





# Taylor Middle School 2017

PHOTO	OBSERVATION
	<p>Overall, our impression of this site was very favorable. Good housekeeping was evident in the entire facility. Our recommendations are minor in nature and are easily correctible. We look forward to activation of a district level safety committee that includes a representative from the Taylor Middle School Elementary School so that all safety related items can be timely considered by staff at Taylor. In addition, we recommend a systematic but informal inspection process at this site to further enhance staff efforts to improve safety. SMCSIG will be working with all member districts to help initiate these informal inspection processes on a quarterly basis through safety committee involvement.</p>
	<p>Visitors, during school hours, must sign-in at the school office and receive a visitor sticker. School office is well marked and easy to find when walking into the school.</p> <p>Cabinets containing medications are locked. EpiPens are located in a secure yet accessible area.</p>
	<p>The front office was clean and well organized.</p> <p>I was impressed with the overall housekeeping of the site and classroom areas. Walkways were marked to delineate where student can put their backpacks to keep the walking path clear.</p>
	<p>Restrooms are clean and well maintained.</p> <p>Emergency exits are clearly marked.</p>

## PHOTO

## RECOMMENDATION















	<p>Safety Bulletin Boards were in place in the staff room. Each board should be clearly identified as a safety bulletin board. In addition, there should be a list of current first aid and CPR trained staff, a copy of the approved providers for medical care for worker's compensation injuries, copies of the current safety committee minutes, and a notice of to whom an employee would report any injuries on the job. Pertinent safety posters, and other safety related information can also be posted there.</p>
	<p>SDS sheets should be accessible in the front office</p>
	<p>Make sure all employees are familiar with the district Injury and Illness Prevention Program (IIPP). We suggest that the IIPP be put on the website so that it can be easily found and accessed by staff and email all staff/personnel with link to it. We can help you with the IIPP if you don't have one in place and assist you in training all staff on the IIPP Program, and Blood borne Pathogen.</p>
	<p>All chemicals on school grounds, including those in science labs or cleaners brought in by teachers and staff, should be in the Safety Data Sheet (SDS) binder. Binder should be reviewed and updated periodically and SDS should adhere to the new Global Harmonized System of labeling (GHS). All SDS sheets can be found on the internet or can be requested from the vendor that supplied the product. Schools should discourage staff from bringing in cleaners or other chemicals on to school grounds. They should request cleaners, etc. from maintenance if they need it. This will ensure that an SDS is on file for the item. We are available to assist you with this if you need help.</p>
	<p>Chemicals transferred to smaller containers should have GHS quick labels. These labels can be requested from manufacturer or vendor.</p>
	<p>Fire extinguishers are available and hung on the wall in most locations. They have been tagged with respect to their yearly inspections. We suggest monthly inspections be implemented. Those doing the inspections should put their initials and dates on the back of the fire extinguisher tag.</p>
	<p>We suggest putting evacuation maps throughout the campus clearly marking exit routes in case of emergency. You can use existing maps - note where one is on the map (<b>You Are Here</b>) and draw arrows showing exit route.</p>

PHOTO	RECOMMENDATION
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	<p>When not in use, ladders should be stored on its side in a place where it is easily accessible and there is no danger of accident when withdrawing it for use. If you do not have the space to store it on its side, ladders can also be secured to the wall.</p> <p>The number one cause of workplace fatalities and bulk of accident related costs are from falls from ladders. Most ladder falls are from 2 feet or less. We suggest that custodians should handle issues needing a ladder and avoid lending ladders</p>
 	<p>Science Labs need to be more organized and counters should be kept clear. All science chemicals should be stored in locked cabinets. Paints should be labeled and stored in locked area.</p> <p>Cords should have proper coverage to prevent tripping hazard.</p>
	<p>Keep all exits clear. Large items can hinder a quick exit in case of emergencies.</p> <p>Back pack hooks are a good way to keep classrooms organized. Hooks and shelves should be in an area that will not cause a slip, trip, or cause a fall. It is recommended to keep them within the classroom.</p>
	<p>Remember, all electrical panels must have unobstructed access of at least 3 feet. This is both a fire code and an OSHA code. We recommend that these clearance areas be painted or striped with yellow paint or tape so it is an easy cue to staff to keep these areas clear.</p>
	<p>Classrooms are free of clutter. Teachers have heavy boxes on top of cabinets. Teachers would need a ladder to bring items down. This creates a safety issue. Also in the event of an earthquake, any heavy object could seriously injure students and staff.</p>
	<p>Custodial rooms and storage rooms should not be cluttered and there should be easy access to the water heater.</p>

**Thank you for the opportunity to review this site for safety. Please call us if you have any questions concerning the results of this inspection.**

**Tom Ledda. 650-365-9180**