Checklist for School Working Environments

Key:

1	2	3	4	5
Poor		Satisfactory		Good

BUILDINGS AND STRUCTURES

		1	2	3	4	5
1.	Presence and condition of asbestos					
2.	Presence of lead based paints					
3.	Condition of roofs, ceilings, walls, floors, doors, etc.					
4.	Condition of windows and locks					
5.	Condition of playground equipment					
6.	Condition of fencing, water tanks, football posts, basket ball structures					
7.	Overhead powerlines, e.g. near trees etc.					
8.	Water tanks in good condition, e.g. no leaks, blocks					

CLASSROOMS

		1	2	3	4	5
9.	Enough space for staff to carry out their duties					
10.	Adequate storage, e.g. cupboards, shelving, in room for class requirements					
11.	Floors, walkways, entrances and exits free from obstruction					
12.	Electrical leads or cables off the floor and away from walkways					
13.	Computer cables/leads secured and not on floors, work area					
14.	Carpets, tiles in good repair. No broken tiles or holes					
15.	Folders, brief cases, bags off the floor and out of passageways					
16.	Lighting levels adequate					
17.	Exits and entries free from hazards					
18.	Fire extinguishers readily accessible, their location known, and checked regularly					
19.	Classroom tables and chairs at appropriate heights					
20.	Condition of roofs, ceilings, walls floors, doors, etc.					
21.	Condition of windows and locks					
22.	Ergonomic principles followed, e.g. seating, bench height, chairs, screen glare etc.					

COMPUTER WORKSTATIONS

		1	2	3	4	5
23.	Screen based equipment guidelines followed by staff and students (See ACTU Guidelines)					
24.	Setting work rates, e.g. OOS					
25.	Ergonomic principles, e.g. seating, bench height, chairs, screen glare etc.					
26.	Copying machines, e.g. ventilation, gases, chemicals, as per the WorkSafe Guidelines					

ELECTRICAL EQUIPMENT

		1	2	3	4	5
27.	Serviceability of light fittings					
28.	Serviceability of power outlets and leads					
29.	Adequacy of power outlets (quantity and rating)					
30.	Accessibility of circuit breakers or fuses and main switch					
31.	Labelling of fuses, circuit breakers and main switches					
32.	Periodic maintenance					
33.	Electric shock resuscitation drill, notices and instructions					
34.	Electric leads or cables off the floor and away from walkways					

FIRST AID AND HYGIENE

		1	2	3	4	5
35.	Organised as per the First Aid Code of Practice					
36.	First aid kits fully equipped and available, and their location known to all staff					
37.	First aid training to appropriate workplace level					
38.	Stretchers in position					
39.	Health and Hygiene taught in the school curriculum					
40.	Adequate supply of soap, towels, etc.					
41.	Clothing storage, cabinets and contents clean, orderly and readily available					

FOOD PREPARATION AND HANDLING

		1	2	3	4	5
42.	Canteen workers aware of guidelines laid down in H&CS, Personal Hygiene for People Working With Food, Hygienic, Food Preparation and Handling, Safe Food Storage and Displaying, Food Poisoning - and How to Prevent It and Food Premises Code					
43.	Hands washed thoroughly					
44.	All cuts or wounds covered with a waterproof bandage (cover hand also with glove)					
45.	Food handling staff, if suffering from diseases which are likely to be transmitted through food must not work					
46.	Long hair tied back or covered					
47.	Protective clothing worn over normal clothes					
48.	Equipment used washed thoroughly					
49.	All fruit and vegetables washed in clean water and in own sink					

50. For cooked or ready-to-eat food, utensils such as tongs, spoons, spatulas or disposable gloves used					
51. Raw foods stored below cooked foods in refrigerator					
52. Cooked and ready-to-eat foods separate from raw foods					
53. Fixed temperature measurement devices on refrigerators and freezers					
54. Food storage containers clean and in good repair					

MACHINERY

	1	2	3	4	5
55. No unguarded nip points					
56. Guards securely fitted					

Emergency Stop Button

	1	2	3	4	5
57. Tested					
58. Identified					
59. Red mushroom type					
60. Easily accessible to operate					

Stepladders

	1	2	3	4	5
61. Tread condition					
62. Rubber feet					
63. Side rails					
64. Brace					
65. Registered					

TOOLS

Correct Use

	1	2	3	4	5
66. Used for purpose for which they are designed					
67. Not extended or used beyond design capability					
68. Sharp tools used away from the body					
69. Job always held securely					
70. Used according to acceptable practice					
71. Stored in suitable area					
72. Locked away when not in use					

Condition - Hand Tools

	1	2	3	4	5
73. Handles free from cracks, breakage, etc.					
74. Handles secure					
75. Impact point in good condition free from chips, burrs, etc.					
76. Blades sharp/square					
77. Regularly cleaned/maintained					
78. Insulation in good condition					

Condition - Power Tools

		1	2	3	4	5
79.	Electrical cords and plugs					
80.	Handle condition					
81.	Handle attachment					
82.	On/off switch operation					
83.	Safety switch operation					
84.	Hose(s)					
85.	Tested regularly and tagged					
86.	Guards provided					
87.	Guard operation					
88.	Fittings					
89.	Suitably stored & locked away when not in use					

PERSONAL OH&S

		1	2	3	4	5
90.	Documented staff support program in place at the school					
91.	Regular program for assessing school & individuals					
92.	Absentee record monitored to detect patterns					
93.	Regular contact maintained with sick or injured staff					
94.	School maintains a network of DET and or community resources to meet staff counselling needs					
95.	Determine 'hidden hazards' and other concerns determined, eg. noise, stress, personal problems, etc.					
96.	Provided with information, clear instructions and training to perform their work in a safe, risk free manner, eg. staff receive copy of school's OH&S policy and other documents					
97.	Staff involved in decision making process concerning OH&S matters					
98.	Adequate number of elected and trained OHS reps with time and facilities to ensure staff can raise OHS concerns					

SAFE SYSTEM OF WORK

		1	2	3	4	5
99.	Staff awareness of OH&S Act, codes of practice, manuals, safety books, etc.					
100.	Clear emergency procedures, e.g. fire, bomb, policy, ambulance					
101.	Statutory requirements/codes of practice fully complied with, e.g. LPG, flammables, chemicals, etc.					
102.	Adequate hazard warning signs displayed					
103.	Chemical and flammables safety register and data sheets available					
104.	Procedures dealing with OH&S issues in the workplace enforced, e.g. risk management (identify, assess and control hazards)					
105.	Rehabilitation program at the workplace in accordance with WorkCover, e.g. WorkCover Coordinator, Return To Work Plan and Policy					
106.	Evacuation procedures rehearsed					
107.	The School Council shares responsibility with the Principal for the overall safety and maintenance of the school's facilities					

108. The OH&S Representative is being consulted in any preliminary discussions, and any problem solving decisions, as to team approach for successful risk management					
109. All at the school knows who is responsible for taking control in an emergency situation					
110. Yard duty – adequate staff members are on duty and procedures are in place to deal with any issues arising					

SAFETY PUBLICATIONS AND NOTICES

	1	2	3	4	5
111. Accessible library of Regulations and Codes of Practice, safety books, manuals, etc					
112. Material Safety Data Sheets (as per the Code of Practice) for all substances					
113. Corrective action completed previous survey					
114. Warning signs and Safety posters					

SCHOOL GROUNDS (in and close to school)

	1	2	3	4	5
115. Trees maintained, e.g. precarious falling trees, branches, etc.					
116. Well drained play ground area					
117. Dam safety, e.g. sign on gates, fence, safety talks to children, etc.					
118. Sports and physical education areas designed to accommodate activities safely					
119. Bicycles stored safely					
120. Fence in good condition, e.g. no broken wire, hole, falling down, etc.					
121. Paths smooth					
122. No other tripping or slipping hazards in the grounds, e.g. broken surfaces leaves, etc.					
123. Outside steps and ramps n good repair, e.g. non slip					
124. Edges and steps clearly marked and well lit at night					
125. Handrails in good repair and free from splinters, breaks in the wood					
126. No blind corners or posts, which can cause accidents					
127. Playground equipment areas kept covered with appropriate layers of tanbark and area raked regularly					
128. Procedures in place to deal with any “sharps” that may be found on the school grounds					
129. People aware of when doors are going to be opened					
130. Children aware of construction work by outside contractors, e.g. heavy equipment, electrical power leads, etc.					
131. Outside contractors aware of the dangers working in and around children					
132. Children following ‘Playground Discipline Plan’					
133. Grass cut, e.g. fire, snakes, etc.					
134. Vehicle speed limitation in and around school					
135. Vehicle use defined parking areas					

STAFF ROOM (eating area)

		1	2	3	4	5
136.	Crockery chip and crack free					
137.	Facilities hygienically clean and tidy					
138.	Electrical equipment safely maintained, e.g. no leaks in hot water service					
139.	Food scraps, soft drink containers, etc. adequately disposed of					
140.	Roster system updated					
141.	Sink and bench clean and tidy, e.g. dishes and cups clean and in cupboard					
142.	Microwave, electrical oven and refrigerator maintained and clean					

STORAGE

		1	2	3	4	5
143.	Area accessibility					
144.	Defined areas					
145.	Condition of lifting aids, e.g. trolley					
146.	Isolation and labelling of harmful substances					
147.	School applies ‘just-in-time’ principles to purchase of materials					
148.	Stored materials regularly assessed and unused material disposed of					
149.	Capacity adequate in each area					
150.	Storage laid out so that heavier materials are stored at waist height					
151.	Staff not required to reach above shoulder heights for extended periods					
152.	Manual handling tasks have been identified and assessed					
153.	Adequate ventilation					
154.	Safe storage and disposal of cleaning, inflammable fluids					
155.	Shelves free of dust and litter					

STUDENTS OH&S

		1	2	3	4	5
156.	Students involved in identification of hazards to reduce the risk of school related injuries, infections, etc.					
157.	Guidelines set for students on the following issues: (a) Strangers in and around the school (b) Bicycle riding and maintenance, road rules (c) Playground safety, e.g. shoe laces, warm clothing (d) Students know what to do if they find “sharps” in the school yard, etc (e) Classroom safety (f) Trips/excursions/camps safety, e.g. bus travel, supervision (g) Travel to and from school, e.g. getting on and off a bus, misbehaviour (h) Students’ locker inspection, clean/tidy (i) Parents dropping off and picking up from school (j) Promotion of health and safety, e.g. safety competitions (colour drawings)					

TOILETS AND DRINKING TAPS

		1	2	3	4	5
158.	Clean and in good working order, e.g. no leaks, no litter					
159.	Adequate numbers to meet school requirements					
158	Broken or damaged amenities replaced					
159.	Regular inspections carried out					

COMMENTS	PRIORITIES