

# Daily Safety Inspection

## WCMCA Head Start/ Early Head Start

Complete safety inspection daily or per socialization event. Person completing the checklist initials in the box aligned with the week/day of review. Submit one form monthly (per classroom/ EHS socialization site) by the 5th of the following month. Concerns should be addressed with the Head Start Supervisor and resolved by FES/classroom team immediately whenever possible.

FES(s) in this classroom/socialization space: \_\_\_\_\_ Month/Year: \_\_\_\_\_

1. Indoor **and** Outdoor Materials/ Areas:

- ✓ In good repair. (checked for missing or broken parts/choking hazards, protrusion on nuts/bolts, rust & chipping/peeling paint, sharp edges, splinters and rough surfaces, stability of handholds/railings, visible cracks)
- ✓ Hazardous objects are stored, electrical outlets are covered/tamper-resistant, cords are secured out of reach of children
- ✓ Active Supervision in place.
- ✓ In wintery conditions, identify safety hazards and plan accordingly (ice, uneven ground, packed snow)

wk	M	T	W	TH	Corrective Action Needed:	Notes:
1					Date of Corrective Action Taken:	
2						
3						
4						
5						

2. Cleaning/Disinfecting materials:

- ✓ Products are EPA certified, used as instructed
- ✓ Clearly marked with contents/date
- ✓ Stored out of reach of children.

wk	M	T	W	TH	Corrective Action Needed:	Notes:
1					Date of Corrective Action Taken:	
2						
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3. Hazardous Waste:

- ☐ Bathroom sinks, toilets, counters, floors, and diapering area are washed and properly disinfected.
- ☐ Toilets are flushed immediately after use, sinks drain properly.
- ☐ Waste receptacles are lined, leak-proof, and securely stored with covers. Waste is removed daily,

wk	M	T	W	TH	Corrective Action Needed:	Notes:
1					Date of Corrective Action Taken:	
2						
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4. Child Health: (Medication-Allergy Prevention/Response)

- ☐ Medication includes authorization from parent. Is properly stored, in its original container and not expired.
- ☐ Special diet and allergy information is posted in prominent location in classroom where food is served.

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2						
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4						
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