

### BUILDING AND GROUNDS INSPECTIONS

Safety inspections are one of the principal means of determining possible causes of accidents and safety hazards before they cause injury.

The findings of unsafe conditions by means of inspection and their prompt safeguarding is one of the best methods for management to demonstrate to employees and students its interest in a safe environment. Inspections also help to emphasize the safety program to employees. Each time an inspection of a work area is made, management's interest in safety is advertised. Regular school inspections encourage individual employees to inspect their own immediate work areas.

Safety inspections should not be limited to search for unsafe physical conditions, but should also include examination to detect unsafe practices.

The District will conduct inspections in addition to those conducted by the District's insurance carrier and the Wisconsin Department of Industry, Labor and Human Relations.

It should be kept in mind that safety inspections are not conducted primarily to find how many things are wrong, but rather to determine if everything is satisfactory.

1. Each building should be fully inspected annually.
    - A. The inspection is to be done jointly by the Building & Grounds Supervisor and a member of the maintenance staff.
    - B. A safety checklist developed by the Building & Grounds Supervisor is to be used.
    - C. The following specialists should be active participants during the inspections of areas under their supervision:
      1. Food Service Director
      2. Principals (total school)
      3. Industrial Technology/Agriculture
      4. Science Teachers (labs)
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- D. A post inspection report is to be given to the Superintendent.
  - E. Unsafe conditions are to be identified and corrected in so far as it is feasible to do so.
2. Complete checks for asbestos control and maintenance should take place semi-annually, and a record of problems and corrective action placed in a file in each building as well as the District Office in accordance with EPA guidelines.
  3. Hazardous wastes will be identified and disposed of in accordance with Federal and State guidelines.

LEGAL REF: WI.ST. 120.12 (5), 121.02 (i), PI 8.01 (2) (i)

Approved: \_\_\_\_\_  
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