

# 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: \_\_\_\_\_

<b>1. Indoor <u>and</u> Outdoor Materials/ Areas:</b> <ul style="list-style-type: none"> <li>✓ In good repair. (checked for missing or broken parts/choking hazards, protrusion on nuts/bolts, rust &amp; chipping/peeling paint, sharp edges, splinters and rough surfaces, stability of handholds/railings, visible cracks)</li> <li>✓ Hazardous objects are stored, electrical outlets are covered/tamper-resistant, cords are secured out of reach of children</li> <li>✓ Active Supervision in place.</li> <li>✓ In wintery conditions, identify safety hazards and plan accordingly (ice, uneven ground, packed snow)</li> </ul>						
<b>wk</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>Corrective Action Needed:</b>	<b>Notes:</b>
1					Date of Corrective Action Taken:	
2						
3						
4						
5						
<b>2. Cleaning/Disinfecting materials:</b> <ul style="list-style-type: none"> <li>✓ Products are EPA certified, used as instructed</li> <li>✓ Clearly marked with contents/date</li> <li>✓ Stored out of reach of children.</li> </ul>						
<b>wk</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>Corrective Action Needed:</b>	<b>Notes:</b>
1					Date of Corrective Action Taken:	
2						
3						
4						
5						
<b>3. Hazardous Waste:</b> <ul style="list-style-type: none"> <li>☐ Bathroom sinks, toilets, counters, floors, and diapering area are washed and properly disinfected.</li> <li>☐ Toilets are flushed immediately after use, sinks drain properly.</li> <li>☐ Waste receptacles are lined, leak-proof, and securely stored with covers. Waste is removed daily,</li> </ul>						
<b>wk</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>Corrective Action Needed:</b>	<b>Notes:</b>
1					Date of Corrective Action Taken:	
2						
3						
4						
5						
<b>4. Child Health: (Medication-Allergy Prevention/Response)</b> <ul style="list-style-type: none"> <li>☐ Medication includes authorization from parent. Is properly stored, in its original container and not expired.</li> <li>☐ Special diet and allergy information is posted in prominent location in classroom where food is served.</li> </ul>						
<b>wk</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>Corrective Action Needed:</b>	<b>Notes:</b>
1					Date of Corrective Action Taken:	
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