**Canyons School District Shop Safety Checklist**

1. Overall the shop is safe and organized.
2. Walkways are clear of ANY tripping hazards, including cords, hoses or materials.
3. The safe work zones are marked for each machine, and are kept free of clutter.
4. Current projects are stored where they do not create a hazard.
5. Materials are stored in a manner that will prevent personal injury.
6. Ladders are used ONLY by the instructor, and ONLY for their designed purpose and intent.
7. Scrap materials are stored appropriately or disposed of to avoid hazards.
8. The shop is free from large quantities of standing saw dust.
9. Tool storage areas are neatly maintained, organized and controlled to prevent loss.
10. Exits are properly identified, and not obstructed in any way.
11. All work areas are adequately illuminated.
12. A minimum of 36 inches of clear space is required around all power panels.
13. All power panel breakers are labeled.
14. Master electrical & gas shutoffs are provided and identified.
15. Proper signage requiring the use of PPE are installed on each entrance.
16. PPE is maintained in a sanitary condition.
17. PPE is available for visitors.
18. Emergency shower/eyewash is available and tested.
19. Spill Kit/Absorbent is available.
20. First Aid kits are available and stocked with Gauze, tape and bandaids min. Kits do not contain aspirin or other "drugs."
21. Fire Extinguishers are installed and inspected regularly.
22. Flammable materials are stored in an approved flammable cabinet.
23. Rag bins are emptied daily.
24. Chemicals are properly labeled.
25. SDS is available and easily found.
26. Dust collection is installed and working.
27. Dust collectors are emptied on a regular basis, and filters are maintained regularly.
28. Visual Inspection of dust collector is complete.
29. Paint Spray Booth/Hood is inspected annually.
30. Class I Division I Electrical is required in flammable areas.
31. Paint Booth Flow meter is working properly.
32. Spray booth filters are replaced regularly, and are not currently clogged or missing.
33. Overspray from walls is removed on a regular basis.
34. Students are properly trained on machines and equipment, and are required to pass a safety test with 100% accuracy before using machines and equipment.
35. Safety tests are kept until students reach the age of 21.
36. All electrical cords are in good condition with grounding prongs.
37. Extension cords are used minimally, and temporarily.
38. Plug Splitters are not in use and power strips are not "daisy chained."
39. 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.
40. All guards are adequately maintained and installed.
41. All machines are provided with a power cut off switch that can be reached from the operating position.
42. Machines cannot auto restart after a power outage.
43. 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.
44. Bench Grinder nut and spindle end guards are in place.
45. Bench Grinder tool rest is installed and adjusted to within 1/8" of wheel.
46. Bench Grinder tongue guard is installed and adjusted with 1/4" of the wheel.
47. Bench Guard wheel is appropriately sized and dressed with no grooves.
48. Bench Guard wheels have passed a "ring" test.
49. All portable electrical powered tools are properly grounded or double insulated.
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51. All hand-held power tools are equipped with a constant pressure (on) switch.
52. Portable circular saws, cross cut saws, cutoff saws, etc., are equipped with guards above and below the base plate.
53. All sheet metal equipment is secured to prevent toppling.
54. Mechanical ventilation is provided for all arc and gas welding/cutting tables.
55. Welding curtains or shields are provided at booths and other welding areas.
56. Arc welding and cutting cables are completely insulated and in good repair.
57. Fuel gas and oxygen hoses are easily distinguishable and in good repair.
58. Flashback arrestors are in use.
59. Compressed gas cylinders are separated, flammables and oxidizers are in storage with safety caps affixed.
60. Compressed gas cylinders are examined regularly for obvious signs of defects, deep rusting or leakage.
61. All compressed gas cylinders are properly secured to prevent falling.
62. Table saw blade guard, splitter and anti-kickback fingers are installed.
63. Table saw fence is properly installed.
64. Table saw push sticks and/or feather boards are available.
65. Table saw drive belts and pulleys are enclosed.
66. Band saw blade is guarded the entire length, and only the point of operation is exposed.
67. Band saw drive pulleys and belts are enclosed.
68. Drill press chuck guard or keyless chuck are enclosed.
69. Drill press drive pulleys and belts are enclosed.
70. Jointers self-adjusting guard completely covers the cutting head.
71. Jointer push blocks are provided.
72. Planers/Molders barriers are preventing contact with the point of operation.
73. Lathes drive belts and pulleys are enclosed.
74. All lathes rotating parts are adequately guarded.
75. All unused sander portions of belts and discs are enclosed.
76. All sander nip points at roller/belt interface are enclosed on a wide belt sander.
77. Sanding belts/discs are in good repair.
78. Pneumatic nailers /staplers are equipped with a device that only allows operation when pressed against a work surface.
79. UpCut Saw: The Pressure clamp is activated when the peddle is pressed.
80. UpCut Saw: All of the guards are appropriately attached.
81. Miter Saw: The machine operates properly.
82. Miter Saw: All of the guards are appropriately attached and functional.