

SAFETY AUDIT/INSPECTION CHECKLIST
Children's Center

Classroom: Infants / Toddlers / Transition / PSE / PSW

Date: _____ By: _____

CLASSROOM

- _____ Floors have no slippery surfaces
- _____ No holes or depressions in floors
- _____ No trip or fall hazards
- _____ Floors are clean, orderly and free of slippery hazards
- _____ Grates over floor drains (bathroom)
- _____ Light Illumination level sufficient for work performed
- _____ Light covers are in place (not hanging down)
- _____ No holes or depressions in walls
- _____ Aisles free of obstructions, including electrical cords and outlets
- _____ General housekeeping is good
- _____ No top-heavy filing cabinets (either by loading or drawer opening)
- _____ Lifting, including opening of windows, is preformed safely
- _____ Correct use of pins, knives, cutters, or staplers
- _____ Door open and free to exit in case of fire
- _____ Switch and cover plates in place
- _____ First aid facilities available
- _____ Adequate ventilation
- _____ Tall cabinets, bookcases secured to the wall
- _____ No unsecured overhead storage (items stacked on top of cabinets, bookshelves, etc.)

Any unsafe practices observed - COMMENT:

DIAPER CHANGING STATION (N/A FOR PS) _____

- _____ Diapers disposed of in separate container
- _____ Diaper table paper changed after each diapering
- _____ Diaper table cleaned with bleach/water solution after each use
- _____ Caregiver washes hands before and after changing each diaper
- _____ Grates over floor drains (bathroom)
- _____ Gloves available for changing diapers and first aid

Any unsafe practices observed - COMMENT:

WORKSPACE AREA/STAFF

- _____ Hand washing out of kitchen area
- _____ Cleaning supplies are stored in cupboard with safety lock
- _____ General housekeeping is good
- _____ No outdated medication in medication boxes. All medication is in original container with appropriate labeling.

Any unsafe practices observed - COMMENT:

FIRST AID AND MEDICAL SERVICES

- _____ Adequate materials and equipment available
- _____ Clear instructions on contacting outside medical services
- _____ Trained first-aid personnel with recent recertification

Any unsafe practices observed - COMMENT:

EXITS AND EMERGENCY PREPAREDNESS

- _____ Adequate number of exits for emergency escape
- _____ No locked or barred exits restricting escape
- _____ Emergency exits adequately illuminated
- _____ Exterior exit surfaces clear for prompt exit
- _____ Exit doors open outward to flat surface
- _____ Written and posted emergency evacuated plan with exit map for all areas

Any unsafe practices observed - COMMENT:

YARD

- _____ Climbing structure is free of hazards
- _____ Good housekeeping in yard areas
- _____ No uneven or broken sidewalk surfaces
- _____ Drinking fountain is in working order
- _____ Animals cages and surrounding areas clean and maintained
- _____ Fall protection under play structures is adequate. No hard surfaces underneath slides

Any unsafe practices observed - COMMENT:

FIRE PROTECTION

- _____ Last date of fire drill: _____
- _____ Alarm and Intercom systems operable
- _____ Smoke detectors operable

Any unsafe practices observed - COMMENT:

POTENTIALLY HAZARD CHEMICALS

- _____ MSDSs available for all chemicals or federally listed hazardous materials
- _____ Employees trained in proper handling of each chemical
- _____ Labels on all supplier drums and chemicals
- _____ Labels on in-plant transfer containers (spray bottles)
- _____ Adequate storage – in cupboard properly locked and separate storage from food products
- _____ Paper towels available for spills

Any unsafe practices observed - COMMENT: