

Board Health and Safety Self Assessment Checklist

Standard	Documentation/ Evidence	Self Assessment	Checklist	
			Yes	No
IV-A.1 The Board has a safety officer or committee to monitor the health and safety of the Board's facilities and operations.	Position Description Documentation of health and safety activities and reviews.	Does the Board have someone designated as the Board's Safety Officer or have a Safety Committee?	IV-A.1-1	
		Is there evidence that this person or committee has monitored the Board's facilities for compliance with health and safety standards?	IV-A.1-2	
		Is there evidence that this person or committee has made recommendations for needed health and safety changes and ensured that needed changes were made?	IV-A.1-3	
IV-A.2 The Board has documentation of external health and safety authorities regularly surveying Board facilities.	Reports by external safety authorities	Is there evidence that the Board has sought the expertise of external health and safety authorities in surveying Board Facilities?	IV- A.2	

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IV-A.3 The Board has written policies/procedures to address standard health and safety concerns that include at minimum the following topics: <ul style="list-style-type: none"> • Fire Safety • Fire Drills • Smoking • Concealed Weapons • Use of Controlled Substances • Bomb/Other Threats • Natural Disasters • Power Failures • Medical Emergencies • Safety during violent or other threatening situations 	Policy and Procedures	Does the Board have written policy and/or procedures to address:		
		-Fire Safety?	IV-A.3-1	
		-Fire Drills?	IV-A.3-2	
		-Smoking?	IV-A.3-3	
		-Concealed Weapons?	IV-A.3-4	
		-Use of Controlled Substances?	IV-A.3-5	
		-Bomb/ Other Threats?	IV-A.3-6	
		-Natural Disasters?	IV-A.3-7	
		-Medical Emergencies?	IV-A.3-8	
	-Safety during violent or other threatening situations?	IV-A.3-9		
IV-A.4 The Board has a written emergency/disaster plan for its facilities that includes at minimum: <ul style="list-style-type: none"> • Posted Evacuation Plans on each floor • Provisions for the evacuation of the facility • Testing of the Plan 	Written emergency/ disaster plan Documentation of testing of the plan	Does the Board have a written emergency/ disaster plan?	IV-A.4-1	
		Does the Board post evacuation plans on each floor of its facility?	IV-A.4-2	
		Does the Plan include provisions for the evacuation of the facility?	IV-A.4-3	
		Is there evidence that the Plan has been tested and when necessary corrective actions or recommendations made?	IV-A.4-4	
		Date ____/____/____ the Plan was tested.		

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Standards	Documentation/ Evidence	Self Assessment	Checklist	
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IV-A.5 The Board's facilities are accessible to persons with handicaps.	Survey of Facility	Is there evidence of barriers that would prohibit a person with a handicap from accessing the Board's facilities?	IV-A.5	
IV-A.6 The Board has mechanism(s) to ensure reasonable accommodations are made when appropriate to meet the needs of staff, and visitors.	As communicated and shared by the Board	Does the Board have mechanism(s) to ensure reasonable accommodations are made when appropriate to meet the needs of staff, and visitors?	IV-A.6	
IV-A.7 The Board has first aid kits readily available and accessible.	First Aid Kits	Does the Board have first aid kits available?	IV- A.7	
IV-A.8 The Board has emergency phone number(s) posted.	Posting of Emergency Phone Number(s)	Does the Board have emergency phone number(s) conspicuously placed, that staff might access in the event of an emergency?	IV-A.8	
IV-A.9 Fire extinguishers are accessible throughout the facility and are checked annually.	Fire Safety Plans Fire Extinguishers	Have the fire extinguishers been checked by a fire safety authority within the following year?	IV-A.9	
IV-A.10 The Board has provisions to addresses security of staff and visitors at their facility.	As communicated and shared by the Board	Has the Board made provisions to address security of staff and visitors at their facility?	IV-A.10	
IV-A.11(a) The Board has anticipated and prepared for its roles and responsibilities in the event of a catastrophic event in the community.	As communicated and shared by the Board	Has the Board anticipated and prepared for its roles and responsibilities in the event of a catastrophic event in the community?	IV- A.11(a)	

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IV-A.11(b) The Board is linked with the local emergency response plan.	As communicated and shared by the Board	Is there evidence that the Board is linked with the local emergency response plan?	IV-A.11(b)	
IV-A.12 The Board has a formal mechanism regarding reporting and reviewing of unusual incidents, which occur on the Board's premises or while doing activities undertaken on behalf of the Board.	Policy Statement Files from all Board Incidents that have occurred from the current fiscal year Supporting documentation from reviews of these incidents	Does the Board have a formal mechanisms regarding reporting and reviewing of unusual incidents, which occur on the Board's premises or while doing activities undertaken on behalf of the Board?	IV-A.12-1	
		Is there evidence that all unusual incidents have been reviewed and corrective action taken as appropriate?	IV-A.12-2	