

MONTHLY SAFETY AUDIT/INSPECTION CHECKLIST

Children's Center

Classroom: Infants/Toddlers/Transition/PSE/PSE **Date:** _____ **By:** _____

CLASSROOM

- _____ Floors are clean & free of slippery materials/surfaces _____
- _____ No holes or depressions in floors/No trip or fall hazards (mats and rugs are secured) _____
- _____ Grates over bathroom floor drains _____
- _____ Classroom is light enough for work performed _____
- _____ Light and electric outlet covers are in place (not broken or hanging down) _____
- _____ No holes or depressions in walls _____
- _____ Pushpins and tacks are not used on bulletin boards. Pins, knives, box cutters, staplers used safely _____

- _____ Floors and aisles free of obstructions (electrical cords, etc.) _____
- _____ General housekeeping is good _____
- _____ Animal cages/tanks and surrounding area are clean and well maintained _____
- _____ Lifting is performed safely _____
- _____ First Aid supplies available and well stocked _____
- _____ Overhead storage is safe _____
- _____ Emergency backpacks are stocked & accessible _____
- _____ Emergency phone numbers are posted and clearly visible _____
- _____ Toys and materials used by children are not choking hazards. Testing tube is readily available (Infants/Toddlers) _____

- _____ Monthly accident reports have been reviewed for trends or potential hazards. _____

DIAPER CHANGING AREA (n/a for PS)

- _____ Diapers disposed in separate container with caution label _____
- _____ When used, diaper table paper changed after each use _____
- _____ When used, diaper table disinfected after each use _____
- _____ Caregiver washes own and child's hands after each diaper change _____

_____ Gloves available/diaper changing supplies are on hand _____

WORKSPACE/STAFF AREAS

_____ Hand washing done away from food prep area _____

_____ Cleaning supplies are clearly labeled and stored in cupboard with safety lock _____

_____ General housekeeping is good _____

_____ Medication stored in one labeled box. All in original container. Expired medication is discarded safely _____

FIRST AID & MEDICAL SERVICES

_____ Adequate materials and equipment available _____

_____ All staff know how to access outside medical services _____

_____ Staff are trained in CPR/AED/1st Aid _____

EXITS AND EMERGENCY PREPAREDNESS

_____ Emergency exits are clearly defined and free of restriction. Doors open to flat surface _____

_____ Written and posted emergency evacuation plan is clearly visible _____

YARD

_____ Climbing structures are free of hazards with 6 foot egress on all sides _____

_____ Sand and fall protection surfaces are free of hazardous materials _____

_____ Sand is swept from walkways _____

_____ Sand play area is covered at night & checked daily for foreign/hazardous matter _____

_____ Fall protection is adequate (sand, wood chips, soft pour, grass, etc.) _____

_____ Green netting on fences is secured at top and bottom _____

_____ Wheel toys and other gross motor equipment is in good repair with no broken or missing parts. _____

_____ Playground is ADA compliant and can include adaptations for physical limitations _____

_____ Major causes for injury are minimized (fall protection, entrapment, pinching, sharp points, etc.) _____

_____ Staff can easily supervise children by sight AND sound _____

_____ First Aid Kit and Accident/Incident Logs are present and up to date _____

FIRE PROTECTION

_____ Last fire/emergency drill was on _____

_____ Alarms/intercom/smoke detectors operable _____

OTHER POTENTIAL HAZARDS

_____ SDS available for all chemicals used (book stored in Staff Lounge) _____

_____ All chemicals labeled clearly _____

_____ Towels available for spills _____

_____ Staff trained in blood borne pathogens _____

MEMORY PARK (oldest preschool age cottage conducts)

_____ Pirate ship and other climbing structures are free of any hazards (exposed bolts, splinters, etc.)

_____ Fall protection (wood chips and rubber matting) are deep and/or adequate for safe falling _____

_____ Sand, woodchips, grass and concrete are free of hazardous materials _____

_____ Wheel toys and other gross motor equipment are in good repair with no broken or missing parts.

_____ Major causes of injury are minimized (fall protection, entrapment, pinching, etc.) _____

_____ Non-gross motor equipment and materials (sheds, garden, benches, picnic tables, Mud Kitchen, Wild Walk, sand and
water play areas) have been assessed for potential hazard. _____

_____ Green netting on fence is secured at top and bottom _____

_____ Area is ADA compliant and can include adaptations for physical modifications _____

_____ First Aid Kit and Accident/Incident Log are present and up to date _____

Further Action Needed: