

## **Jefferson County Schools Safety Inspection Checklist CTE Shops and Laboratories**

Inspection Performed by: \_\_\_\_\_  
Date of Inspection: \_\_\_\_\_

### **Introduction**

A safe environment is an essential part of the school safety education program. The safe environment will exist only if hazards are discovered and corrected through regular and frequent inspections by a school safety team consisting of administrators, teachers, and students.

### **Directions**

#### **Who Inspects?**

It is recommended that CTE teachers and the safety committee make regular inspections. It is also a good idea to include students as observers during inspections. This not only tends to share responsibility, but stimulates a broader interest in the maintenance of a safe school environment.

#### **When to Inspect?**

At a minimum, a formal safety inspection should be made at the beginning of every school semester. Daily observations should be made in regards to general safety maintenance.

#### **How to Inspect?**

Inspections should be well planned in advance. They should be systematic and thorough. No location that may contain a hazard should be overlooked. Inspection reports should be clear and concise, but with sufficient explanation to make each recommendation for improvement understandable.

#### **Follow-up**

The current report should be compared with previous records to determine progress. The report should be studied in terms of the accident situation so that special attention can be given to those conditions and locations which are accident producers. Each unsafe condition should be corrected as soon as possible in accordance with acceptable procedures. A policy should be developed in regard to taking materials and equipment out of service because of unsafe conditions.

## Checking Procedures

Check the appropriate box, using the following letter scheme:

- S – Satisfactory (needs no attention)
- A – Acceptable (needs some attention)
- U – Unsatisfactory (needs immediate attention)

Recommendations should be made in all cases where an “A” or a “U” is checked. Space is provided at the end of the form for such comments. Designate the items covered by the recommendations, using the reference code number applicable (A-1, B-16, etc.) Blank lines have been left in each section if you wish to add other observable safety items.

### A. General Physical Condition

S    A    U

1. Machines, benches, and other equipment are arranged to conform to good safety practice
2. Condition of stairways
3. Condition of aisles
4. Condition of floors
5. Condition of walls, windows, and ceiling
6. Illumination is safe, sufficient, and well placed
7. Ventilation is adequate and proper for conditions
8. Adequate temperature control
9. Fire extinguishers are of proper type, adequately supplied, properly located and maintained
10. Teacher and students know the location of an how to use the proper type of fire extinguisher for various fires
11. Number and location of exits is adequate and properly identified and posted prominently in each area
12. Proper procedures have been formulated for emptying the room of students and taking adequate precautions in case of emergencies
13. Lockers are inspected regularly for cleanliness and fire hazards
14. Locker doors are kept closed
15. Walls are clear of objects that might fall
16. Utility lines are properly identified
17. Teachers know the procedure in the event of fire including notification of the fire department and the evacuation of the building
18. Air in shop is free from excessive dust, smoke, etc.
- 19.
- 20.
- 21.
- 22.

**Evaluation for the Total Rating of A. General Physical Condition**

## B. Housekeeping

S A U

- |   | S | A | U |
|---|---|---|---|
| 1. General appearance as to orderliness   |   |   |   |
| 2. Adequate and proper storage space for tools and materials                          |   |   |   |
| 3. Work benches are kept in an orderly manner   |   |   |   |
| 4. Corners are clean and clear  |   |   |   |
| 5. Special tool racks are available and kept in an orderly manner                     |   |   |   |
| 6. Tool, supply, and material room is orderly   |   |   |   |
| 7. Sufficient scrap boxes are provided  |   |   |   |
| 8. Scrap stock is put in scrap boxes promptly   |   |   |   |
| 9. Materials are stored in an orderly and safe condition                              |   |   |   |
| 10. A spring lid metal container is provided for waste and oily rags                  |   |   |   |
| 11. All waste materials and oily rags are promptly placed in the proper containers    |   |   |   |
| 12. Containers for oily rags and waste materials are frequently and regularly emptied |   |   |   |
| 13. Dangerous materials are stored in appropriate cabinets                            |   |   |   |
| 14. MSDSs are kept for all chemicals  |   |   |   |
| 15. Bulk storage of dangerous materials is provided outside of the main building      |   |   |   |
| 16. Flammable liquids are not used for cleaning purposes                              |   |   |   |
| 17. Floors are free of oil, water, and foreign material                               |   |   |   |
| 18. Floors, walls, windows, and ceilings are cleaned periodically                     |   |   |   |
| 19.   |   |   |   |
| 20.   |   |   |   |
| 21.   |   |   |   |
| 22.   |   |   |   |

**Evaluation for the Total Rating of B. Housekeeping**

### C. Equipment

S   A   U

1. Machines are arranged to protect workers from hazards of other machines
2. Danger zones are properly indicated and guarded
3. Gears and moving belts are protected by permanent closure guards
4. All guards are used for every operation
5. All equipment control switches are easily available to the operator
6. All machines are "locked out" when the instructor is out of the room
7. Adequate storage facilities are available for tools and equipment when not in immediate use
8. Nonskid areas are provided around machines
9. Machines are in safe working condition
10. Machines are guarded to comply with American Standards Association and local state code
11. Adequate supervision is maintained when students are using machines and dangerous tools
12. Tools are kept sharp, clean, and in safe working order
13. All hoisting devices are in safe operating condition
14. Machines are shut off while unattended
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.
- 21.
- 22.

**Evaluation for the Total Rating for C. Equipment**

### D. Electrical Installation

S A U

1. All switches are enclosed
2. There is a master control switch for all the electrical installations
3. Electrical outlets and circuits are properly identified
4. No electrical extension cords are used
5. All machine switches are within easy reach of the operator
6. Electrical motors and equipment are wired to comply with the National Electric Code
7. Individual cut-off switches are provided for each machine
8. Machines are provided with overload and underload controls
9. No temporary wiring is evident
- 10.
- 11.
- 12.
- 13.

**Evaluation for the Total Rating for D. Electrical Installation**

### E. Personal Protection

S A U

1. Goggles or protective shields are provided and required for all work where eye hazards exist
2. Shields and goggles are provided as needed
3. Rings and other jewelry are removed when working in the shop
4. Proper apparel, including safety boots, is worn
5. Respirators are provided for dusty or toxic atmospheric conditions
6. Provisions are made for cleaning and sterilizing respirators
7. Sleeves are rolled above elbows when operating machines
8. Clothing is free from loose sleeves, loose coats, etc.
- 9.
- 10.
- 11.
- 12.
- 13.

**Evaluation for the Total Rating for E. Personal Protection**

**F. Instruction**

**S      A      U**

1. Shop safety is taught as an integral part of each teaching unit			
2. Safety rules are posted particularly at each danger station			
3. Printed safety rules are given to each student			
4. Student shop safety committees are formed and are active			
5. Safety contests are utilized			
6. Audiovisual aides are used in instruction			
7. Safety tests are given			
8. Safety posters are used			
9. Guest lecturers are used to discuss industrial safety			
10. Tours are taken of industrial plants as a means of studying safety practices			
11. Periodic safety inspections of the shop are made by a student committee			
12. A proper record is kept of safety instructions			
13.			
14.			
15.			
16.			

**Evaluation for the Total Rating of F. Instruction**

**G. First Aid**

**S      A      U**

1. An adequately stocked first aid cabinet is provided			
2. The first aid is administered by a qualified individual			
3. First aid instruction is provided to all students			
4.			
5.			
6.			
7.			

**Evaluation for the Total Rating of G. First Aid**

## H. Injury Records

S A U

1. There is a written statement outlining the proper procedure to follow when a student is hurt
2. Adequate injury statistics are kept
3. Injuries are reported to the proper administrative authority by the instructor
4. A copy of each injury report is filed with the proper authorities
5. Injury reports are analyzed for instructional purposes and to furnish the basis for elimination of hazards
- 6.
- 7.
- 8.
- 9.

### Evaluation for the Total Rating of H. Injury Records

## Recommendations