

Wood Shop Safety Inspection Checklist

REVISED: JANUARY 2013

- This inspection form is designed to allow each teacher to perform a safety inspection for his or her classroom.
- This checklist is to be completed at the beginning of each semester (September and February).
- Please complete this form and forward the original to the Site/Department Supervisor.
- The Site/Department must keep a copy for 1 year plus the current year.
- The site safety committee should follow-up on the status of corrective actions and work orders monthly.

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Inspector
Date
Location/Area

	Circle One	Comments
1. Floor is maintained—clean and dry	Y N n/a	
2. A clear area of 30" is maintained in front of all electrical panels	Y N n/a	
3. Breakers are properly labeled, including spares	Y N n/a	
4. Electrical outlets are in good condition	Y N n/a	
5. Master electrical shut-off switch is accessible	Y N n/a	
6. Electrical extension cords are in good condition	Y N n/a	
7. Hand tools are properly stored and maintained	Y N n/a	
8. Storage cabinets and shelves are secured to wall studs or floor	Y N n/a	
9. Hand power tools are grounded or double insulated and properly maintained	Y N n/a	
10. Grinders are properly guarded with the tool rest less than 1/8" from the wheel	Y N n/a	
11. Radial arm saw is equipped with automatic saw return system, is properly guarded, has been properly secured, and contains an anti-kickback device (if used for ripping)	Y N n/a	
12. Band saw is properly guarded and has been properly secured (if pedestal style)	Y N n/a	
13. Jig saw is properly guarded and has been properly secured	Y N n/a	
14. Table saw is properly guarded and has an anti-kickback device if being used to rip	Y N n/a	
15. Power jointer/planer is properly guarded and has been properly secured	Y N n/a	
16. Wood lathe is properly guarded and has been properly secured	Y N n/a	

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17. Disk sander unit is properly guarded and has been properly secured	Y N n/a	
18. Belt sander unit is properly guarded and has been properly secured	Y N n/a	
19. Shaper unit is properly guarded and has been properly secured	Y N n/a	
20. Drill press has been properly secured	Y N n/a	
21. Student safety program with orientation for using shop equipment has been given to all students	Y N n/a	
22. All students have been properly tested on the safety policies and procedures and received a 100% passing score.	Y N n/a	
23. Student personal safety equipment is available, properly maintained and used by students	Y N n/a	
24. The teacher wears hearing protection whenever any machines are running	Y N n/a	
25. Storage racks are secured to wall studs or floor	Y N n/a	
26. Storage rooms are clean and orderly	Y N n/a	
27. Storage cabinets marked and secured in shop and office area	Y N n/a	
28. Paints, lacquers and thinners are properly stored in an approved cabinet	Y N n/a	
29. All hazardous materials are properly labeled	Y N n/a	
30. Flammable liquids are stored in an approved cabinet	Y N n/a	
31. Paint fume exhaust system is working properly	Y N n/a	
32. Lights are explosion proof type	Y N n/a	
33. The dust collection system is maintained and working properly	Y N n/a	
34. A vacuum dust collection system is used for all machinery that creates dust.	Y N n/a	
35. Trash containers are emptied daily or during the day when needed.	Y N n/a	
36. Classroom shop safety rules are posted	Y N n/a	
37. Personal protective equipment signs are posted in applicable locations	Y N n/a	
38. Exit paths are clear	Y N n/a	

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39. Overhead heaters are secured and have a flexible gas feeder line	Y N n/a	
40. Fire extinguisher are checked monthly and documented on the back of the inspection tag	Y N n/a	
41. Employees have been trained on how to use a fire extinguisher	Y N n/a	
42. First aid kit is available in shop area	Y N n/a	
43. Employees possess and use personal protective equipment	Y N n/a	
44. Employees have been trained in hazard communication (chemical safety)	Y N n/a	
45. Designated employees have been trained in first aid and CPR	Y N n/a	
46. Emergency procedures and the emergency evacuation plan are posted adjacent to the exit door.	Y N n/a	
47. Employees have been trained in disaster and evacuation responsibilities	Y N n/a	
48. Students have been trained to react correctly in the event of a fire or earthquake	Y N n/a	
49. Fire drills are conducted and documented monthly (for elementary), semi-annually (for high schools)	Y N n/a	
50. Earthquake drills are conducted and documented quarterly (for elementary), semi-annually (for high schools)	Y N n/a	
51. Lockdown drills are conducted periodically when students are both, on the playground and in the classroom.	Y N n/a	
52. All safety related work orders from the last safety inspection have been corrected	Y N n/a	
53. When a walk-in spray paint booth is used, the operator must be upstream. Otherwise a respirator must be used.	Y N n/a	