



# Classroom Safety Checklist

- All safety concerns are reported via email to the administrator.
- Fire exit doors are free of flammable materials.
- No more than 20% of the classroom wallspace is covered with flammable material.
- Fire routes are posted beside the door and the exit(s) are clear.
- Windows, doors, fans and air purifiers are used to improve air quality.
- Furniture or carpets that are not Board supplied are avoided.
- All shelving is secured to prevent tipping.
- Heavy items are not stored on high shelves
- Power bars are not plugged into other power bars.
- Extension cords are used on a temporary basis and stored out of the way when not in use.
- Store bought consumer cleaning products are not used in the classroom (e.g., bleach, Windex, Lysol, etc.).
- All containers of liquids, powders or other substances which are not easily identified are clearly labeled as to their contents.
- Step-ladders are used to reach or place high items, not chairs.
- Classroom keys are kept close at hand, in case of a lockdown.
- First Aid qualified staff and their locations in the building are known.
- Any injuries that occur while at work are immediately reported to the administrator and an Accident Form in CLEVR is completed.
- ALL** violent incidents or threats of violence are reported to my administrator **AND** the appropriate online form(s) are filled out. (e.g., Safe Schools Incident Report, Violent Incident Form, ETFOHP Google Form) *\*\*Refer to the Health & Safety Resource Poster on ETFO bulletin board\*\**

*If you have any questions or concerns please call Jason at 613-968-3707 x226 or via email [jsurgent@etfohp.on.ca](mailto:jsurgent@etfohp.on.ca).*