SkillsUSA VOCATIONAL SHOP HEALTH AND SAFETY SURVEY

School _____ City _____

County _____ Date _____

Address _____

Shop _____

Survey by _____ Title _____

	SATISFACTORY	NEEDS ATTENTION	REMARKS
A. GENERAL PHYSICAL CONDITION			
1. Machines, benches and other equipment are arranged so as to conform to good safety practices			
2. Condition of stairways			
3. Condition of aisles			
4. Condition of floors			
5. Condition of walls, windows and ceiling			
6. Illumination is safe, sufficient and well placed			
7. Ventilation			
8. Temperature			
9. Fire extinguishers are of proper type, adequately supplied, properly located and maintained			
10. Teacher and pupils know location of, and use of, proper type extinguishers for various fires			
11. The number and location of exits is adequate			
12. Proper procedures have been formulated for emptying the room of pupils and taking precautions in case of emergencies			
13. Lockers are inspected regularly for cleanliness and fire hazards			
14. Locker doors are kept closed			
B. HOUSEKEEPING			
1. General appearance and orderliness			
2. Adequate and proper storage space for tools and materials			
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 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 oily rags and waste materials are frequently and regularly emptied			
13. Dangerous (flammable, corrosive, reactive, etc.) materials are stored in separate metal cabinets			
C. EQUIPMENT			
1. Machines are arranged so that workers are protected from hazards of other machines and passing students			
2. Danger zones are properly identified			
3. All equipment control switches are easily available to the operator			
4. All machines are "locked off" when 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 condition			
8. Machines are guarded to comply with the State Industrial Code			

	SATISFACTORY	NEEDS ATTENTION	REMARKS
9. Adequate supervision is maintained where students are using machines and dangerous tools			
10. Tools are kept sharp, clean and in safe working order			
D. ELECTRICAL INSTALLATION			
1. All switches are enclosed			
2. There is a master control switch for all electrical installations			
3. An electrician changes fuses of over 30 amperes			
4. Electrical outlets and circuits are properly identified			
E. PERSONAL PROTECTION			
1. Goggles provided/required for all work where eye hazards exist			
2. If individual goggles are not provided, hoods and goggles are properly disinfected before use			
3. Shields are provided for electric welding			
4. Aprons or shop coats are worn in the shop			
5. Rings, other jewelry removed by pupils when working in shop			
6. Proper wearing apparel is worn for the job being done			
7. Leggings, safety shoes and other items are worn in special classes such as foundry			
8. A respirator is used when spraying in the finishing room			
F. INSTRUCTION			
1. Shop safety is taught as an integral part of each teaching unit			
2. Health and Safety rules are posted			
3. Printed safety rules are given to each student			
4. The pupils take a safety pledge			
5. The shop makes use of a safety inspector			
6. There is a shop safety committee			
7. Safety contests are promoted			
8. Motion and/or slide films on safety are used in the instruction			
9. The shop has a safety suggestions box			
10. Safety tests are administered			
11. Safety posters are in evidence			
12. Talks on safety are given by industry representatives			
13. Tours taken of industrial plants as means of studying safety practices			
14. Periodic safety inspections of the shop made by a student committee			
15. Industrial representatives make safety inspections of the shop			
G. ACCIDENT RECORDS			
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 State Department of Education or appropriate agency			
4. Accident reports are analyzed for instructional purposes and to furnish the basis for elimination of hazards			
H. FIRST AID			
1. An adequately stocked first-aid cabinet is provided			
2. The first aid is administered by a qualified individual			
3. The school has two or more individuals qualified to administer first aid			