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| School: | Date: | Date Reviewed by Committee |
| Room: | Checked By: |  |

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| **SECTION A – SLIPS, TRIPS & FALLS** |
| Identify items in the office/staff room that are likely to causes an individual to trip. Consider extension cords in aisles, curling rugs, damaged flooring. |
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| Identify conditions or recurring circumstances that cause floors to become slippery. |
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| Identify items that are stored up high that would difficult to retrieve. Is a step ladder available for such items? |
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| **SECTION B – FALLING OBJECTS** |
| Are objects stored in a reasonable and safe manner? Consider that items > 25 lbs should not be stored above shoulder height. Objects should not be stacked in an unstable manner, particularly above shoulder height. |
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| Is there damage to the ceiling or furniture that could cause items to fall? Please identify. |
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| **SECTION C - ELECTRICAL** |
| Note any damaged or faulty electrical infrastructure. (Consider faulty lights, switches, plugs, broken or missing cover plates etc.) |
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| Do any power cords or extension cords become warm while in use? Please identify. |
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| Are power cords / extension cords in good repair? (Consider missing / loose prongs, broken housing etc.) |
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| **SECTION D – FIRE PREVENTION** |
| Please acknowledge any violations of the following conditions. |
| * Space heaters, microwaves, hot plates, electric kettles, and coffee pots etc. are clear of flammable or combustible materials. |
| * Equipment is shut off at the end of the day and when not supervised. |
| * Refrigerators have adequate space to ventilate heat from the back. (Please be mindful of items stored on top of the refrigerator.) |
| * Space heaters are operated with a clear area of at least 18 inch radius from the heater and use no less than 14 guage extension cords. |
| * Exits are free from obstruction. |
| * You know where the nearest fire alarm is located. |
| * You are aware of the nearest fire extinguisher. |
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| **SECTION E – FIRST AID & EMERGENCY RESPONSE** |
| Please acknowledge any violations of the following conditions. |
| * You are aware of the Emergency Response Plan. |
| * A first aid kit is kept in the school office. |
| * A second first aid kit is readily available close to the area used for most after school activities (for example near the gym). |
| * A first aid kit is close to CTS classrooms and science labs. |
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| **SECTION F - OTHER** |
| Please list any other items in your classroom that are a concern to health & safety. (please list) |
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