



Portage la Prairie School Division
Instructor Safety and Health Checklist
For Industrial Arts Facilities

SCHOOL: _____ **Date:** _____

Instructor: _____ **Facility:** _____

A. General Physical Condition

	Satisfactory	Unsatisfactory	N/A
1) Tables, machines, and equipment are arranged to allow safe working conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Aisles are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Work and floor surfaces are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Exhaust fans are in working condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Fire extinguishers are fully charged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Exit doors are clear and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

B. Housekeeping

1) General appearance is neat and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Tools are located easily at the tool panel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Tables are clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Corners are clean and clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Materials are stored in an orderly and safe condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Dangerous materials such as paints and chemicals are stored in metal cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) An approved metal container is provided for waste and oily rags.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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- | | Satisfactory | Unsatisfactory | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 8) Floors are clean of oil, water, and other foreign material. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Floors, walls, and windows are clean. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

C. Equipment

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1) Machines are arranged so that students are protected from hazards of their own machines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Danger zones are properly indicated/or guarded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Enclosure guards protect all moving belts and gears. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) All guards for blades and belts are in use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) All equipment control switches are easily accessible to the student. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) All machines and power tools can be powered off when the instructor is out of the room. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Machines are in safe working condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Hand tools are kept clean, their handles in good condition, and they are in safe working order. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

D. Electrical

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1) All switches and outlets are in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Emergency stop switches are located throughout the room and are easily accessible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Male ends of electrical cords have their proper ground blades in place. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) A master control switch is in use for all equipment and tools. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____



E. Personal Protective Equipment

	Satisfactory	Unsatisfactory	N/A
1) Appropriate safety glasses are provided and are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Hearing protectors are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Appropriate gas welding goggles and welding helmet are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Proper wearing apparel is available for the job being done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Respirators are available for dusty or toxic atmospheres such as spray painting or using toxic solvents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Other students are protected from electric welding by curtains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) First-aid kit is adequate and easily located.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Eyewash station is clean and functioning properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

F. WHMIS

1) WHMIS centre is up and placed in an easily accessible location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Material safety data sheets are available for every applicable item in the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) All applicable items as above are labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Students are made aware of WHMIS and its purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Students are tested on their WHMIS understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Inspector _____

Date _____

Reviewer _____

Date _____