

## CAREER AND TECHNICAL EDUCATION TRAC SAFETY CHECKLIST

School Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

**As you walk through the lab, please check off the following safety issues, noting whether they are in compliance, or need improvement.**

Lab Facility Safety Items	In Compliance (Yes, No, N/A)	Need Improvement (Provide Details)
<b>1. <u>DOORS:</u></b>		
a. Are there an adequate number of exits?		
b. Are there exit signs over the doorways that lead outside the building?		
c. Is there an unobstructed and clear way to the doors/exits?		
d. Are door/exit handles accessible by all students?		
<b>2. <u>EYEWASH/DELUGE STATIONS:</u></b>		
a. Are there appropriate washing facilities available where students are exposed to corrosive materials, flying chips, or dust?		
b. If an eyewash unit is not available, are enough eyewash bottles placed throughout the lab?		
c. Are the eyewash unit(s) and/or eye wash bottles accessible within 10 seconds for students use?		
<b>3. <u>ELECTRICAL DEVICES/POWER SHUT-OFFS:</u></b>		
a. Are there an adequate number of outlets and switches?		
b. Are all outlets, switches, and covers in good condition?		
c. Are all outlets properly grounded?		
d. Is there a master power switch (off) and is it easily accessible?		
e. Are Ground Fault Circuit Interrupters (GFCI) used near sources of water? (for example near a water fountain in the lab)		

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**ELECTRICAL DEVICES/POWER SHUT-OFFS(CONTINUED):**

- f. Are GFCI outlets used with extension cords?
- g. Are there emergency equipment shut-offs?
- h. Are they checked once a month?
- i. Are they accessible by all students?


**4. FIRE DRILLS/WATER SPRINKLERS:**

- a. Are fire drill instructions posted near entrances?
- b. Are fire drill practices held frequently?
- c. Are there water sprinklers and are they in appropriate location? (optional if lab has adequate fire extinguishers and fire blanket)
- d. Are students provided and mandated to use proper protective attire?
- e. Are respirators, where applicable, provided and mandated that students use them when needed?


**5. FIRE EXTINGUISHERS:**

- a. Are the fire extinguishers the proper type (multi-purpose/ABC rated)?
- b. Are the fire extinguishers mounted in a readily accessible/visible location?
- c. Were the extinguishers inspected during the past year?


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**6. FIRST AID/FIRE BLANKET:**

- a. Is there a first aid box in an accessible location?
- b. Are there gloves in the first aid box?
- c. Is there a fire blanket readily available? Is it in good shape?
- d. Is there a telephone in the lab, or does the instructor have a cell phone?
- e. Are emergency telephone numbers posted next to the telephone, or posted near the door entrance?
- f. Is there an emergency procedure protocol for staff and students? Is it posted near the door entrance?
- g. Is there a staff member trained in CPR/first aid? Or is a school nurse available?


**7. FLAMMABLE ITEMS: (IF APPLICABLE)**

- a. Are flammable items kept on the premises?
- b. Are all flammable liquids (oil, paint, gasoline, etc.) sealed in fireproof containers away from possible igniting surfaces?
- c. Are flammable items stored in a flame-retardant cabinet that meets National Fire Prevention Standards (NFPS)?
- d. Is a separate storage cabinet/receptacle used for rags?
- e. Are waste receptacles provided and are they emptied regularly?
- f. Is there a contract to dispose of hazardous materials?
- g. Are all flammables labeled and dated appropriately?
- h. Are the quantities of flammables that are stored reasonable? Do they have the appropriate Material Safety Data Sheets (MSDS) on file?


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**8. HEATING:**

- a. Are all heat-dispersing units appropriately covered, maintained, and free from obstruction and flammable materials?
- b. Is the heat in the shop adequate? For example, are there extreme hot and cold temperatures in the lab?


**9. LIGHTS:**

- a. Is the lighting suitable for the work being done? (i.e. proper lighting over each welding booth?)
- b. Is there protective covering for the light bulbs (i.e. bulb guards)?


**10. MACHINERY AND TOOLS: (IF APPLICABLE)**

- a. Are safety guards in place and in good condition?
- b. Are the machinery and tools properly maintained?
- c. Is there adequate space between machines for working safely?
- d. Is the working space delineated and clear of obstructions?
- e. Are all hand tools and other equipment regularly inspected (e.g. bench grinder - cracks, inconsistencies)?
- f. Is there a tool check-out and return system in place?
- g. Is the tool inventory system monitored by the instructor?


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**11. VENTILATION: (IF APPLICABLE)**

- a. Do all ducts terminate outside the building?
- b. Does tailpipe exhaust exit outside the building?
- c. Do welding areas have fans venting outside the building?
- d. Is the system sufficient when the shop is full capacity?
- e. Are there excess visible dust and extreme odors?
- f. Are dust collectors attached to appropriate equipment?
- g. Are the welding vent hoods clean and unobstructed?


**12. WORK AREAS:**

- a. Is the work area clean and orderly?
- b. Is there a secured tool crib for shop supplies?
- c. Are cleaning products stored away from food products?
- d. Are floors clean and dry?
- e. Are signs posted for cleaning hands if required by occupation?
- f. Are hazard signs properly posted?
- g. Are exit lanes clearly marked?


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**13. SAFETY PLAN:**

- a. Is there a safety plan for the use and operation of equipment? (i.e. a safety curriculum and safety exam; with sign-off from students acknowledging that they received the training and exam)
- b. Do faculty and students have safe work habits?
- c. Do staff and students know what to do in emergencies?


**GENERAL COMMENTS:**

**DATE OF INSPECTION:** \_\_\_\_\_

**NAME OF PERSON INSPECTING:** \_\_\_\_\_