

CTE Laboratory/Shop Safety Checklist & Assessment

Date: _____ School: _____

Dept: _____ Building/Room #: _____

Person Completing Assessment: _____

OBJECT	YES	NO	N/A	COMMENTS
Are work and storage areas clean and orderly?				
Are emergency notification procedures, contacts, and phone numbers posted?				
Is the room equipped with a first aid kit?				
Are eye wash stations readily accessible and adequately stocked? (if applicable)				
Are the aisles clear and easily accessible?				
Are the areas around equipment marked (taped) off to allow for easy access?				
Are safety guards in place for equipment with moving parts (belts, fans, saw blades)?				
Is the floor kept clean from sawdust, oil spills, and absorbents?				
Have trip hazards been eliminated (e.g. cords, hoses, etc.)?				
Are Material Safety Data Sheets readily available for all hazardous substances in the shop?				
Are exit doors unobstructed and clearly marked?				
Are all cabinets and shelves, greater than 42 inches tall, secured to the walls (as appropriate)?				
Has overhead storage been minimized and stored materials been restrained from falling?				
Are flammable liquids store in safety cans or non-flammable cabinets without direct access to students?				
Is a complete, current inventory of all chemicals readily available?				
Are hazardous chemicals such as insecticides stored properly in a non-flammable cabinet without direct access to students?				
Is there a clear area in front of all electrical panels?				
Is a fire extinguisher readily accessible with a current inspection date?				
Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?				
Is personal protective equipment provided (including safety goggles) used and maintained where needed/required?				
Are students instructed in the proper manner of lifting heavy objects?				
Are all power disconnects and switches for machines clearly marked/translated to students?				
Are machine guards installed and in proper working condition (in Carpentry shop areas)?				
Are tools in safe working order? (No frayed cords, bent plugs, etc.)				
Are all tools stored properly when not in use?				
Are power strips plugged into outlets directly? (No power strip to power strip connections allowed per fire marshal).				
Is the JCPS non-discrimination statement posted?				

Does teacher report that all necessary equipment is in place (and working order) to meet standards identified in curricular area? Identify any problems with equipment below.

Are there any other safety concerns for students not identified by the list on page 1 of this document? Please identify below (observed by CTE Administrator or Teacher).

Identify below any “industry standard” materials needed to promote or upgrade program to current standards.

Faculty Responsible For Lab/Shop/Clinical Area (as described on page 1):

Signature: _____ Date: _____

CTE Administrator:

Signature: _____ Date: _____