

RICHLAND PARISH SCHOOL BOARD
MONTHLY WORK PLACE INSPECTION FORM

School/Location	Date			Date Corrected
I. Safe Work Habits	Yes	No	Corrective Action	
A. Are employees dressed properly for the required job?				
B. Are smoking rules obeyed?				
C. Are proper lifting and moving techniques used?				
D. Are safety equipment/aids available?				
E. Are safety equipment/aids used as needed?				
F. Are there unsafe behaviors in the work area?				
G. Are 75% of wall space free of flammable objects?				
II. Housekeeping				
A. Are floors clean, free of defects, spills, or debris?				
B. Is there sufficient number of trash containers?				
C. Are trash containers emptied regularly?				
D. Are permanent aisles marked and clear of objects?				
E. Are storage areas (rooms) kept neat and clean?				
III. Fire Equipment				
A. Are no smoking signs posted?				
B. Are smoking areas designated?				
C. Are fire extinguishers in good condition, visible, accessible, fully charged?				
D. Are flammable and combustible materials safely stored away from heat and flame?				
IV. Electrical				
A. Are all permanent switches, boxes, outlets, lights (including covers), and wiring secure and free of defects?				
B. Are all breakers and fuse boxes clean?				
C. Is each circuit marked to indicate its purpose?				
V. Machines, Equipment & Tools				
A. Is all electrical equipment and tools protected by ground or double insulation?				
B. Are all moving parts within 7 feet of floor enclosed (fans, pulleys, etc.)?				
C. Are all machines guarded at point of operation?				
D. Are extension cords covered by a guard in classrooms?				
VI. Playgrounds/ School Grounds				
A. Does the playground meet federal safety guidelines?				
B. Is there any bending, warping, rusting, cracking, or breaking of any component?				
C. Are there deteriorated or open hooks, shackles, rings, links, etc.?				
D. Are swing hangers and chains worn? Of proper size?				
E. Are there any missing, damaged, or loose swing seats: heavy seats with sharp edges or corners?				
F. Are there any broken support anchors?				
G. Are footings exposed, cracked, or loose in the ground?				
H. Are ends of tubing exposed with sharp edges or points?				
I. Do protruding bolts have finished caps and covers?				
J. Are there loose nuts and bolts?				
K. Is wooden material cracked or otherwise deteriorated?				
L. Have moving parts been properly lubricated?				
M. Are grounds free of debris, broken glass, etc.?				
N. Are there pinch or crush points (exposed mechanism, junctures of moving components, Ex: axis of scsaw)?				
O. Are there any tripping hazards such as roots, rocks, or other obstacles?				
P. Are there poor drainage areas?				
Q. Are all parts of chain link fence absence of breaks and jagged edges?				
Technology Equipment (Clean/Good Working Order)				

Signature of Principal/Department Head _____ Signature of Person Completing Inspection _____