

Optional Information

Name of School:

Date of Inspection:

Vocational Program/Course/Room:

Signature of Inspector:

**Vocational Safety Program
Self Inspection Checklist**

Guidelines: This checklist covers the following regulations issued by the New Jersey Department of Education: N.J.A.C. 6A:16-1.4, 6A:16-2.3, 6A:16-5.1, 6A:19-6.5 and 6A:26-12.2. It applies to all vocational-technical education programs and courses. Implementation of these regulations may not be the individual classroom teacher's responsibility. The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*) next to the number of the question. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. [Please note pages 4a-4b are numbered as such because the information included came after 1992 release.]

	Written Safety and Health Plan	<u>Please Circle</u>
1.*	Does your school district have a written safety and health plan adopted by the district board of education, agency or institution? [N.J.A.C. 6A:19-6.5(a)]	Y N N/A DK
2.*	Is the plan updated to reflect changes? [N.J.A.C. 6A:19-6.5(b)]	Y N N/A DK
3.*	Is the adoption date of the plan within the last two years? [N.J.A.C. 6A:19-6.5(b)]	Y N N/A DK
4.*	Does the plan include a scope and purpose? [N.J.A.C. 6A:19- 6.5(a)]	Y N N/A DK
5.*	Does the scope and purpose of the plan address both onsite programs and offsite structured learning experiences? [N.J.A.C. 6A:19-6.5(a)]	Y N N/A DK
6.*	Does the written safety and health plan include: [N.J.A.C. 6A:19-6.5(d)]	
	a) A School Board adopted general safety and health policy that addresses onsite programs?	Y N N/A DK
	b) A School Board adopted general safety and health policy that addresses offsite structured learning experiences?	Y N N/A DK
	c) Objectives?	Y N N/A DK
	d) An overall defined organizational structure and assigned responsibilities for implementing the plan?	Y N N/A DK

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- e) Responsibilities assigned to implement the plan for each of the following:
- i) Superintendent/Chief School Administrator or Assistant Superintendent? Y N N/A DK
 - ii) Principal or Vice-Principal? Y N N/A DK
 - iii) Facilities Director or Manager? Y N N/A DK
 - iv) Supervisor? Y N N/A DK
 - v) Safety and Health Designee? (N.J.A.C. 6A:19-6.5(c)) Y N N/A DK
 - vi) School Nurse? Y N N/A DK
 - vii) Teachers? Y N N/A DK
 - viii) Students? Y N N/A DK
- f) A hazard analysis for each vocational course or program in operation? Y N N/A DK
- g) Does the hazard analysis include each of the following:
- i) Procedures for inspecting facilities and equipment to identify hazards? Y N N/A DK
 - ii) Procedures for inspecting personal protective equipment to identify defects? Y N N/A DK
 - iii) Procedures for maintaining chemical inventories and review of safety data sheets? Y N N/A DK
 - iv) Procedures for conducting hazard assessments to determine the need for personal protective equipment? (29 CFR 1910.132) Y N N/A DK
 - v) Procedures for conducting job safety task analyses to identify potential hazards inherent in the way processes or operations are done? Y N N/A DK
- h) Maintenance and repair procedures for safety and health issues? Y N N/ADK
- i) General methods and procedures to educate students about safety and health? Y N N/A DK

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- j) Do the general methods and procedures to educate students about safety and health include each of the following:
- i) Procedures to instruct student on safe practices and precautions? Y N N/A DK
 - ii) Procedures to ensure there is initial training prior to any hazardous work? Y N N/A DK
 - iii) Procedures to ensure the hazard analysis is included into training? Y N N/A DK
 - iv) Procedures for hazard communication/right-to-know training? (N.J.A.C 8:59 and 29 CFR 1910.1200) Y N N/A DK
 - v) Procedures and methods for assessing students' knowledge? Y N N/A DK
 - vi) Procedures and methods for documenting students' knowledge? Y N N/A DK
 - vii) Procedures to determine the need for new or repeat training? Y N N/A DK
- k) Does the facility have an emergency action plan, which includes a detailed step-by-step list of emergency procedures, in place? [NFPA 1 (60.1.5.1), 29 CFR 1910.38] Y N N/A DK
- l) Do the emergency procedures address each of the following:
- i) Evacuations? [29 CFR 1910.38(c)(2)] Y N N/A DK
 - ii) Hazardous material release? Y N N/A DK
 - iii) Fire? [29 CFR 1910.38(c)(1)] Y N N/A DK
 - iv) Natural disasters (e.g., earthquakes, floods, and hurricanes)? Y N N/A DK
 - v) Man-made threats (e.g., violence, terrorist attacks, and bomb threats)? Y N N/A DK
 - vi) Emergency medical and first aid procedures? (29 CFR 1910.151) Y N N/A DK

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	vii) Guidelines and policy for handling body fluids? (N.J.A.C. 6A:16-2.3(e) and 29 CFR 1910.1450(e))	Y N N/A DK
	viii) School safety and security plan? (N.J.A.C 6A:16-5.1)	Y N N/A DK
m)	Do all persons involved in the action plan fully understand their roles and responsibilities within the plan through training?	Y N N/A DK
n)	Are the emergency procedures reviewed annually, updated, and changes communicated to involved persons, as needed? [29 CFR 1910.38(f)]	Y N N/A DK
o)	Are procedures in place to address reportable incidents/accidents?	Y N N/A DK
p)	Do the procedures to address reportable incidents/accidents include each of the following:	
	i) Incident/accident investigation?	Y N N/A DK
	ii) Incident/accident corrective action?	Y N N/A DK
	iii) Incident/accident reporting/recordkeeping? (N.J.A.C 6A:19-6.6 and 29 CFR 1904)	Y N N/A DK
q)	Are safety and health practices and procedures developed for each specific program or course?	Y N N/A DK
r)	Are there procedures for developing the safety and health practices and procedures for each specific program or course?	Y N N/A DK
s)	Are there procedures for using the safety and health practices and procedures for each specific program or course?	Y N N/A DK
7.*	Does your school district have a designated person or persons responsible for implementing the safety and health plan? [N.J.A.C. 6A:19-6.5(c)]	Y N N/A DK
8.*	Has your school district implemented its safety and health program? [N.J.A.C. 6A:19-6.5(a)]	Y N N/A DK
9.*	Are there district written policies and procedures that cover: [N.J.A.C. 6A:26-12.2]	Y N N/A DK
	a) Safe and sanitary operation and maintenance of school facilities and grounds?	

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| b) | Supervision of pupil safety in school facilities in the school district associated with safe storage and use of potentially hazardous materials on school property? | Y N N/A DK |
| c) | Compliance with the community right-to-know requirements? | Y N N/A DK |
| d) | Supervision of pupil safety in school facilities in the school district associated with prevention of accidents, panic and fire? | Y N N/A DK |
| e) | Supervision of pupil safety in school facilities in the school district associated with provision for and maintenance of suitable and safe equipment? | Y N N/A DK |
| 10.* | Are there district written policies and procedures that cover:
[N.J.A.C. 6A:16-1.4] | |
| a) | Care of any student who becomes injured or ill while at school or during participation in school sponsored activities? | Y N N/A DK |
| b) | Transportation and supervision of any student determined to be in need of immediate medical care? | Y N N/A DK |
| 11.* | Does the district have written policies and procedures for handling blood and body fluids? [N.J.A.C. 6A:16-2.3(e)] | Y N N/A DK |
| | Note: See Bloodborne Pathogens checklists (Part 1 and Part 2). | |
| 12.* | Are there written comprehensive school safety and security plans, procedures and mechanisms that provide for the following:
[N.J.A.C. 6A:16-5.1] | |
| a) | The protection of the health, safety, security and welfare of the school population in the public elementary and secondary schools of the school district? | Y N N/A DK |
| b) | The prevention of, intervention in, response to and recovery from emergency and crisis situations? | Y N N/A DK |
| c) | The establishment and maintenance of a climate of civility? | Y N N/A DK |
| d) | Supportive services for staff, students and their families? | Y N N/A DK |
| e) | Were the plans, procedures and mechanisms developed in consultation with law enforcement agencies, health and social services provider agencies, emergency management planners and school and other community resources, as | Y N N/A DK |

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appropriate?

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| f) | Are the plans, procedures and mechanisms consistent with the guidelines established by the Domestic Security Preparedness Task Force and the Commissioner of Education? | Y | N | N/A | DK |
| g) | Are the plans, procedures and mechanisms reviewed annually and updated, as needed? | Y | N | N/A | DK |
| h) | Was a copy of the school safety and security plan given to all district board of education employees? | Y | N | N/A | DK |
| i) | Has every new district board of education employee received a copy of the plan within 60 days of employment? | Y | N | N/A | DK |
| j) | Are all district board of education employees briefed in writing regarding updates and changes to the plan? | Y | N | N/A | DK |
| k) | Has an in-service training program been provided to all district board of education employees that enables them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the district's plans, procedures and mechanisms? | Y | N | N/A | DK |
| l) | Is the in-service training program provided to all new district board of education employees within 60 days of employment? | Y | N | N/A | DK |
| m) | Is the in-service training program reviewed annually, and updated, as needed? | Y | N | N/A | DK |

Definitions:

Emergency action plan means a written document required by particular OSHA standards, which shows detailed step-by-step procedures to follow in emergency situations.

Hazard analysis means a method of reviewing vocational program equipment, materials, procedures and process in order to identify potential causes of injury or illness.

Reportable Accidents/Incidents mean accidents or incidents that require treatment by a licensed medical doctor and occur as part of a vocational education program, either on school premises, travel to and from an off-premises training site or at an approved cooperative work training site.

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