

Buildings and Grounds Inspection

All facilities in all buildings under the control of the district shall be subject to periodic safety inspections. The inspection will be recorded on the 'Facility Inspection Checklist' and file in the district office. In the event the district safety officer cannot be present to conduct the inspection, a designated representative will be responsible for performing the inspection and forwarding the report to the district safety officer.

1. The following items must be inspected as needed:
 - a. **Fire Prevention** – Extinguishing equipment available, exists marked and clear, panic hardware conditions, alarms tested and functioning, stairways clear and properly lit, fire drills conducted as required, electrical wiring good condition, emergency lighting functioning, flammable liquids properly stored, new employees properly oriented, fire notification system functioning properly.
 - b. **Chemicals** – Properly stored, identified, safe handling procedures reviewed with employees, appropriate protective equipment available.
 - c. **Atmospheric Conditions** – Check for potential hazard involving fumes, toxic dust or other dangerous atmospheres.
 - d. **Containers** – Safe storage of material, storage racks shelving, file cabinets, tool racks.
 - e. **Electrical Conductors and Apparatus** – Switches, wires, cables, controls, plus, connectors and electrical grounding are in good condition.
 - f. **All Man-Lifting Devices** – Elevators, scaffolds, etc. are in safe operating condition.
 - g. **Machine Guard and Safety Devices** - All removable and fixed guards and safety devices or attachments must be functioning properly.
 - h. **Hand Tools** – Each tool must be in safe operating condition.
 - i. **Hoisting Equipment** – Check condition of all electric, hydraulic or mechanical equipment including jacks, cables, and safety hooks and support devices.
 - j. **Machinery and Parts Thereof** – The point of operation, guards, for shafts, couplings, gears, pulleys, drums, cables, belts, sprockets, ropes and chains when used to transmit power, etc. are operating properly.
 - k. **Overhead Structures and Equipment** – Objects that may fall from above are secured firmly.
 - l. **Personnel Protective Clothing/Equipment** – Eye protection, head protection, respirators, gloves, hoods, aprons, chemical suits, foot guards, leggings, safety belts, lifelines, life nets, etc. are in good condition and used when appropriate.
 - m. **Flammable Liquids, Gases, Sprays** – Check for proper storage according to fire codes, proper grounding, cylinder tie down, handling devices, fire protection, including fire suppression blankets.
 - n. **Pressure Vessels, Boilers and Pipes** – All equipment containing gas or liquids under pressure are operating properly and have pressure relief devices.
 - o. **Pumps, Compressors, Blowers and Fans** – Check moving parts for appropriate guarding and condition of wires and connectors.
 - p. **Shaft ways, Pits, and Floor Openings** – Check for safe marking of all types of openings into which persons may fall or trip, check for use of guardrail, etc.
 - q. **Walking and Standing Surfaces** – Floors, aisles, stairs, platforms, ramps, roads, scaffolds, ladders are clear and in good condition.

- r. **Warning Devices** – Alarms, vapor detectors, smoke detectors, emergency radio systems, emergency telephones, and safety limit switches are operating properly.
- s. **Vehicles** – All trucks, cars, motorized carts, lift trucks, buses, vans, boats, etc. are in good operating condition. (Check with the Department of Education regarding school bus inspections.)
- t. **First Aid Equipment and Supplies** – Check to be sure these are readily available.
- u. **Office Area Inspection** – Floors, desks, power cords, file and storage areas, etc. are in safe condition.
- v. **Miscellaneous** – Be alert to other potentially hazardous objects or conditions that do not fall into above categories.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0760](#)

[OAR 437-002-0360](#)

[OAR 581-022-0705](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0368](#)

[OAR 581-002-1420](#)

[OAR 437-002-0140](#)

[OAR 437-002-0377](#)

[OAR 581-022-1530](#)

[OAR 437-002-0144](#)

[OAR 437-002-0390](#)

[OAR 437-002-0145](#)

[OAR 437-002-0391](#)

Fazzolori v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2565 (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Cross Reference(s):

EBAC – Safety Committee

JHF – Student Safety