

Kentucky Department of Education
Office of Career and Technical Education

Monthly Safety Inspection of CLASSROOMS

School: Morgan County ATC Program: _____ Date: _____

Program Safety Committee:

Teacher's Signature: _____ Student's Signature: _____

Principal's Signature: _____ Student's Signature: _____

***Recommendations should be made in all cases where a "U" is indicated, using the space below:
Designate the items covered by the recommendations by indicating the topic and number of the item.***

Recommendations: _____

Actions to recommendations: _____

Check the appropriate letter, using the following guide:

S - Satisfactory (needs no attention) U - Unsatisfactory (needs immediate attention) N/A - Not Applicable

GENERAL PHYSICAL CONDITION		S	U	N/A
1.	Aisles are clear of obstructions and clearly marked.			
2.	Floors are clean and free of debris.			
3.	Walls, windows, and ceilings are well constructed and free of hazards.			
4.	Illumination is safe, sufficient, and well placed.			
5.	Ventilation is adequate.			
6.	Fire extinguishers are of proper type, adequately supplied, properly located, and maintained.			
7.	Instructors and students know location of and use of proper type extinguishers for various fires.			
8.	The number and location of exits are adequate.			
9.	Proper procedures have been formulated for emptying rooms of students and taking precautions in case of emergencies.			
10.	Storage areas are inspected regularly for cleanliness and fire hazards.			
11.	Tables, chairs, and other equipment are arranged so as to conform to good Safety practices.			
12.	File cabinet drawers are kept closed.			

EQUIPMENT		S	U	N/A
1.	Equipment is arranged so students are protected from hazards of other machines, passing students, etc.			
2.	Restricted areas are properly indicated.			
3.	All equipment control switches are easily available to the operator.			
4.	Equipment is in safe working order.			
5.	Adequate supervision is maintained where students are using equipment.			

MONTHLY SAFETY INSPECTION OF CLASSROOMS (Continued)

HOUSEKEEPING		S	U	N/A
1.	General appearance as to orderliness.			
2.	Adequate and proper storage of books and materials.			
3.	Bookshelves and cabinets are kept orderly.			
4.	Corners are clean and clear.			
5.	Supplies are stored in an orderly fashion and in a safe condition.			
6.	Hazardous materials are properly stored and labeled.			
7.	Classroom is sanitized to meet health code where appropriate.			

PERSONAL PROTECTION		S	U	N/A
1.	The proper kind of wearing apparel is worn for the job being done.			

INSTRUCTION		S	U	N/A
1.	Safety is taught as an integral part of each teaching unit.			
2.	Safety rules are posted.			
3.	Printed safety rules are given to each student.			
4.	There is a classroom safety committee.			
5.	The safety committee completes a monthly safety inspection.			
6.	Safety contests are promoted			
7.	Videos are used in safety instruction.			
8.	The classroom has a safety suggestion box.			
9.	Safety tests are administered.			
10.	Industry representatives make safety inspections of the lab/classroom.			

ACCIDENT REPORTS		S	U	N/A
1.	Adequate accident statistics are kept.			
2.	Accidents are reported to the proper administrative authority.			
3.	A copy of each accident report is filed with the Office of Career and Technical Education or appropriate authority.			
4.	Accident reports are analyzed for instructional purposes and to eliminate hazards.			

FIRST AID		S	U	N/A
1.	An adequately stocked first aid cabinet is provided with approved supplies.			
2.	The school has two or more individuals qualified to administer first aid.			

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