



School Self-Survey Form

Questions about safety or risk control?

Contact our specialists at riskcontrol@adventistrisk.org.

SCHOOL

	DATE:
NUMBER OF STUDENTS:	DORM STUDENTS:

INSPECTORS

1.	2.
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▶ SECTION A: ADMINISTRATIVE

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Employment applications are required.	YES	NO	N/A				
2. The school has a safety officer.	YES	NO	N/A				
3. The school has a safety committee.	YES	NO	N/A				
4. The school conducts regular safety meetings with staff.	YES	NO	N/A				
5. School staff are trained and know their roles during an emergency.	YES	NO	N/A				
6. Criminal background checks are performed on employees and volunteers.	YES	NO	N/A				
7. A child-abuse prevention program is in place.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION A: ADMINISTRATIVE (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
8. The school/conference has a written sexual offender policy.	YES	NO	N/A				
9. Written disaster plans are in place and practiced (e.g., fire, earthquake, hurricane, tornado, violence, school evacuation, lost or missing students, as applicable).	YES	NO	N/A				
10. There is a written weapons and violence prevention policy.	YES	NO	N/A				
11. There is scrutiny for possibility of weapons.	YES	NO	N/A				
12. All building values are current.	YES	NO	N/A				
13. The school has a written list with photographic inventory of building contents and valuables.	YES	NO	N/A				
14. More than one person is assigned to work with cash and disbursement.	YES	NO	N/A				
15. School fences, gates, and signs are listed on the property policy/schedule.	YES	NO	N/A				
16. Bulk fuel tanks are listed on the property policy/schedule.	YES	NO	N/A				
17. There is a security system in place.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION A: ADMINISTRATIVE (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
18. Elevators are serviced regularly and inspected annually.	YES	NO	N/A				
19. There is a preventive maintenance program for the school.	YES	NO	N/A				
20. Key control measures are in place; key inventories are maintained; keys are marked "Do NOT copy."	YES	NO	N/A				
21. The facility is periodically re-keyed.	YES	NO	N/A				
22. Driver cell phone (handheld device) policy is in place and enforced.	YES	NO	N/A				
23. The school has an automated external defibrillator (AED).	YES	NO	N/A				
24. The AED is checked and serviced according to manufacturer or state requirements, and staff are trained to use the AED per device instructions	YES	NO	N/A				



School Self-Survey Form

► SECTION B: EMPLOYEE SAFETY

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Staff and volunteers are trained and experienced for tasks/equipment operated, etc.	YES	NO	N/A				
2. Training is documented.	YES	NO	N/A				
3. Chemical/hazardous material training is provided and documented.	YES	NO	N/A				
4. Material Safety Data Sheets (MSDS/SDS) are maintained for all chemicals.	YES	NO	N/A				
5. Fall protection equipment is used per OSHA standards.	YES	NO	N/A				
6. Forklift/high reach lift training is completed, documented, and up to date for all operators, per OSHA regulations.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION C: GENERAL

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Evacuation plans are posted in all buildings.	YES	NO	N/A				
2. Exit route maps are displayed throughout building.	YES	NO	N/A				
3. Two fire drills are conducted during the first month of school. One drill per month is conducted during the remainder of the school year.	YES	NO	N/A				
4. Dormitory fire drills are conducted at least quarterly.	YES	NO	N/A				
5. Earthquake or other drills, as required by local jurisdiction, are conducted.	YES	NO	N/A				
6. Fire alarm system is tested during drills, routinely tested, and regularly serviced.	YES	NO	N/A				
7. Sprinkler systems (if installed) are inspected annually.	YES	NO	N/A				
8. Emergency lighting is installed and operative, tested monthly by staff, and inspections are recorded and kept on file.	YES	NO	N/A				
9. Portable fire extinguishers are available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
10. Portable fire extinguishers are within 50-75 feet throughout the buildings, visible, and properly mounted/placed.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION C: GENERAL (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
11. Smoke/heat detectors are in good repair and are serviced twice a year (batteries changed).	YES	NO	N/A				
12. There are hard-wired carbon monoxide detectors where fossil fuel systems are used for sleeping quarters.	YES	NO	N/A				
13. There are functional fire hydrants throughout the campus, providing an adequate water supply.	YES	NO	N/A				
14. Exit doors are in good condition and function properly.	YES	NO	N/A				
15. Main exit doors have panic hardware. No chains, deadbolts, etc., are on emergency exit doors with panic hardware.	YES	NO	N/A				
16. All exit doors without panic hardware are unlocked during occupancy and do not have chains, deadbolts, etc.	YES	NO	N/A				
17. Exit doors open in the direction of exit travel and are clear of obstructions both inside and outside (e.g., ice or snow buildup that would prevent door from opening).	YES	NO	N/A				
18. Doors, passageways, and stairs that might be mistaken for exits are labeled "No Exit."	YES	NO	N/A				
19. Dead-end corridors do not exceed 20 feet (6.1 meters).	YES	NO	N/A				
20. Lighting is adequate throughout school buildings and property.	YES	NO	N/A				
21. Good housekeeping is maintained throughout all buildings. Covered trash containers are throughout the buildings.	YES	NO	N/A				



School Self-Survey Form

► SECTION C: GENERAL (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
22. Assembly rooms occupant capacity and evacuation plans are posted (e.g., cafeteria, gymnasiums/auditoriums, etc.).	YES	NO	N/A				
23. Rooms with 50 or more occupants or rooms that are more than 1000 sq ft have two exit doors.	YES	NO	N/A				
24. Exit doors serving 100 or more people have panic hardware (in some jurisdictions, 50 or more).	YES	NO	N/A				
25. Candles are prohibited (battery candles acceptable).	YES	NO	N/A				
26. Wood-burning fireplace chimneys are inspected and cleaned regularly.	YES	NO	N/A				
27. Hot water tanks are secured and equipped with pressure relief valves.	YES	NO	N/A				
28. Covers for electrical outlets, light switches, and junction boxes are in place for all buildings.	YES	NO	N/A				
29. Electrical installation and repairs are conducted by licensed electrician.	YES	NO	N/A				
30. Electrical wiring and panels are in good repair; panel covers are in place.	YES	NO	N/A				
31. GFCI protection is within 6 feet (2 meters) of sinks, and on exterior outlets and RV areas, etc.	YES	NO	N/A				



School Self-Survey Form

► SECTION C: GENERAL (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
32. Fire-retardant paper is used for decorations. Paper decorations do not cover more than 20% of the wall.							
33. There is a window in wall/door of classrooms and offices of all buildings.							
34. No extension cords are used (limited power strip use is acceptable).							
35. Aisles and lanes are free of electrical cords, phone cords, or other hazards.							



School Self-Survey Form

▶ SECTION D: ELECTRICAL/MECHANICAL ROOMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Self-closing, fire-rated doors are installed and are locked at all times.							
2. Good housekeeping is maintained.							
3. Penetrations through walls, ceilings, and floors are sealed with fire-rated materials or devices.							
4. Mechanical, electrical and HVAC systems are inspected and serviced annually or per manufacturer recommendations.							
5. Main switches, shut-off valves, and plumbing are properly labeled.							
6. Covers for electrical panels, outlets, junction boxes, and light switches are in place. Electrical wiring is in good condition.							
7. 3-foot (1-meter) clearance is maintained in front of and below electrical panels and other equipment.							
8. GFCI protection is within 6 feet (2 meters) of sinks, etc.							
9. Room is free of combustibles, flammables, and general storage.							
10. Chemicals are properly labeled and stored.							



School Self-Survey Form

▶ SECTION E: CORRIDORS/HALLWAYS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Corridors, exits, and stairs are free of storage or other obstructions.	YES	NO	N/A				
2. Dead-end corridors do not exceed 20 feet (6.1 meters) and are properly labeled.	YES	NO	N/A				
3. Exit signs are in place and illuminated.	YES	NO	N/A				
4. Smoke/fire doors are kept closed or are self-closing with fire-system-triggered release.	YES	NO	N/A				
5. Emergency lighting is in place, operating properly, and tested monthly. Inspections are recorded and kept on file.	YES	NO	N/A				



School Self-Survey Form

► SECTION F: WALKING AND WORKING SURFACES

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Lighting is adequate throughout the property.	YES	NO	N/A				
2. Floor surfaces, steps, etc., are in good repair, free of tripping hazards and slippery surfaces.	YES	NO	N/A				
3. Floor openings are properly guarded.	YES	NO	N/A				
4. Carpets are free of tears and wrinkles.	YES	NO	N/A				
5. "Wet Floor" signs are used after mopping operations.	YES	NO	N/A				
6. Full-length glass doors and windows are properly marked with trim or decals.	YES	NO	N/A				
7. Handrails are at all steps and are properly secured. Stairs have uniform step heights.	YES	NO	N/A				
8. Open sides of steps/platforms are protected with railings.	YES	NO	N/A				
9. There are rails, mid-rails, and toeboards for balconies and overhead storage.	YES	NO	N/A				
10. Spaces in railings/balusters are less than 4 inches.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION G: BUILDING EXTERIOR & SCHOOL GROUNDS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Corridors, exits, and stairs are free of storage or other obstructions.	YES	NO	N/A				
2. Exit signs are in place and illuminated.	YES	NO	N/A				
3. Dead-end corridors do not exceed 20 feet (6.1 meters) and are properly labeled.	YES	NO	N/A				
4. Smoke/fire doors are kept closed or are self-closing with fire-system-triggered release.	YES	NO	N/A				
5. Emergency lighting is in place, operating properly, and tested monthly. Inspections are recorded and kept on file.	YES	NO	N/A				
6. Roofing material is in good condition, free of debris, with flashing and gutters in place.	YES	NO	N/A				
7. All steps have handrails, and step railings are firmly secured. Spaces in railings/balusters are less than 4 inches.	YES	NO	N/A				
8. Dry vegetation and debris are kept away from buildings. (Defensible space is generally 30 feet or 9 meters.) Weeds, trees, and shrubs are cut and trimmed of dead limbs. Trash is adequately controlled.	YES	NO	N/A				
9. Vegetation is kept away from propane tanks.	YES	NO	N/A				
10. Propane tanks are protected from vehicles by bollards, large rocks, etc.	YES	NO	N/A				
11. Propane tanks are properly labeled. (Contact vendor if tanks are not owned).	YES	NO	N/A				



School Self-Survey Form

▶ SECTION H: CAFETERIA/KITCHEN

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. All exits are clearly marked with visible, approved signs. Main exit doors are equipped with panic hardware.	YES	NO	N/A				
2. All exit doors without panic hardware are unlocked during occupancy with no chains, deadbolts, etc.	YES	NO	N/A				
3. Exit doors open in the direction of exit travel and are clear of obstructions both inside and outside (e.g., ice or snow buildup that would prevent door from opening).	YES	NO	N/A				
4. Floors are kept clean/free of spills, and portable signs are used to indicate wet floors/ hazards in kitchen and lunchroom.	YES	NO	N/A				
5. Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
6. Class K fire extinguisher is in the kitchen, tagged, and visually checked monthly. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
7. Cooking line fire suppression system is serviced semiannually (tag current).	YES	NO	N/A				
8. Exhaust filters, ducts, hood, and fan are cleaned on a regular basis, and kitchens are free of	YES	NO	N/A				
9. Refrigeration coils, motors, and compressors are checked and cleaned regularly.	YES	NO	N/A				
10. Safety latches, or interior escape handles on walk-in coolers/ freezers, are present and working properly.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION H: CAFETERIA/KITCHEN (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
11. Food is not stored on floor.	YES	NO	N/A				
12. There is a rodent control program.	YES	NO	N/A				
13. Frozen foods are held at 0°F (-17.8°C). Cold foods are stored below 40°F (4.4°C). Foods are covered and labeled.	YES	NO	N/A				
14. Hot foods are held above 140°F (60°C).	YES	NO	N/A				
15. Kitchen equipment is properly aligned under hood fire suppression nozzles.	YES	NO	N/A				
16. Fryer oil is changed regularly.	YES	NO	N/A				
17. Fryers have 16-inch clearance between the top of oil and any open flame or pilot light (or non-combustible barrier is at least 8 inches high).	YES	NO	N/A				
18. Fryers are equipped with high temperature limit control.	YES	NO	N/A				
19. Knives are sharpened periodically.	YES	NO	N/A				
20. Steel mesh gloves are used when cutting foods.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION H: CAFETERIA/KITCHEN (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
21. Bowl lock handles are operable and used on commercial mixers.	YES	NO	N/A				
22. Tables and chairs are in good condition and stored in racks, not stacked against walls.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION I: OFFICES/WORKROOMS

CHECKLIST		YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1.	Good housekeeping is maintained in storage rooms and workrooms.	YES	NO	N/A				
2.	Electrical cords/plugs are in good repair. No extension cords are used (limited power strip use is acceptable).	YES	NO	N/A				
3.	Aisles and lanes are free of electrical cords, phone cords, or other hazards.	YES	NO	N/A				
4.	There is adequate access to equipment.	YES	NO	N/A				
5.	Computer workstations have good ergonomic positioning.	YES	NO	N/A				
6.	On paper cutters, there are finger guards and the cutting arm stays up when raised and released.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION J: SCIENCE ROOMS/LABS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Evacuation plans are posted in each classroom.	YES	NO	N/A				
2. Lab safety rules/procedures are posted.	YES	NO	N/A				
3. Good housekeeping is maintained in storage closets.	YES	NO	N/A				
4. Portable fire extinguisher are available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
5. Heat/smoke detectors are present where open flames are used.	YES	NO	N/A				
6. Non-asbestos fire blankets are provided.	YES	NO	N/A				
7. Material Safety Data Sheets (MSDS/SDS) are maintained for all chemicals.	YES	NO	N/A				
8. Safety goggles are provided and used.	YES	NO	N/A				
9. Emergency eyewash and shower are provided and regularly tested (with test results documented).	YES	NO	N/A				
10. First aid kit is provided and maintained.	YES	NO	N/A				



School Self-Survey Form

► SECTION J: SCIENCE ROOMS/LABS (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
11. Chemical containers are labeled and stored properly. Hazardous chemicals are stored in locked area.	YES	NO	N/A				
12. Emergency gas shutoffs are in each lab.	YES	NO	N/A				
13. GFCI protection is within 6 feet (2 meters) of sinks, etc.	YES	NO	N/A				



School Self-Survey Form

► SECTION K: GENERAL CLASSROOMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Evacuation plans are posted in each classroom.	YES	NO	N/A				
2. Illuminated exit signs are mounted and working properly.	YES	NO	N/A				
3. Good housekeeping is maintained in storage closets.	YES	NO	N/A				
4. Audiovisual equipment is strapped to wide-base, stable carts.	YES	NO	N/A				
5. No extension cords are used (limited power strip use is acceptable).	YES	NO	N/A				
6. Aisles and lanes are free of electrical cords, phone cords, or other hazards.	YES	NO	N/A				
7. On paper cutters, there are finger guards and the cutting arm stays up when raised and released.	YES	NO	N/A				
8. Fire-retardant paper is used for decorations. Paper decorations do not cover more than 20% of the wall.	YES	NO	N/A				
9. Hazardous chemicals are stored in locked cabinets or out of the reach of children.	YES	NO	N/A				



School Self-Survey Form

► SECTION L: INDUSTRIAL ARTS/SHOP

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Safety rules, including use of equipment, eye protection, etc., are posted.	YES	NO	N/A				
2. There is adequate space for operating equipment.	YES	NO	N/A				
3. All electrical equipment is double-insulated or grounded.	YES	NO	N/A				
4. Aisles are marked around equipment.	YES	NO	N/A				
5. A policy for hot work (any process that can be a source of ignition when flammable material is present) is in place and followed by staff.	YES	NO	N/A				
6. Power shutoffs are provided and accessible.	YES	NO	N/A				
7. Electrical lockout/tagout procedures is in place.	YES	NO	N/A				
8. Electrical panels are accessible with 3 feet (1 meter) of clearance.	YES	NO	N/A				
9. Electrical cords/plugs are in good repair.	YES	NO	N/A				
10. Dust collection systems are provided and maintained.	YES	NO	N/A				



School Self-Survey Form

► SECTION L: INDUSTRIAL ARTS/SHOP (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
11. Good ventilation is provided.	YES	NO	N/A				
12. Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
13. Non-asbestos fire blanket is available.	YES	NO	N/A				
14. Material Safety Data Sheets (MSDS or SDS) are maintained for all chemicals/hazardous materials.	YES	NO	N/A				
15. Safety glasses are provided and used.	YES	NO	N/A				
16. First aid kit is provided and maintained.	YES	NO	N/A				
17. Emergency eyewash and showers are provided and tested regularly (with test results documented).	YES	NO	N/A				
18. Common PVC pipe is NOT used for compressed air.	YES	NO	N/A				
19. Air compressor is equipped with properly rated, working pressure relief valve.	YES	NO	N/A				
20. Machine guards are provided and used.	YES	NO	N/A				



School Self-Survey Form

► SECTION L: INDUSTRIAL ARTS/SHOP (cont.)

CHECKLIST		YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
21.	Radial arm head returns to starting position when released.	YES	NO	N/A				
22.	Spray booths are filtered; sprinklers and explosion-proof fixtures and boxes are provided.	YES	NO	N/A				
23.	Oily rags and mops are stored in approved covered containers.	YES	NO	N/A				
24.	Flammables are stored in approved flammable storage cabinet.	YES	NO	N/A				
25.	Compressed gas cylinders are properly secured.	YES	NO	N/A				
26.	Overhead storage is prohibited unless OSHA-approved ladders, railings, and toeboards are provided.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION M: GYMNASIUMS/AUDITORIUMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Evacuation plans are posted, and exit signs are illuminated and properly working.	YES	NO	N/A				
2. Exit doors open in the direction of exit travel and are clear of obstructions both inside and outside (e.g., ice or snow buildup that would prevent door from opening).	YES	NO	N/A				
3. All exit doors without panic hardware are unlocked during occupancy with no chains, deadbolts, etc.	YES	NO	N/A				
4. No chains, deadbolts, etc., are on emergency exit doors with panic hardware.	YES	NO	N/A				
5. Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional are recorded and kept on file.	YES	NO	N/A				
6. Aisles and lanes are free of electrical cords, phone cords, or other hazards.	YES	NO	N/A				
7. Floor is in good condition with no slip hazards. Seams in protective floor covering are taped to prevent trip and fall hazards.	YES	NO	N/A				
8. Seating/bleachers are in good repair.	YES	NO	N/A				
9. Smoke/heat detectors and sprinklers are installed over stage.	YES	NO	N/A				
10. Electrical wiring for stage lights is grounded and maintained.	YES	NO	N/A				
11. Stage curtains are flame resistant or flame retardant.	YES	NO	N/A				
12. Stage curtains are flame resistant or flame retardant.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION M: GYMNASIUMS/AUDITORIUMS (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
13. Access to catwalks/elevated stairs is controlled.	YES	NO	N/A				
14. Fly weights, ropes, and cables are in good repair.	YES	NO	N/A				
15. Good housekeeping is maintained in storage closets. Storage of combustibles is limited.	YES	NO	N/A				
16. Hazardous chemicals are stored in locked cabinets.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION N: LOCKERS, SHOWERS & LAUNDRY ROOMS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Access to exits is in good repair.	YES	NO	N/A				
2. Housekeeping is adequate.	YES	NO	N/A				
3. Lockers are secured to walls.	YES	NO	N/A				
4. Lighting fixtures are sealed.	YES	NO	N/A				
5. GFCI protection is within 6 feet (2 meters) of sinks, etc.	YES	NO	N/A				
6. Washing machine hoses are checked and in good condition.	YES	NO	N/A				
7. Dryer vent piping is regularly cleaned, and lint buildup is removed. No lint or clothes are behind clothes dryers.	YES	NO	N/A				
8. Hot water tanks are secured and equipped with pressure relief valves.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION 0: MAINTENANCE SHOPS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Area is secured from students.	YES	NO	N/A				
2. Safety rules are posted.	YES	NO	N/A				
3. Housekeeping is adequate.	YES	NO	N/A				
4. Good ventilation is provided. Dust collection systems are provided and maintained.	YES	NO	N/A				
5. There is adequate space for operating equipment.	YES	NO	N/A				
6. All electrical equipment is double-insulated or grounded.	YES	NO	N/A				
7. Aisles are marked around equipment.	YES	NO	N/A				
8. Radial arm head returns to starting position when released.	YES	NO	N/A				
9. Power shutoffs are provided and accessible.	YES	NO	N/A				
10. Electrical lockout/tagout procedures are in place.	YES	NO	N/A				
11. Electrical cords/plugs are in good repair.	YES	NO	N/A				
12. Electrical panels are accessible with 3 feet (1 meter) of clearance.	YES	NO	N/A				
13. Non-asbestos fire blanket is provided.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION 0: MAINTENANCE SHOPS (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
14. First aid kit is provided and maintained.	YES	NO	N/A				
15. Safety glasses are provided and used.	YES	NO	N/A				
16. Material Safety Data Sheets (MSDS or SDS) are maintained for all chemicals/hazardous materials.	YES	NO	N/A				
17. Emergency eyewash and shower are provided and tested regularly (with test results documented).	YES	NO	N/A				
18. Flammables are stored in approved flammable storage cabinet and/or separate, fire-rated storage rooms or buildings.	YES	NO	N/A				
19. Flammables are kept away from open flames, hot surfaces, and electrical exposure.	YES	NO	N/A				
20. Spray booths are filtered. Sprinklers and explosion-proof fixtures and boxes are provided.	YES	NO	N/A				
21. Oily rags and mops are stored in approved covered containers.	YES	NO	N/A				
22. Compressed gas cylinders are properly secured.	YES	NO	N/A				
23. EPA-approved spill- containment drums/tanks are in place.	YES	NO	N/A				
24. Proper fire extinguisher, spill kits, spill containment, and bollards are present at fuel tanks or fuel-filling locations.	YES	NO	N/A				
25. Overhead storage is prohibited unless OSHA-approved ladders, railings, and toeboards are provided.	YES	NO	N/A				
26. Ladders are in good repair.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION 0: MAINTENANCE SHOPS (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
27. Only fiberglass or wood ladders are used near electrical exposures.	YES	NO	N/A				
28. A policy for hot work (any process that can be a source of ignition when flammable material is present) is in place and followed by staff.	YES	NO	N/A				
29. Common PVC pipe is NOT used for compressed air.	YES	NO	N/A				
30. Air compressor is equipped with properly rated, working pressure relief valve.	YES	NO	N/A				
31. Fuel tanks are properly signed (i.e., flammable, no smoking, type of fuel).	YES	NO	N/A				
32. Fuel tanks are secured (locked, fenced, etc.).	YES	NO	N/A				



School Self-Survey Form

► SECTION P: HOME ECONOMICS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Safety rules are posted.	YES	NO	N/A				
2. Non-asbestos blanket is provided.	YES	NO	N/A				
3. Emergency gas shut-off is provided and accessible.	YES	NO	N/A				
4. Knives are periodically sharpened.	YES	NO	N/A				
5. Steel mesh gloves are used when cutting food.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION Q: TRANSPORTATION

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Vehicle use is restricted only to official school activities.	YES	NO	N/A				
2. Keys are removed and vehicles are locked when not in use.	YES	NO	N/A				
3. There is scheduled maintenance of owned and non-owned vehicles used in school activities.	YES	NO	N/A				
4. Vehicle maintenance is documented.	YES	NO	N/A				
5. Vehicles have current registration.	YES	NO	N/A				
6. Vehicles with a passenger capacity of 15 or more, and crossing state lines, are registered with the U.S. Dept. of Transportation (state laws may vary).	YES	NO	N/A				
7. U.S. Dept. of Transportation number is posted prominently on applicable vehicles.	YES	NO	N/A				
8. Seat belt policy is strictly enforced for drivers and passengers.	YES	NO	N/A				
9. Driver training is required for all passenger-carrying vehicles, 1-ton trucks (or larger), and semi-truck/trailer rigs.	YES	NO	N/A				
10. School policy forbids staff and/or students to be in back of pickups and/or trucks.	YES	NO	N/A				
11. Drivers are required to utilize approved routes.	YES	NO	N/A				
12. Drivers are not allowed to carry unauthorized passengers.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION Q: TRANSPORTATION (cont.)

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
13. Drivers complete daily vehicle checklist.	YES	NO	N/A				
14. DMV driving records are checked for all persons driving on behalf of the school.	YES	NO	N/A				
15. Drivers are at least 21 years of age.	YES	NO	N/A				
16. Drivers are in good health and hold current medical card if required.	YES	NO	N/A				
17. Driver's licenses are current and suitable for the type of vehicle being driven.	YES	NO	N/A				
18. Drivers have no more than two traffic citations during the past three years.	YES	NO	N/A				
19. Drivers have no at-fault accidents during the past three years.	YES	NO	N/A				
20. Medical release forms are available in each vehicle that is transporting passengers.	YES	NO	N/A				
21. Ample supervision is present in vehicles transporting passengers.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION R: FIRST AID

CHECKLIST		YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1.	Doctor/nurse is on premises.	YES	NO	N/A				
2.	The school has an automated external defibrillator (AED).	YES	NO	N/A				
3.	The AED is checked and serviced according to manufacturer or state requirements. Staff are trained to use the AED per device instructions.	YES	NO	N/A				
4.	A specific area is set aside for medical aid.	YES	NO	N/A				
5.	A cross-section of staff is currently trained in first aid/CPR.	YES	NO	N/A				
6.	A log of injuries, sickness, and treatments is kept.	YES	NO	N/A				
7.	A log of incidents and accidents is kept (OSHA 300 and 301).	YES	NO	N/A				
8.	All medicines and equipment are locked away and strictly controlled.	YES	NO	N/A				
9.	First aid kits are readily accessible and located throughout the school facilities.	YES	NO	N/A				
10.	First aid supplies and medications are replenished as needed and checked yearly for date of expiration.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION S: PLAYGROUNDS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Playground complies with U.S. Consumer Product Safety Commission guidelines.	YES	NO	N/A				
2. Supervision is present when playground is in use.	YES	NO	N/A				
3. Equipment and surfaces are inspected and maintained.	YES	NO	N/A				
4. Resilient materials are beneath equipment.	YES	NO	N/A				
5. Equipment has adequate separation.	YES	NO	N/A				
6. No splinters or projections are present.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION T: ACTIVITIES/FIELD TRIPS

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Field trip pre-planning is conducted (see the Activity/Trip Planning Worksheet).	YES	NO	N/A				
2. Permission slips are obtained.	YES	NO	N/A				
3. Medical release forms are available in each vehicle that transports passengers.	YES	NO	N/A				
4. Ample supervision is provided for all activities.	YES	NO	N/A				
5. Knowledgeable, authorized supervision is provided for each activity.	YES	NO	N/A				
6. Protective equipment is used as required by specific activities.	YES	NO	N/A				
7. Sports activities require warm-up period.	YES	NO	N/A				



School Self-Survey Form

▶ SECTION U: ROPE COURSE CLIMBING ACTIVITIES

CHECKLIST	YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1. Authorized, experienced supervisors are in charge of all activities.	YES	NO	N/A				
2. Supervisors are required to demonstrate proficiency in activity they supervise.	YES	NO	N/A				
3. Supervisors for hazardous activities are professionally trained.	YES	NO	N/A				
4. Supervisors for extrahazardous activities are professionally trained and certified (when applicable).	YES	NO	N/A				
5. Supervision for off-premises school activities is provided.	YES	NO	N/A				



School Self-Survey Form

► SECTION V: WATERFRONT/SWIMMING POOL

CHECKLIST		YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
1.	Lifeguards are present for waterfront activities.	YES	NO	N/A				
2.	"No Lifeguard on Duty" signs are prominently posted for waterfront.	YES	NO	N/A				
3.	CPR-qualified staff is provided.	YES	NO	N/A				
4.	Activity is conducted in clear water (enabling a swimmer in trouble to be readily seen).	YES	NO	N/A				
5.	Appropriate rescue equipment is readily available; training on use is provided.	YES	NO	N/A				
6.	Colored wristband ID showing swimming ability is provided.	YES	NO	N/A				
7.	Buddy system is used.	YES	NO	N/A				
8.	Diving is only permitted from diving board.	YES	NO	N/A				
9.	Swimming areas in lake are marked off with flotation devices and rope.	YES	NO	N/A				
10.	Waterfront observer is in boat monitoring miscellaneous boating activities (e.g., canoeing, sailing, sailboards, etc.).	YES	NO	N/A				



School Self-Survey Form

▶ SECTION V: WATERFRONT/SWIMMING POOL (cont.)

CHECKLIST		YES	NO	N/A	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
11.	Boat operators are trained for specific boat; training is documented (check specific state requirements).	YES	NO	N/A				
12.	Powerboat engine compartment exhaust fan is in working order, and ductwork is properly connected.	YES	NO	N/A				
13.	Portable fire extinguisher is available, tagged, and checked monthly for proper pressure and tampering. Annual inspections by a professional company are recorded and kept on file.	YES	NO	N/A				
14.	All boat occupants are required to wear approved personal flotation device.	YES	NO	N/A				
15.	Observer is in the boat for all towing activities (e.g., boards, skiing, inflatables, etc.).	YES	NO	N/A				
16.	Fuel tank is equipped with tank valve, dispenser valve, and fire extinguisher.	YES	NO	N/A				
17.	There is EPA-approved fuel tank spill containment.	YES	NO	N/A				



School Self-Survey Form

▶ ADDITIONAL FINDINGS

DESCRIPTION	RECOMMENDATION

SELF-INSPECTION COMPLETED BY *(all participants to sign):*

	DATE:
	DATE:
	DATE:

REVIEWED BY:

	DATE:
TITLE:	