

Instructions on Safety Site Inspection Checklist

WHAT: Safety Site Inspection

WHO:

The quarterly site inspection should be conducted by personnel who have been properly trained on conducting the inspection.

The site principal must sign off checklist prior to sending it to Risk Management.

WHEN: Quarterly schedule:

First Quarter (July, August & September);

Second Quarter (October, November, December);

Third Quarter (January, February, March);

Fourth Quarter (April, May, June)

WHY: To limit the liability exposure and to ensure overall safety to students, staff and the general public.

HOW: Please follow the steps below:

Step 1: Review the checklist and get familiar with its criteria.

Step 2: If applicable, compare last quarter's checklist to see if any work orders are still pending.

Step 3: Begin the inspection process by taking the checklist and walk the campus.

Step 4: Notate any unsatisfactory items on the checklist.

Step 5: Submit work orders for any items that are Unsatisfactory. All works orders related to the Safety Checklist will be marked "Priority" and in the description note: *"Per Safety Site Inspection"*.

Step 6: Review the item(s) of concern with the Principal and obtain Principal's signature on the checklist.

Step 7: Fax completed checklist to prior due date to Risk Management.