PPS Safety Committee Quarterly Inspection Checklist

per Oregon OSHA, the quarterly inspection may take the place of a monthly safety committee meeting

School/Site(s) Robert Gray Middle School Date: December, 2024 Time: 12:00 pm Safety Committee Chair: Robin Mauldin
Safety Committee Inspectors:R. Mauldin, P. Bubl, G Sullivan, R. Gunter

Checklist Items	Yes	No	N/A	Comments (Specify Room # / Location
Required Postings				
1. Is the building number or address posted?	☐	☑	☐	
2. Are emergency phone numbers and procedures posted?	☐	☑	☐	**Procedures are found in Red Booklets but emergency numbers are not posted visibly. Talking with Peggy, she is concerned about posting the numbers in a public area where they could be seen by students and misused. She will put them up if directed by PPS but would rather them be posted in the copy room.**
3. Are no smoking regulations clearly posted and being followed in "No Smoking" areas?	☑	☐	☐	
4. Is the CorVel injury-reporting number posted?	☑	☐	☐	
5. Are all required Dept. of Labor postings available?	☑	☐	☐	
6. Are AHERA/Asbestos management postings available?	☑	☐	☐	
Fire Safety				
1. Are all corridors and exit doors unobstructed?	☑	☐	☐	**There are two outside exit doors from the lower hall that appear to be from the back of the north end bathrooms. I didn't check those and I don't think they are in use but we'd probably need to make sure they don't look like viable exits if they are not supposed to be used that way.**
2. Are exit signs posted and properly illuminated?	☑	☐	☐	
3. Are all exit doors able to be opened from the inside without special knowledge/keys?	☑	☐	☐	
4. Are exit doors free of slide bolts or locks?	☑	☐	☐	
5. Are all self-closing doors operational (No doorstops)?	☑	☐	☐	
6. Are fire extinguishers and related signage unobstructed and clearly visible?	☑	☐	☐	
7. Are all extinguishers in place and properly inspected (monthly) and maintained (annually)?	☑	☐	☐	
8. Is vegetation maintained to provide clear visibility, clearance around light fixtures, and safe pathways?	☑	☐	☐	

Electrical				
1. Are electric hand tools properly grounded/double insulated?	☑	☐	☐	
2. Is the area free of extension cords? (Surge protectors, not power strips, are allowed)	☑	☐	☐	
3. Is all electrical equipment plugged directly into the wall outlets?	☑	☐	☐	
4. Are all cords/plugs free from damage or deterioration?	☑	☐	☐	
5. Are cover plates in place to eliminate exposed wiring?	☐	☑	☐	**Boiler Room has contractors working on this.**
6. Are “Warning High Voltage” signs installed on high voltage enclosures for systems rated 600V or over?	☑	☐	☐	
7. Is all electrical, including light fixtures, protected from physical damage by enclosure/guard/cover?	☑	☐	☐	
8. Is there three (3) feet of clearance in front of electrical and circuit breaker panels? Are they marked with ‘Do Not Block’ stickers?	☑	☐	☐	
9. Are all areas free of unintended electrical shock?	☑	☐	☐	
10. Are switches and circuit breakers properly identified as to the service they are in, and to what they control?	☐	☑	☐	
Emergency Equipment				
1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked	☑	☐	☐	**No showers in MS sci labs, but eyewashes are all accessible**
2. Are emergency eyewashes/showers provided in the required chemical areas?	☑	☐	☐	
3. Is all emergency equipment in good condition and current?	☑	☐	☐	
4. Are AED’s present, accessible, and ready for use?	☑	☐	☐	
5. Is Naloxone present and unexpired in the dedicated Naloxone cabinet or AED cabinet?	☑	☐	☐	
6. Are emergency kits accessible and fully stocked?	☑	☐	☐	
7. rAre emergency preparedness ‘orange buckets’ fully stocked, include unexpired materials, and easily accessible?	☑	☐	☐	
8. Evacuation chairs are in place and undamaged?	☐	☐	☑	
Storage / Building (Interior)				
1. Is good housekeeping practiced in work areas?	☑	☐	☐	
2. Is wall-mounted shelving free of excessive materials on top and not overloaded? Chemicals & heavy items should not be stored above head height (6 ft)	☑	☐	☐	

3. Is storage adequately supported/stable to avoid tipping/falling?	☑	☐	☐	
4. Is there at least two (2) feet clearance between stacked materials and ceiling?	☑	☐	☐	
5. Is the storage of combustibles in work areas minimal to avoid a fire hazard?	☑	☐	☐	
6. Are sprinkler heads unobstructed, and clearance maintained of at least 18 inches around and 2 feet below ceiling height?	☑	☐	☐	
7. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?	☑	☐	☐	
8. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?	☑	☐	☐	
9. Are all flammable containers properly closed/covered to control vapors?	☑	☐	☐	
10. Are combustible items at least 18 inches from a heat source?	☑	☐	☐	
11. Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?	☑	☐	☐	
12. Are all compressed gas cylinders (medical, oxygen, helium, welding, etc.) properly secured with straps or chains to prevent tipping/falling?	☐	☐	☑	
13. Are protective valve caps in place when compressed gas cylinders are not in service?	☐	☐	☑	
14. Are empty and full compressed gas cylinders stored separately?	☐	☐	☑	
15. Are only chemically compatible compressed gas cylinders stored together?	☐	☐	☑	
16. Are compressed gas cylinder contents adequately labeled and easily seen?	☐	☐	☑	
17. Are all windows operable? Are there tools to open windows available near the window?	☐	☑	☐	
18. Are there window coverings for interior and exterior windows? (9.13.8)	☑	☐	☐	
19. Does each workspace with students have a working VOIP system? (9.13.7)	☑	☐	☐	
20. Do all classroom/office spaces have doors that lock from the inside? (9.13.6)	☑	☐	☐	
21. Are there any broken windows?	☐	☑	☐	
22. Are there any new or active leaks?	☑	☐	☐	**Heating Coil in Room 93**
Walking / Working Surfaces				

1. Are all walking or working surfaces free of tripping/slipping hazards?	☐	☑	☐	
2. Are drain openings, pits in the floor, or walking surfaces guarded to prevent tripping/slipping?	☑	☐	☐	
3. Are standard guardrails provided and in good condition on stairways and elevated platforms?	☑	☐	☐	
4. Are walls and floors free of holes/penetrations?	☑	☐	☐	
5. Are all ladders in good repair and safe to use?	☑	☐	☐	
6. Is there a supply of ice melt?	☑	☐	☐	
Shops / Maker Spaces				
1. Are all ceiling tiles in place and in good condition?	☑	☐	☐	
2. Is all furniture in good/stable condition and properly adjusted?	☑	☐	☐	
3. Are all fans equipped with a blade guard with openings no greater than ½ inch?	☐	☐	☑	
4. Is consumption of food, beverage, etc. prohibited where required?	☐	☐	☑	
5. Are machine and belt guards in place and in good condition?	☐	☐	☑	
6. Is pedestal machinery securely anchored to the floor?	☐	☐	☑	
7. Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?	☐	☑	☐	**There are sewing machines and are currently being worked on to maintain/repair.**
8. Is damaged/malfunctioning equipment tagged “Out of Service”?	☐	☐	☑	
9. Do table saws use SafeStop technology?	☐	☐	☑	
10. Are machinery floor markings in place?	☐	☐	☑	
Labs				
1. Are working surfaces clear and organized?	☑	☐	☐	**According to space. We have limited overall space in our labs so counters can get a little busy, but student work spaces are always kept clear and organized when using lab equipment and materials.**
2. Are working surfaces made from non-porous & chemical resistant materials?	☐	☑	☐	**Most of our science labs have “faux” lab tables that do not have the non-reactive surfaces that we are supposed to.**
3. Are hazards signs and contact names for the lab/studio posted on the outside of the lab?	☑	☐	☐	**No hazard signs required for MS labs, as far as I know. Names are posted.**

4. Are areas requiring use of personal protective equipment adequately posted with warning signs and enforced?	☑	☐	☐	
5. Are fume hoods certified and operable?	☐	☐	☑	
Personal Protective Equipment (PPE)				
1. Is the requirement to use protective equipment enforced?	☑	☐	☐	
2. Is the proper PPE worn?	☑	☐	☐	
3. When not in use, is PPE properly maintained/stored?	☑	☐	☐	
4. Is PPE readily available for all personnel including visitors to the area?	☑	☐	☐	
Hazardous Materials				
1. Are hazardous materials labeled with the name of the material and the primary hazard, e.g. flammable, toxic.?	☐	☑	☐	**In the science kits we get delivered, materials are all labeled appropriately. There is a very old and highly corroded hazardous materials cabinet in the Science storeroom that has been there since before any of the current science teachers were here. There are unlabeled and possibly mislabeled chemicals in there that may be contributing to the corrosion on the inside of the cabinet. Science team recommends removal and replacement.**
2. Safety Data Sheets are available and current for all hazardous materials present.	☐	☑	☐	**(See above)**
3. Are hazardous wastes labeled as such?	☐	☐	☑	
4. Are hazardous materials (e.g. compatibles, flammables, toxics) stored properly?	☐	☑	☐	**(See 3 boxes above)**
5. Do containers look undamaged?	☐	☑	☐	**(See 4 boxes above)**
6. Are there spills or leaks?	☐	☑	☐	
Environmental Hazards				
1. Is the Pest Management book in the office up-to-date?	☑	☐	☐	
2. Damaged building materials (Gaskets, Ceiling tile, Cement board, Thermal system installation (TSI), Vinyl asbestos floor tile, Spray-on textured ceiling, Spray-on fireproofing, Sound attenuation material, Wall and ceiling material plaster, Magnesite cementitious flooring)?	☑	☐	☐	**Damage to 9 x 9 asbestos floor tile in fan room (HVAC) Rm 93**
3. Is there any chipped or peeling paint in kindergarten or elementary classrooms below 5ft high?	☐	☐	☑	

Resources:

Safety Committee Resources

How to submit a Work Order:
Work with your site's Head Custodian to enter non-emergency work orders to be assigned and prioritized with Maintenance. Any emergency work orders should be called in by the Head Custodian (or evening Custodian if after 2:00pm) to the Maintenance department at 503-916-3303. Always ask for your Work Order number in order to document in the committee meeting notes, and for use when following up with Facilities. Work Order assignment and expected response times may be found here.

To check the status of a work order: Work orders are updated daily and the status can be found here.

How to Submit a PDR:
Work directly with your Head Custodian and Sr. Facilities Operations Manager to submit a Project Development Request with the PPS Project & Construction department.

How to report a pest control concern:
IPM: Integrated Pest Management

How to share an EHS concern with Risk Management - includes items such as presence of mold, asbestos, or other air quality concerns

Emergency Management & School Emergency Plans My EOP app
Heat Management Information - including mitigation and relief plans

Protection from Wildfire Smoke Information

Asbestos Management Plans: Check Asbestos Management Plan online prior to noting undamaged managed asbestos containing material.