

OSBIE HUMAN ELEMENT LOSS PREVENTION AUDIT SCHOOL AUDIT

**SCHOOL
NAME:**

**LOCATION
ADDRESS:**

**CONF.
WITH:**

**AUDITOR
NAME:**

DATE:

| AUDIT CONDITION | ACCEPTABLE | | |
|---|------------|----|-----|
| | YES | NO | N/A |
| 1) EMERGENCY RESPONSE PLAN: | | | |
| 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, nat haz, etc) | | | |
| e) Emergency team meets at least semi-annually | | | |
| f) Written evidence of Plan on site | | | |

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| 2) HOT WORK PERMIT SYSTEM : | | | |
| a) Supply of permit tags available | | | |
| b) Evidence of use of system | | | |

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| 3) MONTHLY FIRE SAFETY INSPECTIONS/NO SMOKING POLICY: | | | |
| 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 | | | |

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|-----------------|------------|----|-----|
| | YES | NO | N/A |

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

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| 5) ELECTRICAL PREVENTIVE MAINTENANCE: | | | |
| 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

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| d) If CSS Program not in use, equivalent program in place | | | |
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| 6) AUTOMATIC FIRE SPRINKLERS: | | | |
| 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 | | | |

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| 7) PLAYGROUND STANDARDS: | | | |
| 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 | | | |

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| 8) SNOW/ICE: | | | |
| a) Log books current and in use recording activity | | | |
| b) Roof ice/snow removal program | | | |

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

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| 10) CONTROLLED ACCESS SYSTEM: | | | |
| a) Visible evidence of compliance with program (sign in log, | | | |

visitor signs, visitor badges)

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Auditors Notes: