

CLASSROOM SAFETY INSPECTION (sample)

School _____

- | | | | |
|-----|---|-----|----|
| 1. | Are restricted areas of the office clearly defined as such by-doors, furniture and/or signs? | Yes | No |
| 2. | Are paper, cloth and other combustibles stored away from radiators? | Yes | No |
| 3. | Are office chemicals used, stored and disposed of according to manufacturers' recommendations? | Yes | No |
| 4. | Are telephone and electrical cords positioned and secured to eliminate trip/fall hazards? | Yes | No |
| 5. | Is the guard on the paper cutter locked in place when not in use? | Yes | No |
| 6. | Are aiseways, doorways and other means of egress unobstructed? | Yes | No |
| 7. | Are all chairs, desks and other furniture free of broken parts and in good condition? | Yes | No |
| 8. | Are file cabinets bolted together or to a wall? | Yes | No |
| 9. | Are storage shelves bolted to the wall? | Yes | No |
| 10. | Is a step stool available to assist staff and students to reach items in high places? | Yes | No |
| 11. | Are all electrical cords unfrayed and in good condition? | Yes | No |
| 12. | Are floor mats and rugs free of tears, curled edges and other deficiencies? | Yes | No |
| 13. | Have all staff/students reviewed the "Classroom Safety Rules"? | Yes | No |
| 14. | If No's are answered, follow up is needed. he principal should designate the appropriate corrective action, such as a work order. | | |

Inspector

Date

INDUSRIAL ARTS SAFEY INSPECION (sample)

School _____

1.Are tools in good condition and properly stored?

Yes

No

2.Are all machines properly guarded and in good repair?

Yes

No

3.Are self closing containers (safety cans) available for storageof flammable liquids in use?

Yes

No

4.Are ladders provided where needed in storage areas?

Yes

No

5.Are shelves adequate for intended load and fastened to walls?

Yes

No

6.Is personal protective equipment provided and utilized?

Yes

No

A.B.C.B Ta. eye protection, goggles, welding hoods, etc.?

Yes

No

A.B.C.B Tb. apron for welding?

Yes

No

A.B.C.B Tc. gloves?

Yes

No

A.B.C.B Td. respirators?

Yes

No

7.Is housekeeping adequate (e.g. proper storage, clear aislespace, proper furniture and equipment arrangement, etc.)?

Yes

No

8.Are pressurized cylinders secured and capped properly?

Yes

No

9.Are non-skid floor surfaces provided by or near machines?

Yes

No

10.Is all electrical equipment properly grounded and in good repair?

Yes

No

11.Are tool rests adjusted to no more than 1/8- inch clearance?

Yes

No

12.Are switches and other danger areas on machines, etc. color coded?

Yes

No

13.Is adequate space available for safe operation (e.g. machinesand equipment not crowded and arranged properly)?

Yes

No

PAGEBREAK

14.Is all equipment permanently fastened to the floor?

Yes

No

15.Are welding curtains provided in the welding area?

Yes

No

16.Is the shop adequately ventilated?

Yes

No

17.Is proper ventilation provided for toxic vapors,(e.g. solder, paint, etc.)?

Yes

No

18.Are personal items of clothing, such as rings, ties, etc.,removed before operating equipment?

Yes

No

19.Are clearly visible notices of regulations, possiblehazards, safeguards and precautions posted?

Yes

No

20.Does staff set a good example for students by personallyfollowing safety rules and practices?

Yes

No

21.Are flame proof blankets accessible in fire hazard areas?

Yes

No

22.Have all staff/students reviewed the "Industrial Arts Safety Rules"?

Yes

No

23. If No's are answered then follow up is needed. The principal should initiate the appropriate corrective action, such as a work order or change in procedure.

ALL CHKLDS. All checklists should be turned in to the principal.