



Self-Inspection Tips for School Districts

School Health & Safety Program
2022 Update





Background

- The [School Program website](#) includes step-by-step instructions for all inspections
- The Self-Inspection Worksheets were updated for the 2013-2014 school year; they will be updated when OSPI/DOH K-12 Health and Safety Guide revision is completed in 2023
- The [Teacher Checklists](#) can be a great resource for school staff



Focusing on Priorities

- The School Program as a whole has been focused on risks and hazards for years
- The focus of the Self-Inspection Worksheets was narrowed in the 2013-14 school year to the hazards or priorities based on inspection data and input
- The current worksheets were designed to be more user friendly for schools



Self-Inspection Worksheets

- Items in **BOLD** are required
- The worksheets were streamlined to half the original size so schools shouldn't need to use the N/A box very often
- Every item on the worksheets was given the designation of priority* so look at each item carefully
- Don't draw a line down the N/A column and hand in your worksheets (unless you don't have shops, science, etc.)!

*Priority items could pose an imminent health or safety risk



Things To Remember

- Self-Inspections are most successful when everyone participates
 - Involve teachers, office staff and custodians in the inspection process **early** in the school year
- Start delegating self-inspection duties right away and integrate the inspection process into normal duties performed by school staff (e.g., Chemical Hygiene Officer)



Don't Overlook Important Items

On the self-inspection worksheets/reports for:

- Laboratories
- Career & Technical – art rooms, shops, performing arts, robotics, STEM, maker spaces

Remember to use the [Teacher Checklists](#) for these areas!

*Priority items could pose an imminent health or safety risk





Laboratory Safety Equipment

Emergency eye wash stations:

- Activated weekly
- Testing documented
- Have required flow*
- Access not blocked by stored items*
- Hands-free*



This eyewash meets WAC requirements. Once activated by a simple push of a lever, it remains on (hands-free) to deliver a flow rate of 1½ liters per minute.



Squeeze bottles are NOT a substitute for emergency eyewashes.

(* Priority items)



Laboratory Safety Equipment

Emergency eye wash stations:

- [DOSH Directive 13.00 Emergency Washing Facilities](#)



Faucet-mounted eyewashes like this one may be easy to install, but *not easy to ensure compliance*. When they don't use a separate, dedicated water supply, someone must always remember to make sure the cold water is on and the adapter rod (see arrow) has been pushed to engage the eye-wash mode *before* working with corrosives, strong irritants, or toxins. If this isn't done, the eyewash may not work or meet the requirement to activate in 1 second or less. Extra effort to address this issue in written procedures, employee training and supervision is essential.



Laboratory Safety Equipment

Emergency showers:

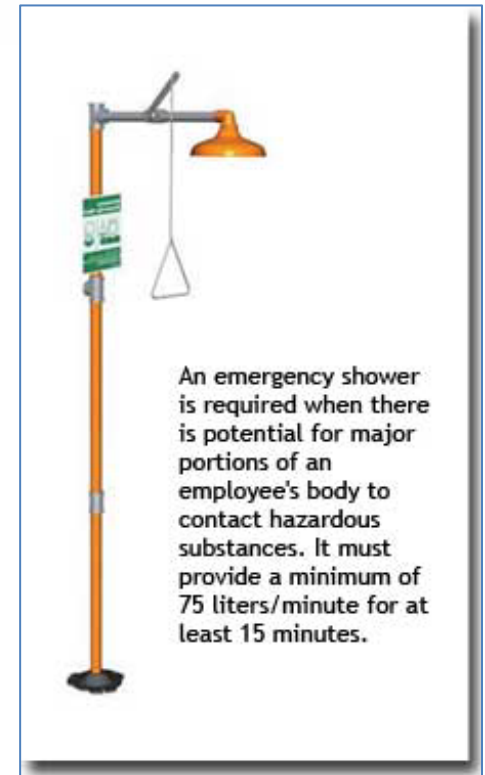
- Located within 50 feet & 10 seconds
- Access not blocked (prep rooms too!)
- Test annually
- Note: SRHD does not test during inspection

Fire Blankets:

- Provided if open flames used

Shut-off Valves:

- Labeled





Laboratory Lighting/Electrical

Lighting:

- Burned out bulbs
- Lab benches & chemical storage well lit
- 50 foot-candles minimum (if measured



Electrical:

- GFCI outlets w/in 6 feet water *
- GFCI outlets tested to trip
- Electrical panels not blocked – especially in storage rooms



Laboratory Fume Hoods

- Air velocity tested quarterly w/in 60-125 lfpm
- No chemicals stored in fume hood with student access
- No wastes stored in fume hood with student access
- Chemical spills cleaned up
- Outlets GFCI protected if hood has cup sink





Laboratory Chemical Storage

- Storeroom doors self-closing
- Storerooms neat, clean and organized
- Chemicals stored below eye level
- Earthquake lips on shelving
- Chemicals stored with system – incompatibles
- Flammables in cabinet – separate from acids & bases
- Acids in cabinet – nitric acid & acetic acid stored separately
- Chemical spill plan & spill kit in place
- Hazardous Chemical Storage Information:

<http://www.lhwmp.org/home/educators/chemlist.aspx>





Laboratory Chemicals

- Small quantity chemicals
- Chemicals dated, inventoried
- SDS updated yearly
- No Appendix D Table 1 chemicals*
- Limited Table 2 chemicals (High school)
- No formaldehyde in biological specimens
- Proper waste container labeling/storage/disposal per Ecology



<http://www.ecy.wa.gov/programs/hwtr/managewaste.html>



Animals & Disease Prevention

- SRHD has investigated cases of *Salmonella* likely related to the handling of small animals or reptiles – most recently bearded dragons
- If you have small furry animals, amphibians, or reptiles – remember that they can transmit *Salmonella* even if they look healthy and clean





Animals in the Classroom

- If you have an animal, amphibian, or reptile in a classroom – parents should be notified due to allergy/asthma, indoor air quality issues and/or immunocompromised health issues*
- If children are allowed to handle the animal, amphibian, or reptile (including bedding, cage, etc.) adopt a hand washing policy that assures children wash their hands afterwards – **Post reminder sign!***



Animal Exhibits & Petting Zoos

- When schools host an animal exhibit, they meet the definition of an “[animal venue operator](#)” as defined in [WAC 246-100-192](#)
 - Per WAC 246-100-192 schools must provide:
 - Hand washing facility near the exhibit exit
 - Sign near each exhibit entrance educating visitors of potential health risks
 - Sign at each exhibit exit encouraging visitors to wash hands

WASH HANDS

when leaving animal exhibits

1. Wet your hands & apply soap
2. Rub hands together & scrub well, including backs of hands, between fingers, and under fingernails
3. Rub hands at least 20 seconds – hum the “Happy Birthday” song twice
4. Rinse hands
5. Dry hands using a clean paper towel or air dry them – do not dry hands on clothing





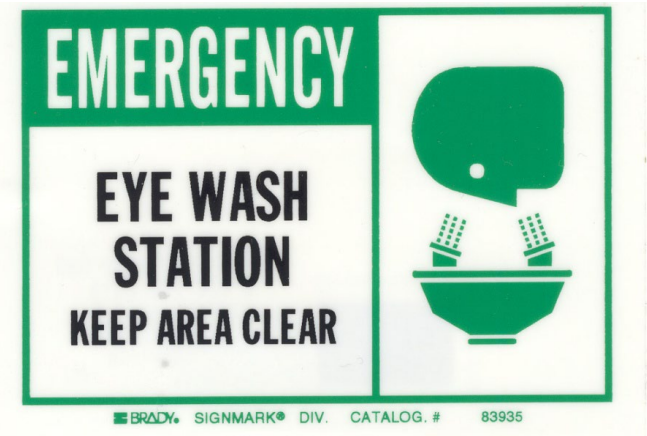
SPOKANE REGIONAL HEALTH DISTRICT



Career & Technical

Emergency Equipment and Procedures:

- Eye wash and showers tested, documented
- Eye wash and showers unblocked*
- Fire blanket if open flame used (e.g., welding)

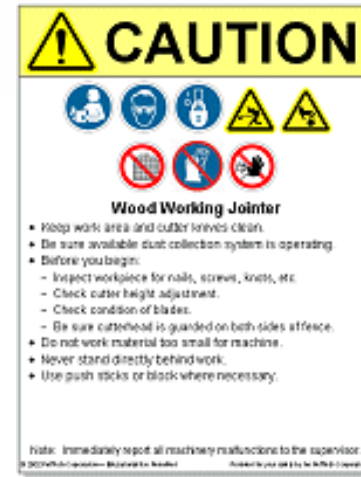




Career & Technical

Shop Rules posted:

- General shop safety signs posted (wear eye protection, no horseplay, etc.)
- Machinery safe operating instructions posted **on or near equipment**





Career & Technical

Equipment Safety:

- Machine guards maintained/adjusted
- Grinders – shields & tool rest adjusted
- Unstable equipment secured (drill press, chop saw, etc.)
- Solvent tanks – fusible link, lid **closed**



Career & Technical – Floors & Storage

- Free of debris – slips
- Material storage not a trip hazard
- Equipment operator zone marked*
- Equipment operator zone non-slip*
- Gas cylinders chained





Career & Technical – Electrical & Lighting

Electrical:

- Electrical panels unblocked (30" W x 78" H)
- GFCI outlets w/in 6' of water/tested*
- Emergency shut-off labeled

Lighting:

- Check burned out bulbs
- Equipment areas well lit
- 50 foot-candles minimum (if measured)





Career & Technical – Waste Storage

- Hazardous waste stored, labeled and disposed properly per Ecology
- Spill plan and spill clean-up kit available
- Proper waste container labeling/storage/disposal per Ecology
<http://www.ecy.wa.gov/programs/hwtr/managewaste.html>
- No cost consultations through SRHD's Pollution Prevention Assistance team – call 509.324.1560 ext. 3



Career & Technical – Scene Shop

- Power equipment non-slip safety zones*
- Table-top equipment secured
- Lighting 50 foot-candles
- Flammable storage
- Supervision & training

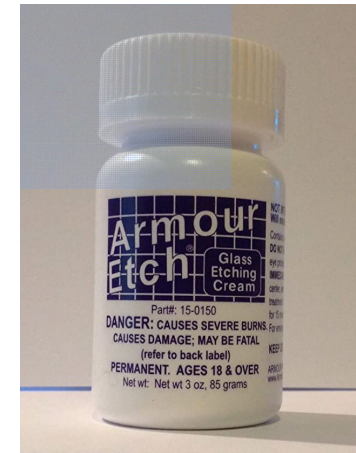




Career & Technical - Art

Toxic products avoided:

- Glazes state “lead free” on label
- No glass etchants with Hydrofluoric Acid
- Ventilation for soldering (jewelry)
- Regular clean-up of clay dust





Have a safe and healthy school year!

Contact the School Health and Safety Program with any questions at livingenvironment@srhd.org or 509.324.1560 ext. 4

Thank you!



School Health & Safety Program