- **New Employee:** New employees will be provided with safety training prior to beginning work. The purpose is to inform new employees of safety policies, equipment and procedures. The company safety program document will be discussed in order to provide further clarification of its contents.
- **One-on-one:** These meetings are held as communication sessions between an employee and his/her supervisor. Their purpose is for individual clarification or reminders of particular safety issues and hazards.
- **Tailgate:** Tailgate meetings are brief, usually 10-15 minutes long. They may be held before or after school. Their purpose is to address or remind employees of safety issues in a quick and effective manner. Topics discussed may include personal protective equipment, machine guarding, recent injuries, newly discovered hazards, etc. These meetings can also provide an opportunity for employees to share their ideas on how to prevent incidents and injuries.
- **Other:** Supervisors are given the responsibility of holding regular meetings to address any safety issue or topic relevant to the operation or tasks.
- **Safety Committee:** The Safety Committee may include Principals, Assistant Principals, Managers, Supervisors, and other designated employees. This committee meets on a regular basis to discuss any changes to the safety program, review near misses or injuries and agree on needed changes to the company's safety program.
- **Safety Materials:** These materials may be distributed in meetings, by the use of flyers, posters, payroll stuffers and will address general safety information on specific safety issues.

ANONYMOUS NOTIFICATION BY EMPLOYEES

Employees at Lake Wales Charter Schools are encouraged to report any unsafe condition or behavior. The following methods may be used as communication tools to report any of these conditions. This aids in the investigation of the unsafe condition or behavior and provides additional information for any corrective actions. The reporting employee is not required to provide any self-identifying information and may submit these items anonymously. The Employee Safety Suggestion form should be used to communicate these situations.

Our employees are advised that law protects this report. It is illegal for the employer to take any action against an employee in reprisal for exercising rights to engage in safety communications.

Lake Wales Charter Schools investigates any signed report or question as required by the safety program. If the employee who gave the information has identified him/herself, he/she will be advised of the employer's corrective action.

HAZARD RECOGNITION AND CONTROL

Lake Wales Charter Schools strives to have a workplace free from recognized hazards. Once hazards have been identified, make sure they are properly addressed and controlled and that you properly document the date of the corrective action. Incorporate controls that eliminate or reduce the hazard through: Once hazards are identified, they are assessed to determine the corrective actions necessary. All hazards reported will be analyzed and addressed. These are documented and tracked to completion.

The following methods are used:

- Engineering controls (e.g. process changes, chemical substitution, machine guarding, use of assistive devices)
- Administrative controls (e.g. job rotation, housekeeping)
- Personal protective equipment
- Employee training on how to recognize and control hazards

ONGOING

- **Inspections**

Periodic inspections are conducted to identify new hazards or unsafe work practices and correct them. Upon review of the periodic inspection the supervisor or safety coordinator will:

- Take immediate action to fix any unsafe condition or activity; or
- Take steps to correct unsafe conditions if they cannot be fixed in an immediate manner (such as promptly completing a work order or notifying appropriate persons).

If the supervisor identifies an imminent hazard that cannot be eliminated without endangering employees and/or property, then all exposed employees will be evacuated except those needed to fix the problem. Remaining employees will use appropriate gear and other safeguards when removing hazards.

Completed inspection forms are discussed by management and kept for reference.

- **Incident Investigations**

Investigation is done following every incident. When a hazard(s) are identified as a primary or underlying cause, appropriate actions are taken to correct them.

- **Regulatory Mandates**

Where conditions exist that are addressed in regulatory requirements, the specific hazards are identified. Appropriate actions are taken to correct the hazards and meet regulatory requirements.

- **Preventive Maintenance**

A preventive maintenance and inspection program is in place for equipment and vehicles. Appropriate actions are taken to correct hazards or deficiencies identified.

HAZARD CORRECTION

Safety items identified during inspection/investigation are submitted to Safety Coordinator for review. An action plan is developed to resolve each specific safety item (hazards, needed policies, etc.) by a set completion date and by those assigned responsibility.

INCIDENT INVESTIGATION

REPORTING AN INCIDENT

All incidents that result in injury, illness, first aid or doctor treatment are investigated and an incident report completed. The investigation is conducted by the school's Safety Supervisor and a copy of the report reviewed and maintained by the Safety Coordinator. When hazards are identified as the primary or underlying cause, they are eliminated, following procedures addressed under Hazard Correction.

The purpose of an incident investigation is to prevent similar incidents, not to place blame. If the injured employee or someone else contributed to the incident by failing to follow safety rules, then disciplinary action may be appropriate.

The following procedures are part of performing a successful investigation:

1. Visit the incident scene as soon as possible while facts are fresh and before witnesses forget important details.
2. If possible, interview the injured worker at the scene of the incident and "walk" him or her through a reenactment, being careful not to create a situation that exposes the investigator to injury.
3. Conduct all interviews in private. Talk with anyone who has knowledge of the equipment or circumstances contributing to an incident, even if they did not witness it firsthand.
4. Interview witnesses one at a time and have them complete the Incident Report.
5. Document details graphically. For some incidents, you may need to preserve the scene by cordoning the area until the investigation ends; otherwise, use sketches, diagrams and photos and take measurements when appropriate.
6. Focus on both unsafe acts and unsafe conditions. Describe what happened, how it happened and why it happened. Determine the cause(s) of the incident.
7. Include a plan for preventing similar incidents in the future. Corrective actions usually involve correcting unsafe conditions, changing processes or procedures, employee training or retraining, or a combination of the above.
8. If a third party or defective product contributed to the incident, save any evidence. It could lead to the recovery of claim costs.

The unsafe acts of persons and the unsafe conditions that cause incidents can be corrected only when they are known specifically. The incident investigation is an important method to identify hazards and to correct them. Document completion of corrective actions.

EMPLOYEE TRAINING

INITIAL SAFETY TRAINING

All employees hired by Lake Wales Charter Schools will have safety training to review the organization's safety policies and rules as part of their new employee orientation. This meeting will include the elements of the program and what is expected of all employees with regard to job safety. Training is conducted in a language all employees can understand.

After this is completed, the employee receives specific training on the hazards associated with their respective work area and tasks, and related safety programs. The training will be administered by either the Safety Coordinator or the Safety Supervisor.

OTHER SAFETY TRAINING

Safety training is also provided at other times. In addition to initial safety training, employees may receive training based on:

- Hazard-based or program-based information
- Regulatory requirements
- Post-incident follow up
- New equipment, processes or materials
- Task reassignment

ONGOING TRAINING REQUIREMENTS

Safety training is obtained through a variety of methods, including:

- School safety meetings
- Safety committee meetings
- Toolbox talks or tailgate meetings
- Classroom or instructional training provided through outside resources (e.g. vendors, community programs, etc.)
- Workers' Compensation insurance carrier meetings and information

Employees are trained in topics relevant to their department or job tasks. The following training is conducted at a frequency dependent on the needs. Some common training programs include:

- General Safety Rules
- Slip and Falls
- Tools and Machines
- Equipment and Vehicle Safety
- Tractor Safety
- Ladder Safety
- Electrical Safety
- Handling Chemicals
- Fire Prevention
- Back Injury Prevention
- Personal Protective Equipment
- Heat Illness Prevention

All training is documented and records maintained in the Central Office Human Resources department for 5 years.

RECORDKEEPING

Certain records relevant to this Safety Program must be maintained for specific periods of time. These include:

- Records of hazard assessments 5 years
- Records of inspections 5 years
- Incident investigation reports 5 years
- Records of unsafe work conditions and practices 5 years
- Records of corrective actions 5 years
- Log of Work-Related Injuries and Illnesses (OSHA Form 300) 5 years
- Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) 5 years
- Incident investigation reports (OSHA Form 301 or similar) 5 years
- Workers' Compensation Notice of Injury 5 years
- First aid records for injuries causing loss of work time 5 years
- Training records 5 years
- Chemical safety and exposure records Duration of employment plus 30 years

Receipt of Safety Program

I certify that I have received my personal copy of Lake Wales Charter Schools Safety Program dated April 1, 2012.

I further certify that I have read, and understand Lake Wales Charter Schools policies and procedures as represented in the company's Safety Program.

I understand that failure to comply with all safety policies may result in immediate discharge.

EMPLOYEE NAME: (Print) _____

EMPLOYEE SIGNATURE: _____

DATE: _____

Lake Wales Charter Schools Safety Program

Safety Violation Warning Notice

Date: _____

You have been observed violating the following company safety rules or practices:

Your violation may have been unintentional, or you may have not realized that you were violating a safety rule or a safe practice. We are bringing this to your attention because of management's sincere concern for your safety. We hope that you share this concern for yourself and your fellow employees. Production, economy or convenience of either management or our employee's shall not take precedence over safety in our operation. Further violations of the above, or frequent violations of any safety rules, or safe practices, will result in disciplinary action.

IF IN DOUBT, ASK YOUR SUPERVISOR, DON'T TAKE CHANCES!

Supervisor's Signature

I have read and understand the above warning notice. I agree that I will not commit this violation again, and that I will try to increase the safety with which I work.

Employee's Signature

Lake Wales Charter Schools Safety Program

Safety Committee Minutes

Date: _____

Members/Guests Present: _____

Absent: _____

Review/Approval of Minutes from _____ Meeting:

Old Business: (record discussion concerning previous unresolved matters/recommendations):

Review of Incidents/Accidents: (record discussion regarding causes and committee recommendations for future prevention):

Current Inspection Results/Recommendations: (assign numbers to current action items, establish person(s) responsible and completion target dates)

New Business: (record discussion regarding safety education materials, contests, safety events, etc., which are under consideration or are currently administered by committee)

(Signature/date)

Lake Wales Charter Schools Safety Program

Employee Safety Suggestion

This form may be used by employees to provide a safety suggestion or report an unsafe workplace safety.

Description of Unsafe Acts of Conditions _____

Reasons for Unsafe Acts of Conditions _____

Suggestion for Improving Safety _____

Has This Subject Been Reported to Your Supervisor? Yes ____ No ____

Employee Name _____
(Optional)

Lake Wales Charter Schools Safety Program

Training Roster

Name of Trainer _____

Date _____

Name of Training _____

Location of Training _____

Training Aids Used _____

Attendees (Please print and sign your name legibly.) Use additional sheets as necessary.)

Print Name

Signature

1 _____ 1 _____

2 _____ 2 _____

3 _____ 3 _____

4 _____ 4 _____

5 _____ 5 _____

6 _____ 6 _____

7 _____ 7 _____

8 _____ 8 _____

9 _____ 9 _____

10 _____ 10 _____

Lake Wales Charter Schools Safety Program

Incident Report – Employee Statement

Event: _____ **Approximate Date/Time of Event:** _____

Name of Employee Providing This Statement: _____ **Date/Time of Statement:** _____

Please be as detailed as possible and take whatever time is necessary to thoroughly contribute to this incident review. Use additional pages as needed. You will be assisted with any writing difficulties as needed.

WHEN precisely did these events occur? (During break, during an installation or delivery, during overtime etc.)

WHO all was involved? (Any injured parties, other witnesses, a vendor or contractor, or anyone that can provide important information?)

WHERE exactly did the events occur?

WHAT happened? Explain in detail all you know about the incident

HOW did the event occur?

WHY in your opinion did the event occur?

RECOMMENDATIONS: HOW in your opinion could the incident have been prevented and WHAT is needed to be done to prevent future incidents?

My signature below acknowledges that I have been completely truthful with all I know about this incident at this time. I will immediately forward additional information to management as it may further appear to me.

Signature of Employee: _____ Date: _____

Lake Wales Charter Schools Safety Program

Inspection Checklist for Educational Facilities

<u>location</u>				
<u>Administrative:</u>	OK	Action Needed	Corrective Action Taken	Comments
A. Required posters conspicuously displayed	•	•	•	_____
B. Recordkeeping requirements met	•	•	•	_____
C. Workers trained prior to new or unfamiliar tasks	•	•	•	_____
<u>Material Handling:</u>				
A. Employees trained in proper lifting methods	•	•	•	_____
B. Equipment provided for heavy or awkward loads	•	•	•	_____
C. Materials stored to prevent overreaching	•	•	•	_____
<u>Housekeeping:</u>				
A. Walkways clear of obstructions	•	•	•	_____
B. Employees clean up as they go	•	•	•	_____
<u>Floors:</u>				
A. Walking and working surfaces kept clear	•	•	•	_____
B. Spilled materials cleaned up immediately	•	•	•	_____
C. Holes in floor repaired or covered	•	•	•	_____
<u>Machinery and Equipment:</u>				
A. Moving parts guarded	•	•	•	_____
B. Kept in safe operating condition	•	•	•	_____
C. Operated and inspected per manufacturer instructions.	•	•	•	_____

Lake Wales Charter Schools Safety Program

Inspection Checklist for Educational Facilities

Page 2

<u>Stairs:</u>	OK	Action Needed	Corrective Action Taken	Comments
A. Lighting adequate	•	•	•	_____
B. Non slip surface	•	•	•	_____
C. Handrails secure	•	•	•	_____

Ladders:

A. Proper type for intended use	•	•	•	_____
B. Maintained in good condition	•	•	•	_____
C. Proper ladders used instead of chairs, boxes, etc.	•	•	•	_____

First Aids

A. Fully stocked first aid kit	•	•	•	_____
B. Emergency telephone numbers posted	•	•	•	_____
C. At least one person trained in first aid	•	•	•	_____

Emergency Action Plan:

A. Written, covers fire and other emergencies	•	•	•	_____
B. Communicated to all employees	•	•	•	_____
C. Employees designated and trained to Implement plan.	•	•	•	_____

Fire Protection:

A. Fire fighting equipment is serviced and accessible.	•	•	•	_____
B. Employees instructed in use of fire Fighting equipment.	•	•	•	_____
C. Employees instructed in fire protection procedures.	•	•	•	_____

Lake Wales Charter Schools Safety Program

Inspection Checklist for Educational Facilities

Page 3

<u>Fire Protection:</u>	OK	Action Needed	Corrective Action Taken	Comments
A. Fire fighting equipment is serviced and accessible.	•	•	•	_____
B. Employees instructed in use of fire Fighting equipment.	•	•	•	_____
C. Employees instructed in fire protection procedures.	•	•	•	_____
 <u>Egress:</u>				
A. Exits clearly marked	•	•	•	_____
B. Exits accessible	•	•	•	_____
C. Exit doors unlocked	•	•	•	_____
 <u>Electrical:</u>				
A. All equipment either grounded or double insulated.	•	•	•	_____
B. Extension cords in good repair	•	•	•	_____
C. At least 30" clearance around control panels.	•	•	•	_____
 <u>Personal Protective Equipment</u>				
A. Proper equipment in use where needed	•	•	•	_____
B. Properly maintained and stored	•	•	•	_____
C. Employees trained in proper usage	•	•	•	_____
 <u>Health Hazards:</u>				
A. Hazard communication program in place	•	•	•	_____
B. Hazardous materials stored and used properly	•	•	•	_____
C. Warning and identification signs clearly posted	•	•	•	_____

Lake Wales Charter Schools Safety Program

Inspection Checklist for Educational Facilities

Page 4

Use this space to list additional items specific to your operations. Use an additional sheet to continue your list if you run out of space.

<u>Any Others:</u>	OK	Action Needed	Corrective Action Taken	Comments
A. _____	•	•	•	_____
B. _____	•	•	•	_____
C. _____	•	•	•	_____

Conducted by: _____ Date: _____

Reviewed by: _____ Date: _____