

Southwest Technology Center

Safety Check

Date: _____

Circle the appropriate letter:

S – Satisfactory (no attention required)

A – Acceptable (schedule attention)

U – Unsatisfactory (immediate attention)

A. General Physical Condition

- | | | | |
|---|---|---|---|
| 1. <i>Technician Benches</i>
Bench is mechanically sound –
Missing or loose Bolts, sharp
edge | S | A | U |
| 2. <i>Bench is electrically sound –</i>
Wall cord not cut or frayed,
outlets not broken, power
switch operative | S | A | U |
| 3. <i>Technician Chair</i>
Chair is mechanically sound –
No missing or loose bolts,
sharp edges swivel feet in
good condition | S | A | U |
| 4. <i>Condition of floors</i> | S | A | U |
| 5. <i>Condition of lighting</i> | S | A | U |
| 6. <i>Condition of doors and glass</i> | S | A | U |
| 7. <i>Air conditioning system</i>
operating correctly | S | A | U |
| 8. <i>Fire extinguishers properly</i>
located and maintained | S | A | U |
| 9. <i>Lockers inspected for</i>
cleanliness and mechanically
sound | S | A | U |
| 10. <i>Area is clear of objects that</i>
might fall or tip over | S | A | U |

Comments: _____

B. Housekeeping

- | | | | |
|--|---|---|---|
| 1. <i>Floors – carpets clean, runners clean and in good repair</i> | S | A | U |
| 2. <i>Benches are kept orderly</i> | S | A | U |
| 3. <i>Windows clean</i> | S | A | U |
| 4. <i>Tables and chairs clean and in good repair</i> | S | A | U |

Comments: _____

C. Equipment

- | | | | |
|---|---|---|---|
| 1. <i>Benches and modules are arranged to prevent hazards</i> | S | A | U |
| 2. <i>All equipment control switches are easily available to the technician</i> | S | A | U |
| 3. <i>Adequate storage facilities for tools not in immediate use</i> | S | A | U |
| 4. <i>Bench and hand test equipment cables in good repair (power and test probes)</i> | S | A | U |

Comments: _____

D. Electrical Installation

- | | | | |
|--|---|---|---|
| 1. <i>All switches and receptacles have covers</i> | S | A | U |
| 2. <i>A master emergency disconnect system is operative and in use</i> | S | A | U |
| 3. <i>Electrical outlets and circuits are properly identified</i> | S | A | U |
| 4. <i>All electrical cords are in safe condition</i> | S | A | U |
| 5. <i>Circuit breakers are provided for each bench</i> | S | A | U |
| 6. <i>No temporary wiring in evidence</i> | S | A | U |

Comments: _____

E. Personal Protection

- | | | | |
|---|---|---|---|
| 1. <i>Safety glasses are provided and required for all work where eye hazards exist</i> | S | A | U |
| 2. <i>Rings and other jewelry are removed by pupils when working in the lab</i> | S | A | U |
| 3. <i>Students are examined for safety knowledge</i> | S | A | U |

Comments: _____

F. Instruction

- | | | | |
|--|---|---|---|
| 1. <i>Printed safety rules are given each student</i> | S | A | U |
| 2. <i>Students take safety pledge</i> | S | A | U |
| 3. <i>Use of safety inspector</i> | S | A | U |
| 4. <i>Videos on safety are used in the instruction</i> | S | A | U |
| 5. <i>Use of safety tests</i> | S | A | U |
| 6. <i>Use of safety posters</i> | S | A | U |
| 7. <i>Periodic safety inspections of the lab are made by a student committee</i> | S | A | U |

Comments: _____

G. Accident Records

- | | | | |
|---|---|---|---|
| 1. <i>There is a written statement outlining the proper procedure when and if a student is seriously hurt</i> | S | A | U |
| 2. <i>Accidents are reported to the proper administrative authority by the instructor</i> | S | A | U |
| 3. <i>Accidents reports are analyzed for instructional purposes and to furnish the basis for elimination of hazards</i> | S | A | U |

Comments: _____

H. First Aid

- | | | | |
|---|---|---|---|
| 1. <i>An adequately stocked first aid cabinet is provided</i> | S | A | U |
| 2. <i>The school has individually qualified to administer first aid</i> | S | A | U |

Comments: _____

