

Wood Shop Safety Form

* Required

1. Instructor Wearing Mask

Mark only one oval.

Yes

No

2. All Students Wearing Mask

Mark only one oval.

Yes

No

Untitled Title

3. School *

4. Instructor *

Overall Shop Safety and Organization

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

Mark only one oval.

Yes

No

Partial

Not Applicable

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

Mark only one oval.

- yes
- No
- Partial
- Not Applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

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

Mark only one oval.

- Yes
- No
- Maybe
- Not Applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

11. Scrap wood pieces are disposed of, not stored in or around the shop or classroom area?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

12. Shop is free from large quantities of standing saw dust?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

15. Emergency exit routes are identified?

Mark only one oval.

- Yes
- No
- Partial
- Not Applicable

16. All work areas are adequately illuminated?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

18. All power panel breakers are labeled?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

21. PPE is maintained in a sanitary condition?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

22. Is PPE available for visitors?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

23. Emergency shower/eyewash available and tested?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

24. Spill Kit/Absorbent available?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

25. 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

26. Fire Extinguishers installed and inspected regularly?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

27. Flammable materials stored in an approved flammable cabinet?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

28. Rag bins emptied daily?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

29. Chemicals properly labeled?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

30. SDS available and easily found?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

31. Dust collection installed and working?

Mark only one oval.

- Yes
- No
- Partial

32. Dust collectors emptied on a regular basis, and filters maintained regularly?

Mark only one oval.

- Yes
- No
- Partial

33. Visual Inspection of dust collector complete?

Mark only one oval.

- Yes
- No

34. Dust Collector Notes

Paint Spray Booth (If Applicable)

35. Paint Spray Booth/Hood inspected annually?

Mark only one oval.

- Yes
 No
 Partial

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

Mark only one oval.

- Yes
 No
 Partial

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

Mark only one oval.

- Yes
 No
 Partial

38. Paint Spray Booth/Hood inspected annually?

Mark only one oval.

- Yes
 No
 Partial

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

Mark only one oval.

- Yes
 No
 Partial

40. Spray Booth Notes

Machines and Equipment

41. Current equipment inventory list available?

Mark only one oval.

- Yes
 No
 Partial

42. 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

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

Mark only one oval.

- Yes
 No

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

Mark only one oval.

- Yes
 No
 Partial
 Not applicable

45. Extension cords are used minimally, and temporarily?

Mark only one oval.

- Yes
 No
 Partial
 Not applicable

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

Mark only one oval.

- Yes
- No
- Partial

47. 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: _____

48. All guards are adequately maintained and installed?

Mark only one oval.

- Yes
- No
- Partial
- Other: _____

49. 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: _____

50. Machines cannot auto restart after a power outage?

Mark only one oval.

- Yes
- No
- Partial
- Other: _____

51. 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: _____

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

Mark only one oval.

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

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

Mark only one oval.

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

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

Mark only one oval.

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

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

Mark only one oval.

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

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

Mark only one oval.

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

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

Mark only one oval.

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

58. 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: _____

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

Mark only one oval.

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

60. Table saw blade guard, splitter and anti kick back fingers installed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

61. Table saw fence properly installed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

62. Table saw push sticks and/or feather boards available?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

63. Table saw drive belts and pulleys are enclosed?

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. Jointers self adjusting guard completely covers the cutting head?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

69. Joints push blocks provided?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

70. Planers/Moulders barriers prevent contact with the point of operation?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

71. Lathes drive belts and pulleys are enclosed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

72. All lathes rotating parts are adequately guarded?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

75. Sanding belts/discs in good repair?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

76. Pneumatic nailers /staplers equipped with a device that only allows operation when pressed against a work surface?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

77. UpCut Saw: Does the Pressure clamp activate when the peddle is pressed?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

78. UpCut Saw: Has the safety override been added to not allow the blade to engage without running?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

79. UpCut Saw: Are all of the guards appropriately attached?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

80. Chop Saw: Does the machine operate properly?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

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

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

82. Table Saw: Is the saw stable on the table or bench?

Mark only one oval.

- Yes
- No
- Partial
- Not applicable

83. Machine and Equipment Notes

Final Observations

84. Summary
