

OHS

## Teacher Work Area Safety Awareness Check Sheet

Ken Morrison as Facilities Administrative Representative and Ken Harder as Occupational Health and Safety Representative will be making random tours of classrooms and work areas around the school. Please assist us by looking through the following list and making sure your room is free of hazards and you are aware of the proper procedures to follow if the need arises.

The following are general safety concerns/hazards all staff should be aware of in his or her work area:

- ☺ My classroom/work area is free of obstacles and tripping hazards.
- ☺ My electrical, computer and telephone cords are secured out of aisles and work areas.
- ☺ My materials are stacked so they cannot fall.
- ☺ My electrical cords have intact insulation with no cracks or bare spot showing.
- ☺ My electrical switches and plug receptacles all have covers in place.
- ☺ My electrical outlets are free of overloads.
- ☺ My personal space heater, hot plate, coffee maker etc. is clear of flammable materials.

The following are knowledge pieces and procedures you should know:

- Know the evacuation procedure?
- Know the closest fire alarm?
- Know the closest fire extinguisher?
- Know the closest defibrillator?
- Know the closest first aid station/kit?
- Know the closest eye wash station?
- Request a ladder to hang learning aids and decorations on walls?
- Turn off and unplug all hot plates, coffee makers and heaters when leaving for the night?
- Have all spills and tripping hazards cleaned-up immediately?
- Know what to do if you encounter an unsafe working condition?

If you have any general facilities concerns please contact Ken Morrison.

If you have any Occupational Health and Safety concerns please contact Ken Harder.

KM/KH