

SELF-GUIDED HAZARD ASSESSMENT



This checklist is designed to provide a general, self-guided evaluation of your district’s facility conditions, policies, procedures and safety measures. It is intended to be used as a tool that can help you document areas that may need improvement and identify potential risks and hazards before they become problems. If a more in-depth review is desired, SET SEG Loss Control consultants offer districts customized hazard assessments in addition to other services. For more information or for assistance with this checklist, please contact SET SEG Loss Control at (800) 292-5421.

DISTRICT NAME

COMPLETED BY

DATE

| POLICY PROCEDURES | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|--|-----------------------|-----------------------|-----------------------|
| Athletic event security practices/procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Certificate of liability/workers’ compensation insurance obtained from subcontractors | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| District wide hazard communication policy established | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Designated medical facility for work-related injuries | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Employee and supervisor accident reporting/investigation procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency action plan shared with Michigan State Police and local fire and police departments, including lockdown procedures; fire, tornado and bomb threat procedures with appropriate training and drills; special events (athletics, school plays, etc.) procedures | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Preventative maintenance/inspection schedules, including roof, electrical, boilers, water heaters and compressors | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Use of SafeSchools online training for employee training | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Student/visitor accident reporting and investigation procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Facility Use Agreement utilized for outside groups using or accessing facilities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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| GENERAL BUILDING | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| Annual sprinkler system inspection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency lighting available and operable, including testing schedule | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Restricted access to non-public areas (boiler rooms, tunnels, mechanical rooms, storerooms, kitchens, etc.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequate interior/exterior lighting maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Slip/trip/fall prevention procedures in use (mats, general floor and walking surface conditions, non-slip wax) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Fire exits, identified and operable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Parking lots maintained, including traffic control markings, overall condition, illumination, etc. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Elevators maintained, including fire department override, key control, inspection, emergency signs, etc. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Electrical systems maintained, including proper grounding; use of ground fault circuit interrupters (GFCIs); labeling; and extension cord usage | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Building securement, including lock-up procedures | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Fire alarm/detection systems maintained and tested | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Illegal entry alarm maintained and tested | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Free standing walls inspected for structural stability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Monuments inspected for stability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Routine roofing preventative maintenance program in place | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| General Housekeeping completed daily | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

| KITCHEN | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|--|-----------------------|-----------------------|-----------------------|
| Automatic fire suppression systems (semi-annual service, automatic fuel cutoff, manual activation available) regularly tested and maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| General housekeeping and sanitation practices/procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proper food storage practices/procedures in use (off floor, segregated from cleaning agents, pest controls, temperature indicator) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Slip/trip/fall prevention practices/procedures in use (mats, floor surface conditions, use of proper footwear) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Semi-annual inspection of hood and fire extinguishing systems | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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BOILER ROOM

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|--|-----------------------|-----------------------|-----------------------|
| Annual sprinkler system inspection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Fire doors (self-closing, locked, Class B fire rating or better) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Current boiler inspection certificates posted | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| General housekeeping and storage practices/procedures in use (prohibition of flammables and combustibles, grounds keeping equipment, etc.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Boiler room doors are secured from unauthorized entry | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

MAINTENANCE/CUSTODIAL ROOMS

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|--|-----------------------|-----------------------|-----------------------|
| Secure storage practices/procedures in use, including proper labeling of flammable/combustible liquids in UL approved cabinet(s) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Underwriter's Laboratory (UL) Listed, or equivalent, metal containers with self-closing metal lids available for storage of oil soaked cleaning supplies | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Transfer methods in use for flammable/combustible liquids (bonding-grounding, pump or gravity feed, etc.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| General housekeeping and storage practices/procedures in use, including storage clearance from sprinklers, lights, etc. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintenance/custodial room doors are secured from unauthorized entry | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

OFFICES/LOUNGES/CLASSROOMS

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|--|-----------------------|-----------------------|-----------------------|
| General housekeeping practices/procedures in use, including appropriate storage of cleaning supplies | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| General electrical service maintenance, including proper grounding of equipment, temporary wiring | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Paper cutters with restricted access and guarding in place | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ensure NFPA standards are followed when hanging artwork/items on walls and from ceilings | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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SHOP/INDUSTRIAL ARTS

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| Woodworking dust collection system maintained and used when applicable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Storage practices/procedures in use for flammable/combustible liquids | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| UL Listed portable, flammable liquid containers used when necessary | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Machine guarding in use where applicable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency power shut-off present and identified (power lockout, magnetic restart) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Welding equipment safety practices/procedures in use, including fire watch, segregated area, curtain, flame arresters on torches, etc. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Spray painting and finishing practices/procedures in use, including UL Listed spray booth, vapor resistant electric, sprinkled, appropriate ventilation | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Personal protective equipment available/accessible/mandatory, including training in proper usage | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Approved waste containers in use when necessary | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Hoists and/or cranes inspected per Michigan Occupational Safety and Health Administration (MIOSHA) guidelines | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency response equipment accessible/available, including spill cleanup, fire blanket, first aid, eyewash, etc | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

ARTS/CRAFTS

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|--|-----------------------|-----------------------|-----------------------|
| Emergency response equipment available/accessible, including spill cleanup, fire blanket, first aid, eyewash, etc. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Storage practices/procedures in use for flammable/combustible liquids | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Kiln maintenance and use procedures in place, including proper clearance, venting, indicator lights and flooring | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Equipment guarding in place where applicable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Paper cutters with restricted access and guarding in place | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Personal protective equipment available/accessible, including training in proper usage | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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ATHLETIC FIELDS

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| Controlled access procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Spectator stand(s) in good condition and grounded | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequate lighting maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Monuments inspected for stability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Biannual bleacher inspections | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

SCIENCE LABS

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| Chemical inventory with visible manufacturer's expiration dates | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proper storage of chemicals, including restricted access for certain chemicals | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Personal protective equipment available/accessible/mandatory, including training in proper usage | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency response equipment available/accessible, including spill clean-up kit, eyewash, shower, first aid, fire blanket | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gas cutoff labeled, accessible and controllable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Live animals - proper controls for care and safety in place | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Agricultural program - proper controls for care and safety in place | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

PLACES OF ASSEMBLY

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| Smoking restrictions posted and enforced | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exits adequate for capacity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Aisle floor lights maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bleachers maintained (side rails, setup procedures, general conditions) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Safety cables on non-stationary overhead devices (spotlights, backboards, etc.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Safe prop storage procedures in use (props securely stored and not blocking exits, sprinkler systems, etc.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proper tool guards and storage | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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PLAYGROUNDS / RECREATIONAL AREAS

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| General repair history documentation on file | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Hardware checks performed regularly | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Landing areas – soft sand by slides, swings, spinners, monkey bars, etc. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Buried concrete footings | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Area monitored for, and free of, debris and broken glass on a regular basis | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequate adult supervision during student use periods | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Preschool certification on file, if applicable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

GYM/LOCKER ROOMS

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|--|-----------------------|-----------------------|-----------------------|
| Free standing walls inspected for structural stability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proper electrical service in wet areas (sinks and showers), including use of GFCIs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintenance and repair of lockers and locker benches | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Housekeeping and sanitization practices/procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Athletic equipment – maintained and in good working order | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Gymnasium floor – maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Weight room guidelines posted and sanitization practices/procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Biannual bleacher inspections | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proper staffing for public use, including agreement to participate forms | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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SWIMMING POOL

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| Lifeguard on duty at all times when pool is open | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pool depth markings visible in and out of pool | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| No diving signs posted in shallow areas | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adequate depth for diving activities | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dividing floats separating shallow and deep ends in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency equipment available/accessible, including life hook, life ring, backboard or spine board, telephone and first aid | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Slip resistant floor surface maintained with proper drainage | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proper electrical service for wet areas, including use of GFCIs | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Pool draining/cleaning practices in use, including barricade and lock out procedures | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Regular water quality inspection | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Emergency lighting tested and maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

BUS/ VEHICLE GARAGE

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|--|-----------------------|-----------------------|-----------------------|
| Fuel pumps disabled when not in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Fire extinguisher by fuel pumps maintained and accessible | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Fuel pump safety notices posted (no smoking, turn off engine) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Drive-in protection for above ground tanks | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Combustible and flammable liquid storage and dispensing procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Portable storage containers for flammable liquids used when applicable | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Metal container with self-closing lid available for soiled rags and other supplies | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Clearly marked sidewalk and pavement lines for vehicles and walkways | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Clearly marked yellow caution lines on floor for drivers access while in garage area | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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FLEET

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| Regularly scheduled preventative maintenance, including documentation of items inspected and repaired on file | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Driver's pre-trip inspection practices/procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Work-order process in use for maintenance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Required emergency equipment maintained and accessible | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Revolving, flashing beacon (strobe) used and maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Bus lot securement practices/procedures in use | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

ELECTRONIC DATA PROCESSING

| | SATISFACTORY | NEEDS IMPROVEMENT | NOT APPLICABLE |
|---|-----------------------|-----------------------|-----------------------|
| Use of power surge protectors (line or individual) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Chemical fire extinguisher available and maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Smoke and/or heat detectors tested and maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Proper heating, cooling and ventilation maintained | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |



For more information or for questions about this checklist, please contact SET SEG Loss Control at (800) 292-5421.

1520 Earl Avenue | East Lansing, MI 48823

www.setseg.org

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