

NOCAC Head Start/ECE 2016 Safety Checklist

Site: _____ Date: _____

Safety Checklist is to be completed during the 1st week of each month. Upon completion of the checklist, it is to be scanned and emailed to Kelly Feeney; Housing & Energy Director/Safety Coordinator at kfeeney@nocac.org. The checklist for the current month is to be posted at each site.

General / Interior & Kitchen Checklist:

Yes NO

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|-----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| ___ | ___ | 1. Entrance & Kitchen non-skid mats present (Note:) | _____ |
| ___ | ___ | 2. Wet floor sign readily available | |
| ___ | ___ | 3. No trip hazards on stairs or walkways – obstructions? | |
| ___ | ___ | 4. Unstable/unsafe stacked items (Note:) | _____ |
| ___ | ___ | 5. Employment Law Posters posted | |
| ___ | ___ | 6. Fire Suppression System in place over grease areas / filters clean? | |
| ___ | ___ | 7. Fire Extinguisher labeled/mounted/checked monthly & annual by Certified Professional. Kitchen area has Fire Extinguisher mounted, labeled and checked | |
| ___ | ___ | 8. Thermostat in refrigerator | |
| ___ | ___ | 9. All Tables, chairs & office furniture in good condition (Note:) | _____ |
| ___ | ___ | 10. All employees wearing name tags | |
| ___ | ___ | 11. Choking Poster posted | |

Electrical, Emergency or other Liability Checklist:

- 12. Extension cords used have 3 prongs (Note:)
- 13. Extension cords do not pose a tripping hazard
- 14. Extension cords in good working condition
- 15. Cover plates on outlets & light switches (Note:)
- 16. Fuse Box clearly marked
- 17. Ground Fault outlets near water sources (Note:)
- 18. Electrical outlets test ok (Note:)
- 19. Portable heaters in use have "tip over" switch
- 20. Has Fire Marshall signed off on any portable heaters present?
- 21. First Aid Kit available and fully stocked (Note:)
- 22. Biohazard Kit available and fully stocked (Note:)
- 23. Sprinkler system clean and clear from obstruction (must have 18" clearance)
- 24. Smoke alarms/systems tested and working
- 25. Tornado and Fire evacuation plans posted
- 26. Exit Doors clearly marked and unlocked
- 27. Buildings which have security systems; are systems in use and operable
- 28. Exit Illuminated signs working
- 29. Emergency Lighting System working
- 30. Stairways (if applicable) have adequate handrails
- 31. AED unit checked monthly to assure ready for use
- 32. AED sign posted with location of unit
- 32. Safety Policy enforced at site

Agency Vehicle & Outside Liability Checklist:

- 33. First Aid Kit available and fully stocked
- 34. Bio Hazard Kit available and fully stocked
- 35. Fire Extinguisher present & checked monthly & annually by Certified Professional
- 36. Transportation Safety Manual present on Buses (Note:)

- 37. Seat Belt Cutter present

Bus #'s

Van License Plate #'s

- 38. Walk ways free of debris
- 39. Sidewalks and Parking areas in good condition (Note:)

- 40. Parking spaces clearly marked
- 41. Outside lighting sufficient
- 42. (If applicable) Entry Steps & handrails in good condition
- 43. Playground area & equipment in good condition & mulch up to standards

(Notes:)

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- 44. Seasonal tools readily available-shovels, salt

(Notes:)

- 45. Safety concerns from staff:
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