name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AS2 -L2-U2

**shop safety inspection checklist**

**Directions —** Perform a safety inspection of the school shop or another shop specified by the instructor. Use the checklist below to guide the inspection and record the findings.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shop Layout and Emergency Procedures** |  | **YES** |  | **NO** |
| Exits are clearly identified and visible? |  |  |  |  |
| Exits are clear of obstructions? |  |  |  |  |
| Specific work areas (e.g., welding, grinding, painting) are clearly marked? |  |  |  |  |
| Instructor and students know emergency evacuation routes and procedure? |  |  |  |  |
| Emergency phone and numbers are readily available? |  |  |  |  |
| Notes: |  |  |  |  |
| **Shop Cleanliness and Order** |  |  |  |  |
| Pathways, especially to exits, are clear? |  |  |  |  |
| Floor, walls, and other surfaces are free of paint spills, grease, and oil? |  |  |  |  |
| Work areas are free of trash and debris? |  |  |  |  |
| Oily rags are disposed of in the proper container? |  |  |  |  |
| Notes: |  |  |  |  |
| **Fire Protection** |  |  |  |  |
| Fire blanket is readily available? |  |  |  |  |
| An adequate number of fire extinguishers are available? |  |  |  |  |
| The correct types of fire extinguishers are available? |  |  |  |  |
| Fire extinguishers are properly marked and not blocked by obstructions? |  |  |  |  |
| Fire extinguishers are fully charged? |  |  |  |  |
| Instructor and students are trained in using fire extinguishers? |  |  |  |  |
| Fire alarms are clearly marked and readily accessible? |  |  |  |  |
| Notes: |  |  |  |  |
| **Hazardous Wastes and Materials** |  | **YES** |  | **NO** |
| Storage containers for hazardous wastes are clearly marked? |  |  |  |  |
| An MSDS is on file and readily available for every hazardous material in the shop? |  |  |  |  |
| Eye wash station is available and operational? |  |  |  |  |
| Notes: |  |  |  |  |
| **Tools and Equipment** |  |  |  |  |
| Tools and equipment are properly stored when not in use? |  |  |  |  |
| Tools and equipment are properly maintained? |  |  |  |  |
| Safety shields/guards are present and in the proper position? |  |  |  |  |
| Cords, hoses, and power connections are in good condition? |  |  |  |  |
| Electrical equipment is properly grounded? |  |  |  |  |
| Notes: |  |  |  |  |
| **First Aid** |  |  |  |  |
| First aid station is clearly marked and readily accessible? |  |  |  |  |
| First aid kit is fully stocked? |  |  |  |  |
| Instructor and students are aware of supplies available and know how to use them? |  |  |  |  |
| Notes: |  |  |  |  |

Draw a diagram of the shop and classroom below. Label all the items fund on the check list.