

Safety Checklist Items

Respond to all items by drawing a circle around the appropriate letter using the following codes:

S – Satisfactory U – Unsatisfactory NA – Not Applicable

Item	A. School Administration	Circle One
A-1	The agency administrator is a participating member of the safety inspection team.	S U NA
A-2	The agency administrator visits the facility to assure that hazardous conditions are corrected.	S U NA
A-3	The agency administrator reviews curriculum materials and lesson plans to assure that a planned and organized instructional program is offered.	S U NA
A-4	The agency administrator requires that standardized written reports on hazardous conditions be submitted and distributed to the proper individuals to ensure corrective action.	S U NA
A-5	The agency administrator keeps records of all safety inspections available for reference.	S U NA
A-6	A written procedure is used for reporting defective equipment to ensure prompt repair.	S U NA
A-7	Accidents are promptly reported to the administration safety director. Accidents are analyzed and immediate steps are taken to correct the cause of accidents.	S U NA
A-8	The agency has necessary information readily available to contact parents or guardians.	S U NA
A-9	The school has an effective policy and procedure to follow in case of accidents, and teachers have been trained on policy and procedures.	S U NA
A-10	The school has an effective policy and procedure for the administration of first aid.	S U NA
A-11	The agency administrator accepts the responsibility for keeping class sizes appropriate for activities.	S U NA
A-12	The agency administrator is aware of his or her responsibility with regard to student and staff protection.	S U NA
A-13	The agency administrator requires that this facility be maintained, cleaned and provided with the same custodial services as other programs on this campus	S U NA
A-14	The administrator ensures that a State of Utah-certified instructor is in attendance when students are assigned to work with tools and equipment.	S U NA

Safety Checklist Items (continued)

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Item	B. Instructor	Circle One
B-1	The instructor supervises students at all times that class is in session.	S U NA
B-2	The instructor inspects the facility on a scheduled basis to identify needed repair.	S U NA
B-3	The instructor reports all hazardous conditions in writing to the proper administrator.	S U NA
B-4	The instructor keeps records of all inspections for reference.	S U NA
B-5	The instructor keeps records of all maintenance problems and disposition of requests for corrections.	S U NA
B-6	The instructor keeps records of all accidents and analyzes them immediately for corrective measures.	S U NA
B-7	The instructor is knowledgeable in first aid and deemed qualified by the administrator to act in case of emergency.	S U NA
B-8	The instructor selects student activities and operations that will match the age maturation level and ability of the students involved.	S U NA
B-9	Instructor-owned tools are not used by the students.	S U NA
B-10	The instructor insists that students wear proper eye protection and other necessary protective equipment and/or clothing.	S U NA
B-11	The instructor demonstrates and maintains proper procedures, eye protection, attitude and work habits.	S U NA
B-12	The instructor is knowledgeable in the location and use of fire extinguishers.	S U NA
B-13	The instructor is able to turn off the main power switches when class is not in session.	S U NA
B-14	The lock-out/tag-out program has been established.	S U NA
B-15	A system for handling hot materials has been established.	S U NA
B-16	Routine preventative maintenance is scheduled and completed for this facility.	S U NA
B-17	Personal protective equipment is sterilized before being interchanged with other students.	S U NA

Safety Checklist Items (continued)

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Item	C. Instruction	Circle One
C-1	Students satisfactorily demonstrate proper procedure, supervised by the instructor, for using tools and power equipment in the facility after passing written safety tests.	S U NA
C-2	Hazardous operations are identified and safety requirements are emphasized for better student understanding	S U NA
C-3	"Horseplay" and practical jokes are considered dangerous and are not allowed.	S U NA
C-4	Special instructions are given in the use and handling of hazardous materials and chemicals such as toxins, caustics, and volatile materials or chemicals.	S U NA
C-5	Instruction is given in the proper methods of handling and lifting materials.	S U NA
C-6	Students demonstrate the understanding that they will not leave a machine running, or approach an operator in a manner that could annoy or alarm the operator.	S U NA
C-7	Students' learning activities are approved by the instructor before work begins.	S U NA
C-8	Materials being worked with are safely secured.	S U NA
C-9	Safety bulletin boards, posters, student reports are part of the total safety program.	S U NA
C-10	The instructor assumes responsibility for staying informed about agency safety policies and procedures.	S U NA
C-11	The instructor is trained in MSDS use, location and importance.	S U NA
C-12	Students are instructed about the dangers of approaching other students operating tools or equipment in a manner that could annoy or alarm the operator.	S U NA

Safety Checklist Items (continued)

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Item	D. Personal Protection	Circle One
D-1	Safety glasses, shields, or eye goggles are worn in accordance with state laws.	S U NA
D-2	Eye-wash baths and showers are available when using caustic materials.	S U NA
D-3	After use, eye protective devices are disinfected and returned to properly designed storage.	S U NA
D-4	In areas where special body-protective clothing is needed, such clothing is provided and used.	S U NA
D-5	Wearing of loose clothing, jewelry, ties, etc., or dangling long hair does not occur in the shop.	S U NA
D-6	Injuries are reported to the instructor for immediate attention.	S U NA

Safety Checklist Items (continued)

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Item	E. General Facility	Circle One
E-1	One instructor has the responsibility for each facility.	S U NA
E-2	Each facility can be locked separately.	S U NA
E-3	Storage is provided to keep garments and other personal materials out of the work area.	S U NA
E-4	The facility is neat, orderly, and kept clean.	S U NA
E-5	Materials not used for instruction are not stored in the facility.	S U NA
E-6	Students are responsible for removing waste materials after each class session.	S U NA
E-7	Floors are maintained in a condition conducive to safe practices, with non-skid surfaces especially around machines.	S U NA
E-8	Waste (e.g., shavings, sawdust, paint and oil rags) is collected daily and disposed of properly.	S U NA
E-9	Designated safety zones are provided around dangerous work areas.	S U NA
E-10	Aisles are kept clear of protruding materials.	S U NA
E-11	Room furniture and equipment are arranged for optimum safety.	S U NA
E-12	Non-glare and proper foot-candle lighting are provided for all work areas.	S U NA
E-13	Stairways within the facility have safe tread and rise with unobstructed access and with approved railings.	S U NA
E-14	Two widely separate marked exits are available from each facility.	S U NA
E-15	Machine operation regulations and safety procedures are posted near the areas of operation.	S U NA
E-16	Parts of machines and equipment needing special attention or caution are painted brightly with recommended color code.	S U NA
E-17	Machines and workstations are located in relationship to the amount of supervision required.	S U NA
E-18	Machine location has been determined by needed operator space and process requirements.	S U NA
E-19	Color code is used to designate caution, hazards, traffic and machine operations.	S U NA
E-20	A hearing conservation program is established.	S U NA
E-21	Cutters, knives and blades are kept sharp.	S U NA

Safety Checklist Items (continued)

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Item	F. Storage	Circle One
F-1	Storage racks and shelves are designed and constructed to safely contain the materials stored.	S U NA
F-2	Materials are securely stored and do not protrude into passageways.	S U NA
F-3	Flammable and combustible liquids, toxins and caustics are stored in accordance with National Fire Protection Association (NFPA) standards.	S U NA
F-4	Fire-approved cabinets are provided for flammable and combustible materials.	S U NA
F-5	Waste materials are disposed of in a safe manner consistent with environmental protection and manufacturers' directions.	S U NA
F-6	An accessible MSDS file is maintained in the shop for all hazardous materials and chemicals.	S U NA

Safety Checklist Items (continued)

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Item	G. Electrical	Circle One
G-1	Power wiring is installed and maintained in accordance with national electrical code, and:	S U NA
G-1a	Switches are enclosed.	S U NA
G-1b	Circuits are identified, at panel.	S U NA
G-1c	Power cords are proper size and length.	S U NA
G-1d	Power supplies are provided with UL-approved overload protection.	S U NA
G-1e	Lockouts are provided.	S U NA
G-2	Outlets and machines are grounded.	S U NA
G-3	Extension cords are heavy-duty, three-wire grounded cords and plugs, except for double insulated items.	S U NA
G-4	Portable power tools are provided with three-wire grounded cords and plugs, except for double insulated items.	S U NA
G-5	Accessible individual “off” and “on” controls are installed on all machines as well as power control panels.	S U NA
G-6	Magnetic start/stop switches are installed on machines so that they must be manually reset after electrical power line interruption.	S U NA
G-7	A master control switch that can also be controlled by a panic button is located in the facility.	S U NA
G-8	Power distribution panels have clearly identified circuit breaker devices for each machine.	S U NA
G-9	Extension cords are not used for permanent installation.	S U NA
G-10	Portable power tools are equipped with “dead man” controls.	S U NA

Safety Checklist Items (continued)

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Item	H. Equipment	Circle One
H-1	Instructions for safe use of machines are posted near each machine.	S U NA
H-2	Machines are maintained in safe operating condition.	S U NA
H-3	“Out-of-order” signs are secured to machines not in working order and power has been removed by locking out the power.	S U NA
H-4	Machines are stabilized to provide safe operations.	S U NA
H-5	Machines are provided with quality safety guards that are in proper operating condition. Verify each of the following:	S U NA
H-5a	Squaring shear finger guard.	S U NA
H-5b	Foot treadle stops above floor on shear.	S U NA
H-5c	Jointer knife guards, left and right.	S U NA
H-5d	Abrasive wheel eye safety shields.	S U NA
H-5e	Abrasive wheel guards and tool rests.	S U NA
H-5f	Table saw guard and anti-kickback device.	S U NA
H-5g	Radial saw guard.	S U NA
H-5h	Radial saw guard forward stop and positive stop return.	S U NA
H-5i	Machine belt and pulley guards.	S U NA
H-5j	Air compressor belt guards.	S U NA
H-6	Equipment control switches are readily accessible to the operator.	S U NA
H-7	A positive “off” switch is located near each machine.	S U NA
H-8	Proper supplies are available for cleaning machines.	S U NA
H-9	Hand tool equipment is stored with sharp cutting edges protected.	S U NA
H-10	Hand tools are properly maintained and kept sharp.	S U NA
H-11	Bench tops are appropriate for the planned activities (e.g. electrical work is done on non-conductive surfaces).	S U NA
H-12	Compressed air is not used for cleaning purposes until it has been reduced to less than 30 psi, and is never used on the body.	S U NA

Safety Checklist Items (continued)

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Item	I. Fire	Circle One
I-1	Only UL-approved equipment is used.	S U NA
I-2	Fire extinguishers are of the proper number and type, and are inspected, dated and recharged according to schedule.	S U NA
I-3	The area behind fire extinguishers is color-coded.	S U NA
I-4	Adequate exit doors and open aisles are available for prompt evacuation.	S U NA
I-5	Fire-approved (UL-FM) storage and waste containers are readily accessible, used, and emptied daily.	S U NA
I-6	Sander bags are emptied daily before the facility is closed.	S U NA
I-7	Finish and spray room doors swing out and cannot be locked from the inside.	S U NA
I-8	Proper respirators and eye protection are used when spraying or applying finishes.	S U NA
I-9	All sprayers, tanks, and containers are grounded.	S U NA
I-10	Filters in spray booths are replaced regularly.	S U NA
I-11	Clean air of sufficient volume is provided to replace air exhausted during spraying.	S U NA

Safety Inspection Checklist

School _____ Facility _____

Instructor _____ Inspection Date _____

The items listed were found to be in violation of acceptable safety standards and must be corrected before students are allowed to use the facility or equipment cited.

Ref. Number	Item Number	Action Required	Date Corrected
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