

Classroom Safety Checklist

As a classroom teacher there are numerous things that you can do to ensure a safer classroom for you and your students.

- I report any hazardous conditions or deficiencies to my principal.
- My fire exit doors are free of flammable materials, such as paper.
- Nothing flammable is hung from the ceiling or light fixtures.
- No more than 20% of my classroom wallspace is covered with flammable material.
- Fire routes are posted clearly and there is a clear path to the exit(s).
- I use the windows, doors, and any fans/ventilators to improve air quality in the room.
- I avoid having furniture or carpets that are not Board supplied in my classroom.
- All of the shelving is secured to prevent tipping.
- I do not store heavy items or glassware on high shelves.
- I only use extensions cords on a temporary basis. They are unplugged and out of the way when not in use.
- I never plug power bars into other power bars.
- I do not use or store consumer cleaning products in my classroom (e.g., bleach, Windex, Fantastic, Lysol, etc.).
- I do not use or store custodial cleaning products in my classroom. They are for use by custodial staff.
- All containers of liquids, powders, or other substances which are not easily identified are clearly labeled as to their contents.
- I store materials in my class in a manner that does not create a hazard and allows the cleaning staff to dust and clean effectively.
- I do not use a chair as a substitute for a ladder. I know where to find the step-ladder supplied for academic staff to use.
- I only use breakaway lanyards.
- My classroom key is close at hand, in case of lockdown.
- I know who the qualified First Aid staff are and where they are located.
- If I am injured while working I report it to my principal immediately and work with them to fill out the online Accident Investigation Report Form.
- I report all violent incidents or threats of violence to my principal and fill out the appropriate form(s) (e.g., Safe Schools Incident Report, Workplace Violence Reporting Form, PETL Violent Incident Report).

If you have any questions or concerns, please contact your PETL Executive Officer Liaison or the PETL Occupational Health & Safety Teacher Advisor. 905-564-7233