

Metal Shop & Auto Shop Safety Form

* Required

1. Instructors Wearing Mask

Mark only one oval.

Yes

No

2. All Students Wearing Mask

Mark only one oval.

Yes

No

Untitled Section

Untitled Title

3. Mark only one oval.

Option 1

4. School *

5. Instructor *

Overall Shop Safety and Organization

6. Walkways are clear of ANY tripping hazards, including cords, hoses or materials?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

7. Safe work zones marked for each machine, and are kept free of clutter?

Mark only one oval.

- yes
- No
- Partial
- Not Applicable

8. Current projects are stored where they do not create a hazard?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

9. Materials stored in a manner that will prevent personal injury?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

10. Storage lofts, balconies, etc. more than 4 feet high are protected with standard guardrails?

Mark only one oval.

- Yes
- No
- Maybe
- Not Applicable

11. Ladders are used ONLY by the instructor, and ONLY for their designed purpose and intent?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

12. Tool storage areas are neatly maintained, organized and controlled to prevent loss?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

13. Exits are properly identified, and not obstructed in any way?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

14. Emergency exit routes are identified?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

15. All work areas are adequately illuminated?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

16. A minimum of 36 inches of clear space is required around all power panels?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

17. All power panel breakers are labeled?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

18. Master electrical & gas shutoffs must be provided and identified?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

19. Proper signage requiring the use of PPE installed on each entrance?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

20. PPE is maintained in a sanitary condition?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

21. Is PPE available for visitors?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

22. Emergency shower/eyewash available and tested?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

23. Spill Kit/Absorbent available?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

24. First Aid kits available and stocked (Gauze, tape and band aids only) No aspirin or other "drugs"?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

25. Fire Extinguishers installed and inspected regularly?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

26. Flammable materials stored in an approved flammable cabinet?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

27. Rag bins emptied daily?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

28. Chemicals properly labeled?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

29. SDS available and easily found?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

Paint Spray Booth (If Applicable)

30. Paint Spray Booth/Hood inspected annually?

Mark only one oval.

- Yes
- No
- Partial

31. Paint Booth Flow meter working properly (Air Flow tested with hand held anemometer)?

Mark only one oval.

- Yes
- No
- Partial

32. Spray booth filters replaced regularly, and are not currently clogged or missing?

Mark only one oval.

- Yes
- No
- Partial

33. Paint Spray Booth/Hood inspected annually?

Mark only one oval.

- Yes
- No
- Partial

34. Class I Division I Electrical required in flammable areas?

Mark only one oval.

- Yes
- No
- Partial

35. Spray Booth Notes

Machines and Equipment

36. Current equipment inventory list available?

Mark only one oval.

- Yes
 No
 Partial

37. Students are properly trained on machines and equipment, and are required to pass a safety test with 100% accuracy before using machines and equipment?

Mark only one oval.

- Yes
 No

38. Safety tests are kept until students reach the age of 19?

Mark only one oval.

- Yes
 No

39. All electrical cords are in good condition with grounding prongs?

Mark only one oval.

- Yes
 No
 Partial
 Not applicable

40. Extension cords are used minimally, and temporarily?

Mark only one oval.

- Yes
 No
 Partial
 Not applicable

41. Plug Splitters are not in use, power strips are not "daisy chained"?

Mark only one oval.

- Yes
- No
- Partial

42. All machines are guarded to protect the operator and others in the work area from hazards created by the point of operation, nip points, rotating parts, flying chips and sparks?

Mark only one oval.

- Yes
- No
- Partial
- Other: _____

43. All guards are adequately maintained and installed?

Mark only one oval.

- Yes
- No
- Partial
- Other: _____

44. All machines are provided with a power cut off switch that can be reached from the operating position?

Mark only one oval.

- Yes
- No
- Partial
- Other: _____

45. Machines cannot auto restart after a power outage?

Mark only one oval.

- Yes
- No
- Partial
- Other: _____

46. All unstable equipment (drill presses, band saws, bench grinders, etc.) are secured to the floor or a base secured to the floor to prevent toppling?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

47. Bench Grinder nut and spindle end guards are in place?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

48. Bench Grinder tool rest installed and adjusted to within 1/8" of wheel?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

49. Bench Grinder tongue guard installed and adjusted with 1/4" of the wheel?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

50. Bench Guard wheel appropriately sized and dressed with no grooves?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

51. All portable electrical powered tools properly grounded or double insulated?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

52. All hand held power tools are equipped with a constant pressure (on) switch?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

53. Portable circular saws, cross cut saws, cutoff saws, etc., are equipped with guards above and below the base plate?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

54. All sheet metal equipment is secured to prevent toppling?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable
- Other: _____

55. Mechanical ventilation provided for all arc and gas welding/cutting tables?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

56. Welding curtains or shields shall be provided at booths and other welding areas?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

57. Arc welding and cutting cables completely insulated and in good repair?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

58. Fuel gas and oxygen hoses easily distinguishable and in good repair?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

59. Flashback arrestors in use?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

60. Are compressed gas cylinders separated, flammables and oxidizers in storage with safety caps affixed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

61. Are compressed gas cylinders examined regularly for obvious signs of defects, deep rusting or leakage?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

62. Is care used when handling gas storing cylinders and valves to prevent damage?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

63. All compressed gas cylinders are properly secured to prevent falling?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

64. Band saw blade guarded entire length, only point of operation should be exposed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

65. Band saw drive pulleys and belts are enclosed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

66. Drill press chuck guard or keyless chuck?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

67. Drill press drive pulleys and belts are enclosed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

68. Lathes drive belts and pulleys are enclosed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

69. All lathes rotating parts are adequately guarded?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

70. All unused sander portions of belts and discs are enclosed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

71. All sander nip points at roller/belt interface are enclosed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

72. Sanding belts/discs in good repair?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

73. Chop Saw: Does the machine operate properly?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

74. Chop Saw: Are all of the guards appropriately attached?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

75. Machine and Equipment Notes

Final Observations

76. Summary

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