

SAMPLE COOPERATIVE EDUCATION SITE SAFETY CHECKLIST

FACILITY ITEMS	SCHOOL OFFICIAL			SCHOOL COMMENTS
	Yes	No	N/A	
1. <u>Doors</u> a. Are there an adequate number of exits? b. Is there proper signage? c. Is there an unobstructed and clear way to the doors/exits? d. Are the exits in operable condition and unlocked? e. Are the doors periodically inspected? f. Are door/exit handles accessible by all students?				
2. <u>Eyewash/Deluge Stations</u> a. Are there appropriate washing facilities available where students are exposed to corrosive materials, flying chips, or dust? b. Are the stations properly maintained? c. Are the facilities accessible <i>within 10 seconds</i> for students?				
3. <u>Electrical Devices/Power Shut-Offs</u> (If applicable, in other languages) a. Are there an adequate number of outlets and switches? b. Are all outlets, switches, and covers in good condition? c. Are all outlets and Ground Fault Circuit Interrupters (GFCIs) tested periodically? d. Are all outlets properly grounded? e. Is there a master power switch (off) and is it easily accessible? f. Are GFCIs used near sources of water? g. Are there emergency equipment shut-offs? h. Do the all emergency shut-offs work? i. Are they checked once a month? j. Are they accessible by all students?				
4. <u>Fire Drills/Water Sprinklers/Personal Safety Precautions</u> a. Are fire drill instructions posted? In other languages b. Do alarms work properly? c. Are fire drill practices held frequently? d. Are there water sprinklers and are they in appropriate location? e. Are all sprinklers kept clean and unobstructed? f. Are sprinklers inspected yearly? g. Are students provided and using proper protective attire? h. Are respirators, where applicable, provided for protection to all students?				

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<p>5. <u>Fire Extinguishers</u></p> <p>a. Are the fire extinguishers the proper type (multi-purpose/ABC rated)?</p> <p>b. Are the fire extinguishers mounted in a readily accessible/visible location?</p> <p>c. Were the extinguishers inspected during the past year? (See Inspection Tag.)</p>				
<p>6. <u>First Aid/Fire Blanket</u></p> <p>a. Is there a first aid box in an accessible location?</p> <p>b. Are supplies for the first aid box adequate for the type of potential injuries in the shop? Do they include items to assist in delivering CPR?</p> <p>c. Are all the items in the first aid box sterile?</p> <p>d. Is there a fire blanket readily available? Is it in good shape?</p> <p>e. Is there a telephone?</p> <p>f. Are emergency telephone numbers posted next to the telephone?</p> <p>g. Is there an emergency procedure protocol for staff and for students? Are injury prevention classes for faculty and students held regularly?</p> <p>h. Is there an injury surveillance system in place where injuries are reviewed and prevention strategies are initiated?</p> <p>i. Is there a staff member trained in CPR/first aid?</p> <p>j. Is there a school nurse? (Note: The suggested ratio is 1 FTE in buildings 250-500, with an additional 0.1 FTE for each additional 50 students over 500.)</p>				
<p>7. <u>Flammable Items (if applicable)</u></p> <p>a. Are flammable items kept on the premises?</p> <p>b. Are all flammable liquids (oil, paint, gasoline, etc.) sealed in fireproof containers away from possible igniting surfaces?</p> <p>c. Are flammable items stored in a flame-retardant cabinet that meets National Fire Prevention Standards (NFPS)?</p> <p>d. Is a separate storage cabinet/receptacle used for rags?</p> <p>e. Are waste receptacles provided and are they emptied regularly?</p> <p>f. Is there a contract to dispose of hazardous materials?</p> <p>g. Is there an appropriate approval posted for storing hazardous waste oil and other wastes?</p> <p>h. Are all flammables labeled and dated appropriately?</p> <p>i. Are the quantities of flammables that are stored reasonable? Do they have the appropriate Material Safety Data Sheets (MSDS) on file?</p>				

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<p>8. <u>Heating</u></p> <p>a. Are all heat-dispersing units appropriately covered, maintained, and free from obstruction and flammable materials?</p> <p>b. Is the heat in the shop adequate?</p>				
<p>9. <u>Lights</u></p> <p>a. Is the lighting suitable for the work being done?</p> <p>b. Is their protective covering for the light bulbs (i.e., bulb guards)?</p>				
<p>10. <u>Machinery and Tools (if applicable)</u></p> <p>a. Are safety guards in place and in good condition?</p> <p>b. Are the machinery and tools properly maintained?</p> <p>c. Is there adequate space between machines for working safely?</p> <p>d. Is the working space delineated and clear of obstructions? (Note: OSHA standards)</p> <p>e. Are all hand tools and other equipment regularly inspected (e.g., bench grinder – cracks, inconsistencies)?</p> <p>f. Are there working magnetic restarts in place for saws (e.g., planer saw, table saw)?</p>				
<p>11. <u>Ventilation</u></p> <p>a. Do all ducts terminate outside the building?</p> <p>b. Does tailpipe exhaust exit outside the building?</p> <p>c. Do welding areas have fans venting outside?</p> <p>d. Is the system sufficient when the shop is at full capacity?</p> <p>e. Are there excess visible dust and extreme odors?</p> <p>f. Are the vent hoods clean and unobstructed?</p>				
<p>12. <u>Work Area</u></p> <p>a. Is the work area clean and orderly?</p> <p>b. Is there a secured tool crib for shop supplies?</p> <p>c. Are cleaning products stored away from food products?</p> <p>d. Are floors clean and dry?</p> <p>e. Are signs posted for cleaning hands if required by occupation?</p> <p>f. Are hazard signs properly posted?</p> <p>g. Are exit lanes clearly marked?</p> <p>h. Is there an adequate hot water supply for sanitation purposes?</p>				
<p>13. <u>Safety Plan</u></p> <p>a. Is there a health and safety plan?</p> <p>b. Is there a safety plan for the use and operation of equipment and is it part of the curriculum?</p> <p>c. Are the staff and students trained in safety procedures?</p> <p>d. Do faculty and students have safe work habits?</p> <p>e. Do staff and students know what to do in emergencies?</p>				