

## Annual CTE Lab Safety Checklist

Evaluation	School	Date	Instructor			
AREA	PROCEDURES TO FOLLOW			YES	NO	DATE
<b>Training</b>	<b>WCSD Training</b>					
<b>Teacher</b>	Students may not work in shop without certified teacher present.					
	Attentive, alert and directly supervise student use of equipment.					
	Appropriately trained with teaching endorsement for training area.					
	Students adhere to all safety procedures.					
	Proper hand tool safety is demonstrated and practiced.					
	Proper machine tool safety is demonstrated and practiced.					
	Proper eye protection equipment is provided and utilized.					
	PPE - Personal Protective Equipment is provided and utilized.					
	Proper safety testing is given on all tools and equipment.					
	Maintain safety records until student graduates.					
	Accident Report Investigation forms on file with teacher.					
	Safety instruction is performed throughout the course.					
	Students use best safety practices with equipment & machine guards.					
	Maintain a clean and uncluttered work environment.					
	Conduct an Annual Equipment Safety Evaluation.					
	Keep all equipment in safe operating condition.					
	Familiar with basic First Aid.					
	Implements best practices to set a proper safety example.					
	Maintains adequate order and control at all times with students.					
	Students know facility safety procedures.					
	Students can be left unsupervised in the classroom/lab.					
	Labs are locked when instructor leaves for planning, lunch, etc.					
	Delegation of lab time can be given to a Teacher Aide.					
	Class enrollment is not excessive.					
	Administrative support is in place for safety protocols.					
<b>Facility</b>	All OEM safety devices/guards are in place and operational.					
	Eye wash station is functional.					
	Dust collection system is properly serviced and maintained.					
	Air ventilation systems are serviced and operational.					
	All flammable material are stored in a flammable safety cabinet.					
	MSDS - Material Safety Data Sheets are updated and accessible.					
	All emergency "shut off" switches are functional.					
	Adequate work space is provided for each piece of equipment.					
	Safety zones are established and designated on machinery/equipment.					
	Safety signs, posters and procedures are adequately displayed.					

	Adequate work lighting is provided in all work areas.			
	All electrical cords and switches meet OSHA standards.			
	Adequate ventilation is provided.			
<b>Student</b>	Parent/Guardian Consent Forms are completed, signed and filed.			
	Students not allowed to work, perform, or operate equipment until obtaining a 100% passing score on their safety test(s).			
	Student signed document stating they have received safety training and agree to follow all safety rules.			
	Every student and visitor to wear appropriate PPE.			
	All PPE is used, including face shield, hearing protections, respirator, welding helmet, gloves, aprons, etc.			
	Must report all injuries to teacher.			
	Must observe all rules, procedures and respect others.			
	Must obtain permission before operating any equipment.			
	No personal electronic devies such as iPods, cell phones, etc. are permitted in the shop/lab areas.			
<b>Substitute Teacher</b>	No substitute teacher is allowed to manage any shop/lab time during the absence of the certified instructor unless the substitute teacher is subject certified. Classroom space to be provided in this situation.			
<b>Instructor Signature</b>		Date		
<b>Safety Specialist Signature</b>		Date		
<b>CTE Director Signature</b>		Date		
<p>Instructions: 1. The <b>Annual CTE Lab Safety Checklist</b> (self evaluation) will be performed by the Instructor and signed by the: Instructor, Safety Specialist and CTE Director at the beginning of each school year.</p> <p>2. The Instructor/Safety Specialist wil keep and maintain a 5 year record of the <b>Annual CTE Lab Safety Checklist</b> on file.</p> <p>3. The instructor will keep a copy of the 5 year CTE - <b>Safety Management Accountability Form</b> in the same file.</p> <p>4. When needed the <b>Annual CTE Lab Safety Checklist</b> may be performed by the Safety Specialist or CTE Director as part of program evaluation.</p>				