

RISK COMMUNIQUÉ

Industrial Art Room Safety Evaluation Checklist

Industrial art shops typically contain equipment and materials that could present the potential for injury to students and teaching staff. High powered tools, hand tools, flammable liquids, dusts, electrical equipment and storage of heavy items are just a few of the possible hazards found in the program. It may also be beneficial to pay special attention to the room layout and design, equipment selection and maintenance, material storage arrangements, use of personal protective equipment, ongoing safety training and consistent enforcement of shop safety rules to assist in safety efforts. Evaluating the industrial art room on a regular basis is recommended. The checklist below provides a guide to some of the primary elements of a shop safety evaluation. This checklist can be customized to reflect the potential industrial art shop hazards at your school.

Room Design

- Industrial Art Shops meet building and fire code requirements. Yes No
- Shops are adequately sized for the estimated number of students receiving instructions. Yes No
- Classrooms are locked when not in use. Yes No
- Emergency lighting is provided to allow for ample egress in the event of a power outage. Yes No

Woodworking/Metalworking Machinery

- Tools and equipment used in the industrial arts classrooms:
 - Function properly. Yes No
 - Are maintained in safe condition. Yes No
- Adequate spacing around fixed machinery or hazardous activity areas. Yes No
- Floor work zones around machinery are delineated. Yes No
- Machinery is secured to the floor.
- Safety rules are posted by each machine. Yes No
- Machines are properly guarded. Yes No
- Machines have emergency stop switches. Yes No
- Machine inspections are documented. Yes No
- Dust removal equipment is in working condition.
- Emergency equipment is available, unobstructed and in operable condition:
 - Fire blanket Yes No
 - Eye wash stations Yes No
 - Safety showers Yes No
- Hand tools inspection is documented. Yes No

Comments:

This is a sample guideline furnished to you by Glatfelter Public Practice. Your organization should review it and make the necessary modifications to meet the needs of your organization. The intent of this guideline is to assist you in reducing risk exposure to the public, personnel and property. For additional information on this topic, you may contact your GPP Risk Control Representative. www.GlatfelterPublicPractice.com

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Personal Safety

- Personal protective equipment is available:
 - Goggles Yes No
 - Face shields Yes No
 - Gloves Yes No
 - Aprons Yes No
 - Solid shoes Yes No
- Clothing and jewelry policy is in place. Yes No
- Hair tie-back policy is in place. Yes No
- Lockout/tag out procedures are in place. Yes No
- Shop is illuminated Yes No
- Use of ladders is limited and ladders are secured. Yes No
- Elevated platforms are equipped with toe board, mid rail and handrail. Yes No
- No food is allowed in the shop. Yes No

Fire Prevention and Life Safety

- Fire prevention measures in shops include:
 - Electrical service is of sufficient capacity to handle the heavy loads created by the many types of electrical equipment. Yes No
 - Electrical equipment is properly grounded to prevent the generation of sparks. Yes No
 - Cutting, welding and soldering operations use a hot-work permit system. Yes No
 - Spray painting and refinishing area is designed for flammable vapor control. Yes No
 - Wipe rags are disposed of in approved storage container. Yes No
 - Portable fire extinguishers available and inspected. Yes No
 - No smoking policy in place. Yes No
- Fire prevention measures functioning in woodworking shops include:
 - Procedures in place for cleaning out and inspecting dust collection system. Yes No
 - Accumulations of combustible materials, such as scrap lumber are properly stored in an area separated by firewalls or barriers from the shop area. Yes No
 - Flammable liquids, including glues, paints and varnishes are properly stored in listed/approved cabinets or in areas separated by firewalls from shop area. Yes No
 - Dust collection systems are equipped with spark detection. Yes No

Housekeeping

- Shop work and storage areas are kept orderly. Yes No
- Stock is stored below shoulder level. Yes No
- There are adequate storage arrangements for incoming stock. Yes No
- Walkways are clear of objects and protruding projects of metal, wood or other materials. Yes No
- Shop is cleaned-up at the end of each class. Yes No
- Students projects are stored in a designated area with adequate clear access and in a stable manner. Yes No

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