

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:19-10.2 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 teachers'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.

- | | <u>Please Circle</u> |
|---|----------------------|
| 1.* Does your school district have a written safety program adopted by the district board of education, agency or institution? [N.J.A.C. 6A:19-10.2(a)] | Y N N/A DK |
| 2.* Does the written safety and health program include:
[N.J.A.C. 6A:19-10.2(c)] | |
| a) Objectives? | Y N N/A DK |
| b) A <u>hazard analysis</u> for each vocational course or program in operation? | Y N N/A DK |
| c) A statement of general policies? | Y N N/A DK |

Comments/Corrective Action

**VOCATIONAL SAFETY PROGRAM
SELF INSPECTION CHECKLIST**

- | | | | | | |
|-----|---|---|---|-----|----|
| d) | Specific safety and health practices and precautions for each course? | Y | N | N/A | DK |
| e) | A plan and procedures for periodic inspections and maintenance of facilities and equipment including personal protective equipment? | Y | N | N/A | DK |
| f) | A plan and procedures for the elimination of potential or identified hazards? | Y | N | N/A | DK |
| g) | Emergency procedures? | Y | N | N/A | DK |
| h) | Methods to provide safety and health education to students including methods for incorporating the results of the <u>hazard analysis</u> ? | Y | N | N/A | DK |
| i) | Procedures and methods to be used to document and assess students' knowledge practices and procedures? | Y | N | N/A | DK |
| j) | A system, which may include disciplinary action, to ensure that students comply with safe and health practices? | Y | N | N/A | DK |
| k) | Procedures to ensure that all new staff and students receive initial safety and health training prior to starting any course or program? | Y | N | N/A | DK |
| 3.* | Does your school district have a designated person or persons who is responsible for implementing the safety and health program? [N.J.A.C. 6A:19-10.2(b)] | Y | N | N/A | DK |
| 4.* | Has your school district implemented its safety and health program? [N.J.A.C. 6A:19-10.2(b)] | Y | N | N/A | DK |

Comments/Corrective Action

**VOCATIONAL SAFETY PROGRAM
SELF INSPECTION CHECKLIST**

5.* Are there district written policies and procedures that cover:
[N.J.A.C. 6A:26-12.2]

- | | |
|--|------------|
| a) Safe and sanitary operation and maintenance of school facilities and grounds? | Y N N/A DK |
| 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 |

6.* 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 |
| c) Isolation, exclusion, and readmission of any student or employee suspected of having a communicable disease? | Y N N/A DK |

Comments/Corrective Action

**VOCATIONAL SAFETY PROGRAM
SELF INSPECTION CHECKLIST**

- 7.* 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 appropriate? | Y | N | N/A | DK |
| 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 |

Comments/Corrective Action

**VOCATIONAL SAFETY PROGRAM
SELF INSPECTION CHECKLIST**

- | | | |
|-----|--|------------|
| 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 with 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 |
| 8.* | 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).

Comments/Corrective Action

**VOCATIONAL SAFETY PROGRAM
SELF INSPECTION CHECKLIST**

Definitions:

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