

# ADMINISTRATIVE PROCEDURE

## SAFETY INSPECTION

2805.6  
Procedure No.

July 1, 2013  
Date

- I. **PURPOSE:** The purpose of the safety inspection is to eliminate accident causes through specific, methodical, and thorough inspection and correction procedures. This will promote a safe school environment by removing unsafe conditions and controlling unsafe actions of people. It also can help to reduce operational expenses.
- II. **POLICY:** Board of Education Policy 2801 provides the safety program responsibility for evaluating safety conditions in school buildings and grounds institution of necessary actions to eliminate hazards. The Maryland Occupational Safety and Health Act (MOSHA) provides that each agency shall develop, conduct, and maintain a program of self-inspection.
- III. **BACKGROUND:** Review of numerous reports of accidents in schools and supporting facilities indicate they are caused by certain definable factors and since they are caused, they can be prevented. These causes fall into two main divisions – unsafe act and unsafe condition. An accident can be caused directly by a single unsafe act or a single unsafe condition. Generally, though, it is found that most accidents occur because of combinations of unsafe acts and unsafe conditions.
- IV. **DEFINITIONS:**
  - Safety Inspections –
    - Periodic – Inspections scheduled to be made at regular intervals. Such inspections may be made weekly, monthly, but at least semi-annually.
    - General – Inspection of the entire premises annually, covering those places where “no one ever visits” or where “no one ever gets hurt.”
- V. **PROCEDURES:** A safety inspection is designed to determine if everything is satisfactory; it is not conducted to determine “how many things are wrong”. It offers an opportunity to promote safety among staff and student and should be conducted in an atmosphere of cooperation. Since the purpose of the inspection is to help by discovering unsafe conditions and practices, they should not feel that they are being criticized.
  - A. Each school and building head shall require that a general safety inspection be made of all facilities under his responsibility at least annually.
    1. Basic form to be used in making the safety inspection is a Safety Survey Checklist for School Safety Committee (PGIN 7540-1031). report of Safety Hazard (PGIN 7501-1032), and the Maryland

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Occupational Safety and Health Regulations (available from the Safety Office on request).

2. Prior to inspection, the inspector(s) is to review the Log of Employee Occupational Injury and Illness and Log of Student Injuries in order to facilitate the identification of unsafe or unhealthful conditions.
  3. Inspector(s) are to comply with all safety rules and practices at the facility and wear appropriate protective clothing and equipment.
  4. The conduct of inspections should be such as to preclude unreasonable disruption of classes or operations.
  5. Representatives authorized by the employees are to be given an opportunity to participate in the inspection procedure. When there is no authorized representative, the inspector must consult with a reasonable number of employees concerning safety and health conditions.
  6. At the conclusion of an inspection, the inspector is to confer with the official in charge and an appropriate representative of employees, informing them of any apparent unsafe or unhealthful conditions disclosed in the inspection.
- B. Each school and building head should conduct periodic inspections based on need.
1. Basic forms to be used are the same as in the General Inspection, sub-paragraph A-1 preceding this paragraph.
  2. Periodic inspections are those scheduled to be made at regular intervals. It is advisable to schedule inspections for the entire school, for certain operations, or for certain types of equipment.

The suggested guidelines for periodic inspections are:

- a. hallways, restrooms, and other high traffic areas at least weekly;
- b. classrooms, storage closets, and other low traffic areas at least monthly; and
- c. all other spaces at least semi-annually.

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All periodic inspections should be well planned so they can be made systematically and efficiently.

C. Correction of hazardous conditions and practices.

1. Whenever possible, facility heads shall correct unsafe conditions immediately, and in any instances where this is not possible, precautions are to be taken to assure the safety of students and staff. Unsafe conditions that cannot be corrected by the school should be reported to Maintenance or the appropriate department supervisor for corrective action. Employees and students should be immediately advised of unsafe practices observed and corrective action taken to insure the use of safe practices.
2. The procedure for correcting unsafe conditions or practices should include re-inspection, where practicable, to determine whether the correction was made. If upon re-inspection, it appears the correction was not made, the inspector should inform the facility head for appropriate action.

D. Record keeping of inspection activity.

1. Each school and facility is to maintain a master file comprised of all inspections, both periodic and general. Each department should also have copies of the reports of all inspection activities conducted in their operations or classes.
2. All records are to be made available to authorized personnel (Safety Officer, MOSHA compliance personnel, insurance personnel, etc.) upon request.

VI. **RELATED PROCEDURES:** Series 2800 dealing with the School Safety Programs.

VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure will be reviewed annually in August by the Safety Office.

VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2805.6, dated December 11, 1975.

IX. **EFFECTIVE DATE:** July 1, 2013.

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