

Safety by Design Checklist for New School Construction/Modernization

(Addressing Contra Costa County school districts' top at-risk tasks)

	Yes	No
A. Office Workstations (consult with CCCSIG Health & Safety Services/Ergonomics)		
Chairs – multi-task with wide range of adjustability to accommodate multiple users		
Height adjustable		
a. Monitors		
b. Desks		
c. Sit/Stand Workstations		
Adjustable keyboard trays with space for using a mouse or trackball		
In-line document holders		
Full spectrum light bulbs		
B. Garbage Dumpster and Surrounding Area (consult with local garbage vendor)		
Dumpsters – those that fall within employee work zone*		
Location of dumpster - smooth, flat and accessible		
Compactor with hydraulic lift		
Garbage hopper for transporting garbage to dumpster (3-wheeled cart)		
C. Kitchen (consult with food service management to determine space requirements)		
Work surfaces – height adjustable		
Warming oven – height should fall within employee work zone*		
Sufficient storage– should fall within employee work zone* and provide easy accessibility		
Lunch tables (mobile convertible bench table – uniframe)		
Garbage hopper for transporting garbage to dumpster (3-wheel cart)		
Oversized walk-in freezer and refrigerator		
D. Custodian Closet (consult with custodial management for specific space requirements)		
Floor drain sufficient in size for dumping 5-gallon buckets of liquid		
Open floor plan for employee maneuverability		
Sufficient storage– should fall within employee work zone* and provide easy accessibility		
E. Outdoor Surface		
Divert H ₂ O run-off on pathways		
Select and locate trees wisely to prevent concrete damage caused by root systems		
Grated tree wells		
F. Indoor Surface		
Auto-scrubber		
Commercial recessed foyer mats		
Lightweight backpack vacuum (6qt, 9lb)		
G. Classroom		
Wireless technology – flat panel projection technology (Elmo; WiFi Internet)		
Workstation – See Office Workstations above		
Projector Screens – permanently attached with closed hooks		
Front-Load Pottery Kiln – should fall within employee work zone*		
H. Parking Lot		
Tire stops – yellow		
Adequate night lighting		
Perimeter Gates (manual swing or electric)		
I. Special Education Classroom and Bathroom		
Extra large bathroom for student and staff maneuverability		
Changing Table – height adjustable		
Full spectrum light bulbs/filter covers for light fixtures		
Quiet corner/area		
Hoyer/ceiling-mounted lift (check to see if program has non-ambulatory students)		

*Work zone = above the knees, below the shoulders, and close to the body)

Purpose of Checklist: The “Safety by Design Checklist for New School Construction/Modernization” was created to provide ergonomic design guidelines for decision-makers involved in new school design and equipment purchasing, such as Facilities and Purchasing managers, to use when planning and designing new schools, which is the best time to incorporate safety because 1) it is less expensive to make changes during design than to negotiate change orders or modify a facility after completion; and 2) it could prevent numerous employee injuries. The checklist is specific to the injuries that frequently occur within CCC school districts and is considered a working document that may change and evolve. For additional information, visit the following links below that feature relevant projects completed by UC Berkeley Environmental Health and Safety Department.

Additional Resources from UC Berkeley:

Custodial Ergonomic Design Guidelines:

https://uhs.berkeley.edu/sites/default/files/design_guidelines_for_custodial_5-23-11_final.pdf

Dining Services Ergonomic Design Guidelines:

<https://uhs.berkeley.edu/sites/default/files/diningdesignguidelines.pdf>

Ergonomic Requirements for Work Surfaces:

https://uhs.berkeley.edu/sites/default/files/uc_ergonomics_requirements_work_surfaces_2016_1.pdf

Ergonomic Requirements for Height Adjustable Tables:

https://uhs.berkeley.edu/sites/default/files/uc_ergonomics_requirements_freestanding_height-adjustable_tables_2016_1.pdf

Ergonomic Requirements for Task Chairs:

https://uhs.berkeley.edu/sites/default/files/uc_task_chair_requirements_2.pdf

Ergonomic Requirements for Tall Task Stools:

https://uhs.berkeley.edu/sites/default/files/uc_ergonomics_requirements_tall_task_stools_2016.pdf

Customer Service Center Design Guidelines:

https://uhs.berkeley.edu/sites/default/files/customerservicecounters_0213_final_3.pdf

Criteria for Used Office Systems Furniture:

<https://uhs.berkeley.edu/sites/default/files/usedfurniturecriteria.pdf>

Disclaimer: This document is intended to provide general safety guidelines and ease of reference to data and is not intended to endorse any information or products listed on this document. Under no circumstances should the checklist be used as an exclusive source of information on the topic, as it may not address each and every possible loss potential, code or other statutory violation, or exception to good practices and procedures. In view of the possibility of human error or changes, you should confirm the content in the checklist through your own independent sources.