

**School Board of Brevard County
Career & Technical Education
Safety Inspection Checklist
2009 – 2010**

Instructor's Name: _____

School: _____

Program/Lab/Room#: _____

This checklist should assist schools to identify and eliminate potential hazards and safety violations. Instructions for completing the checklist:

1. To the left of each standard, indicate with a **Yes**, **No**, or to Some Degree (**S/D**) whether or not the lab(s) meets the standard. If you indicate a No or S/D, please refer to the last page of the checklist and supply clarifying remarks in the Additional Comments section. If an item is not applicable to the lab, indicate by checking the N/A column.
2. The three columns to the right are to be used as a checklist for correction of the identified standard. **S** = school staff will resolve, **F** = facilities department will resolve, and **M** = maintenance department will resolve. *When 2 or 3 columns are shaded, see back page for clarification.

Yes	No	S/D	N/A	A. General Safety		S	F	M
				1.	First aid kit provided and adequately stocked			
				2.	Fire blanket provided and mounted			
				3.	Emergency spill control kit provided			
				4.	Protective eyewear provided and labeled			
				5.	Drench shower/with drain provided			
				6.	Eye wash equipment provided			
				7.	Hearing protection provided			
				8.	MSDS sheets maintained on all materials			
				9.	Emergency evacuation routes posted			
				10.	Safety rules are posted particularly at each danger station			
				11.	Hand and arm protection provided – gloves, sleeves, etc.			
				12.	Accidents are reported to the proper administrative authority by the instructor			
				13.	Evidence of safety instruction and exams administered to students			

Yes	No	S/D	N/A	B. Fire Safety		S	F	M
				1.	Class A fire extinguisher located within 75 feet			
				2.	Class A fire extinguisher of at least a rating of 4A provided in all wood-working labs			
				3.	Class B fire extinguisher of at least 20BC capacity provided in spaces where flammable liquids are stored, located within 50 feet			
				4.	Class B alkaline dry chemical extinguisher provided within 15 feet of cooking area			
				5.	Class C extinguisher of at least 20BC capacity installed where electrical devices are likely to overheat			
				6.	Instructional kitchens with central cooking area/hood and fire suppression system provided			
				7.	All fire extinguishers are proper type, filled and inspected within the past 12 months			
				8.	Fire extinguishers signs provided			
				9.	Fire alarm system operational and heard in all areas			
				10.	Fire alarm pull stations operational & posted			

Yes	No	S/D	N/A	C. Electrical Safety		S	F	M
				1.	All electrical outlets in good repair			
				2.	All electrical outlets grounded			
				3.	All electrical circuits and controls identified			
				4.	All junction boxes, controls, conduit, raceways, switches and covers installed and in accordance with the national electric code			
				5.	Wiring, electrical cords, conduit in good repair (tools, power cords, GFI)			
				6.	No use of multipliers to increase electrical capacity			
				7.	Ground fault current interrupters provided in all wet locations, toilets, exterior and within 2 feet of a water source, and portable equipment			
				8.	Metal fans, heaters, appliance cords grounded or double-insulated			
				9.	Electrical extension cords grounded and being used in a temporary situation			
				10.	Sufficient electrical outlets/circuits provided to meet program needs			
				11.	At least 2 emergency shutoff switches provided in each lab space, 1 located near machinery or student work station and located near instructor station.			

Yes	No	S/D	N/A	D. Egress		S	F	M
				1.	Paths of egress clear and recognizable			
				2.	No unauthorized locking devices on exits			
				3.	Secondary means of egress/emergency rescue opening provided in instructional space with student occupancy of 10 or more			

Yes	No	S/D	N/A	E. Sanitation			S	F	M
				1.	Toilets, operational and sanitized daily				
				2.	Showers/locker rooms operational and sanitized daily				
				3.	Hand washing facilities provided where required				
				4.	All HRS (Chapter 10D) regulations being followed in demonstration kitchens				
				5.	Back-flow prevention provided where required				
				6.	Water fountains operational and sanitized daily				

Yes	No	S/D	N/A	F. Housekeeping			S	F	M
				1.	Labs maintained clean and orderly, pest control				
				2.	Storage areas of proper type maintained clean and orderly – materials stored orderly and safely				
				3.	Daily clean-up procedures in place				
				4.	Dust collector, exhaust, AC filter cleaned on a regular basis				
				5.	Lockers are clean, organized and doors kept closed				
				6.	Containers for oily rags are used properly and emptied daily				

Yes	No	S/D	N/A	G. Machinery/Equipment			S	F	M
				1.	Safety color-coded chart posted in conspicuous location				
				2.	Machines color-coded per ANSI Z 53.1				
				3.	Machines fastened in place				
				4.	Safety zone lines provided				
				5.	Protective guards in place and operational				
				6.	Equipment maintained in a safe, clean and good working condition				
				7.	Individual equipment power shut-off within reach of operator provided				
				8.	Dust creating machinery connected to dust collector				
				9.	All safety locks, melt-out links, lift locks in place				
				10.	Personal protective devices being used				
				11.	Welding operations located in an approved, shielded area				
				12.	Welding operations vented to the exterior				
				13.	Inoperable equipment tagged				
				14.	Outdated/obsolete equipment DCR'd				

Yes	No	S/D	N/A	G. Machine/Equipment (continued)			S	F	M
				15.	Fume hoods, if required, operational and not used for storage				
				16.	Paint/spray booth operations in accordance with (NFPA.33)				
				17.	Compressed gas cylinders used in accordance with (NFPA 51)				
				18.	Operations producing toxic fumes vented to exterior				
				19.	Hazardous work and storage areas identified by appropriate caution signs				

