



Kentucky Department of Education
Office of Career and Technical Education

Monthly Safety Inspection of School & LABS

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 & 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.	Machines, benches, and other equipment are arranged so as to conform to good safety practices.			
2.	Stairways are clear of clutter and spills.			
3.	Mezzanine is marked with weight load limit.			
4.	Aisles are clear of obstructions and clearly marked.			
5.	Floors are clean and free of wires, tools, etc.			
6.	Walls, windows, and ceilings are well constructed and free of hazards.			
7.	Illumination is safe, sufficient, and well placed.			
8.	Ventilation is adequate.			
9.	Fire extinguishers are of proper type, adequately supplied, properly located and maintained.			
10.	Instructors and students know location of and use of proper type extinguishers for various fires.			
11.	The number and location of exits are adequate and clearly marked and non-exit door marked.			
12.	Proper procedures have been formulated for emptying rooms of students and taking precautions in case of emergencies.			
13.	Lockers are inspected regularly for cleanliness and fire hazards.			
14.	Locker doors are kept closed.			
HOUSEKEEPING		S	U	N/A
1.	General appearance as to orderliness.			
2.	Adequate and proper storage of tools.			
3.	Benches are kept orderly.			
4.	Corners are clean and clear.			
5.	Special tool racks kept in orderly condition are provided at benches and machines.			
6.	Tool, supply, and/or material room is orderly.			
7.	Sufficient scrap boxes are provided.			
8.	Scrap stock is put in scrap boxes promptly.			

9.	Materials are stored in an orderly fashion and in a safe condition			
10.	A spring lid metal container is provided for oily rags and waste.			
11.	All waste materials and oily rags are placed in containers.			
12.	Containers for oil rags and waste materials are frequently and regularly emptied.			
13.	Dangerous materials are labeled and stored in metal cabinets.			
14.	Lab is sanitized to meet health code where appropriate			
EQUIPMENT		S	U	N/A
1.	Machines are arranged so workers are protected from hazards of other machines, passing students, etc			
2.	Dangerous areas are properly indicated.			
3.	All equipment control switches are easily available to the operator.			
4.	All machines are "locked out" when the instructor is out of the room.			
5.	Brushes are used for cleaning equipment.			
6.	Non-skid areas are provided around machines			
7.	Machines are in safe working order			
8.	Machines are properly guarded to comply with safety codes.			
9.	Adequate supervision is maintained where students are using machines & dangerous tools.			
10.	Tools are kept sharp, clean, and in safe working order.			
11.	Cooking and eating utensils and equipment are properly disinfected.			
PERSONAL PROTECTION		S	U	N/A
1.	Safety glasses/goggles/eye protection are provided and required for all work when eye hazards exist.			
2.	If individual goggles are not provided, hoods and goggles are properly disinfected before use.			
3.	Shields are provided for electrical welding.			
4.	Aprons or Lab coats are worn in the lab			
5.	When working in the lab, students remove rings and other jewelry.			
6.	The proper kind of wearing apparel is worn for the job being done.			
7.	Leggings, safety shoes, etc., are work in special classes requiring such protection.			
8.	A respirator is used when spraying in the finishing room and respirator program followed.			
9.	Eyewash station is inspected weekly and log is up-to-date.			
INSTRUCTION		S	U	N/A
1.	Lab 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.	Students sign the safety agreement			
5.	There is a lab safety committee.			
6.	The safety committee completes a monthly safety inspection.			
7.	Safety contests are promoted			
8.	Videos are used in safety instruction.			
9.	The lab/classroom has a safety suggestion box.			
10.	Safety tests are administered and kept in students' file.			
11.	Safety posters are posted in the lab/classroom.			
12.	Industry representatives give presentations on safety.			
13.	Tours are taken of industrial plants as part of safety instruction.			
14.	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.	A qualified individual administers the first aid.			
3.	The school has two or more individuals qualified to administer first aid.			

