



Diocese of San Bernardino
“QUICK CHECK” (Short Form Option)
SAFETY INSPECTION CHECKLIST

DATE: _____ SCHOOL/PARISH/FACILITY: _____ Entity: _____

COMPLETED BY: _____ / _____ TITLE: _____
Print Name Signature

Instruction¹: This form² to be completed by the Safety Representative, Coordinator, Facility Manager or Designee. Reference: IIPP, Section 4, of the Diocese Safety Manual. Place a check mark in the appropriate block. Completed Corrective Actions **must** be noted on the back of this form, or a separate sheet.

Date of Last Inspection: _____

A. GENERAL SAFETY	YES	NO	Est. Completion?
1. Are all areas clean and well lit?			
2. Are sidewalks & pavements free of holes & uneven surfaces? If not, mark w/warnings.			
3. Are 1 st Aid Kits available (not in food/eating areas), well marked and stocked?			
4. Is personal protective equipment used if required – safety glasses, dust masks, gloves?			
5. Are aisle and walkways free of cords and other tripping hazards?			
6. Do areas/stairs requiring handrails have them securely installed? (includes ADA rails)			
7. Are Disabled parking spaces and accesses clear of obstructions and well marked?			
8. Are Dumpster/Waste collection areas regularly emptied and no waste on the ground?			
B. FIRE & ELECTRICAL SAFETY			
1. Do all switches and outlets have covers?			
2. Are extension cords & surge protectors of the UL approved type and in good repair?			
3. Are Ground Fault Circuit Interrupters (GFCI's) installed in wet locations?			
4. Are cooking appliances (toasters, ovens, microwaves, etc.) inspected & cleaned regularly?			
5. Are fire extinguishers checked for serviceability monthly? Is there a 3' clear zone?			
6. Are corridors clear and are evacuation routes and exit signs clearly marked and posted?			
7. Do exit doors and 'panic bars' operate smoothly and not blocked?			
8. Are flammables stored away from hot water heaters and other ignition sources?			
C. SCHOOL & PLAYGROUND SAFETY			
1. Are the grounds free of: holes, trenches, ant-hills, glass, debris, and other hazards?			
2. Is equipment in good repair and free of sharp edges, points, corrosion, & protrusions?			
3. Ensure that footing and anchoring devices are secure and completely below grade.			
4. Are all areas of the playground in clear view of supervisors/teachers?			
5. Are schools/playgrounds fenced and is there a clearly marked visitor entry point?			
6. Are parent and bus drop-off and pick-up areas well-marked and "eyes-on" monitored?			
D. HAZARDOUS MATERIALS			
1. Are containers of cleaners, pesticides, drain openers, etc., labeled and securely closed?			
2. Are pressure cylinders secured to wall or in a stand? (CO ₂ , Oxy/Acetylene, Helium)			
3. Are poisons segregated from flammables, secured, and out of reach of children?			
4. Are employees trained on protective equipment and use of hazardous materials?			
5. Are Material Safety Data Sheets (MSDS) available for chemicals, pesticides, etc.?			
E. SEISMIC SAFETY			
1. Are heavy items stored on lower shelves, lighter items on upper shelves?			
2. Are bookcases / cabinets over 4' high secured to the wall?			
3. Are fluorescent bulbs (long-tube type) secured from falling with guards or safety wire?			
4. Do cabinets & doors have operating latches?			
5. Are hot water heaters secured to wall?			
F. DISASTER PREPAREDNESS			
1. Have you established a Disaster Planning Committee or similar group?			
2. Do you have a written disaster plan for earthquakes and other disasters?			
a) If yes, was it coordinated with the Diocesan Office of Safety & Emergency Preparedness?			
3. Do you have a written plan for Wildfires and Evacuations?			
a) If yes, was it coordinated with the Diocesan Office of Safety & Emergency Preparedness?			
4. Do you have disaster supplies such as emergency lighting, water, or mobile kits?			

Note: ¹ Maintain this original inspection record in parish or school files for future/higher level review. Send a copy to the Diocese Safety Office. ²This form may be submitted electronically via email, MKelley@catholicmutual.org.

Pastor/Principal/Supervisor Review: **(Signature & Date)** _____