

# OSBIE HUMAN ELEMENT LOSS PREVENTION AUDIT SCHOOL AUDIT

**School Board:**  
**School Name:**  
**Location Address:**

**Conference with:**  
**Auditor Name:**  
**Date:**

AUDIT CONDITION	ACCEPTABLE		
	YES	NO	N/A
<b>1) EMERGENCY RESPONSE PLAN:</b>			
a) Name of Emergency Coordinator identified			
b) Fire Department notifier identified			
c) Sprinkler valve person identified (if applicable)			
d) Board wide emergencies covered (fire, hostage, bomb, natural hazards, etc)			
e) Emergency team meets at least semi-annually			
f) Written evidence of Plan on site			
<b>Comments:</b>			

<b>2) HOT WORK PERMIT SYSTEM :</b>			
a) Supply of permit tags available			
b) Evidence of <b>proper</b> use of system			
<b>Comments:</b>			

<b>3) MONTHLY FIRE SAFETY INSPECTIONS/NO SMOKING POLICY:</b>			
a) Fire doors inspected monthly			
b) Fire extinguishers inspected monthly			
c) Evidence of good housekeeping practices			
d) No combustible storage in Electrical/Mechanical rooms			
e) Inspection records on file			
f) No Smoking signs posted			
g) Evidence of compliance with policy			
<b>Comments:</b>			

AUDIT CONDITION	ACCEPTABLE		
	YES	NO	N/A

<b>4) TEMPORARY SHUT DOWN AND COLD WEATHER ALERTS:</b>			
a) Temporary Shut Down inspection sheets current and in use recording activity.			
b) Use of electronic monitoring <b>and/or</b> regular inspections of schools during a Cold Weather Alert			
c) Recorded inspection logs for Cold Weather Alert Check ups			
<b>Comments:</b>			

<b>5) ELECTRICAL PREVENTIVE MAINTENANCE:</b>			
a) ESA Continuous Safety Service CSS Program in use			
b) Evidence of compliance with CSS Program			
c) CSS Log Book current and in use			

**OR**

d) If CSS Program not in use, equivalent program in place			
<b>Comments:</b>			

<b>6) AUTOMATIC FIRE SPRINKLERS:</b>			
a) Sprinkler shutoff valves locked in the full open position			
b) Recorded weekly visual inspections of sprinkler control valves			
c) Recorded quarterly tests of sprinkler flow alarms			
d) FM Global Red Tag Kit available and in use			
<b>Comments:</b>			

<b>7) PLAYGROUND STANDARDS:</b>			
a) Plan to upgrade/replace existing non-compliant equipment			
b) Protective surfacing meets or exceeds standards			
c) Documentation of maintenance program complying with standard			
d) Recorded weekly/monthly/annual inspections per standard			
<b>Comments:</b>			

AUDIT CONDITION	ACCEPTABLE		
	YES	NO	N/A
<b>8) SNOW/ICE:</b>			
a) Log books current and in use recording activity			
b) Roof ice/snow removal program			
<b>Comments:</b>			

<b>9) DESIGN TECHNOLOGY PROGRAMS:</b>			
a) Visible evidence of compliance with program			
b) Student safety certificates on file			
c) Recorded equipment inspections			
<b>Comments:</b>			

<b>10) CONTROLLED ACCESS SYSTEM:</b>			
a) Visible evidence of compliance with program (sign in log, visitor signs, visitor badges)			
<b>Comments:</b>			