|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mechanics Laboratory** | **MET** | **NOT MET** | **N/A** | **Comments** |
| **1. Walking – Work Surface** |
| 1. Laboratory appearance neat and orderly.
 |  |  |  |  |
| 1. Aisles, passageways, and corridors free of obstructions and properly indicated.
 |  |  |  |  |
| 1. Floors free of obstructions.
 |  |  |  |  |
| 1. Safety lines provided around stationary tools.
 |  |  |  |  |
| 1. Non-skid surfaces or mats provided at stationary tools if smooth floors.
 |  |  |  |  |
| 1. Walls and storage areas clear of objects that might fall.
 |  |  |  |  |
| 1. Stored wood and metal stacked safely and solidly.
 |  |  |  |  |
| 1. Scrap wood and metal stored neatly in proper bins.
 |  |  |  |  |
| 1. Fixed stairs provided to overhead storage rooms.
 |  |  |  |  |
| 1. All gears, moving belts, chains and shafts, etc. are protected by permanent guards.
 |  |  |  |  |
| 1. All ventilating fans are properly shielded.
 |  |  |  |  |
| 1. Washing facilities are provided and properly maintained.
 |  |  |  |  |
| **2. Means of Egress** |
| 1. Laboratory has at least two exits
 |  |  |  |  |
| 1. Exit signs visible and directional exit signs provided if necessary.
 |  |  |  |  |
| **3. Fire Protection** |
| 1. Fire extinguisher locations properly marked
 |  |  |  |  |
| 1. Wool fire blanket(s) readily available.
 |  |  |  |  |
| 1. Safety cans used for flammable or combustible liquids.
 |  |  |  |  |
| 1. Fire resistant cabinet used to store flammable liquids.
 |  |  |  |  |
| 1. Paint spray booth has proper ventilation.
 |  |  |  |  |
| 1. Any room with flammable liquids has proper ventilation.
 |  |  |  |  |
| **4. Medical and First Aid** |
| 1. First aid supplies readily available.
 |  |  |  |  |
| **5. Personal Protective Equipment** |
| 1. Safety test administered to each student before access to the laboratory is granted and a copy of the test is retained on file.
 |  |  |  |  |
| 1. Eye protection is readily available for students.
 |  |  |  |  |
| 1. Eye protection cabinet is in place.
 |  |  |  |  |
| 1. Emergency shower easily accessible and functional.
 |  |  |  |  |
| 1. Eye wash station easily accessible and functional.
 |  |  |  |  |
| 1. Safety signs are displayed throughout the shop.
 |  |  |  |  |
| 1. Leather gloves, aprons and helmets are provided for welding area.
 |  |  |  |  |
| **6. Tools** |
| 1. Informational safety rules posted near each stationary power tool.
 |  |  |  |  |
| 1. Stationary power tools anchored to table or work area.
 |  |  |  |  |
| 1. Stationary tools arranged so that individuals are protected from hazards of other machines.
 |  |  |  |  |
| 1. All saws and grinders equipped with guards that are in place and functional.
 |  |  |  |  |
| 1. Tools kept sharp, clean and in good working order.
 |  |  |  |  |
| 1. Portable power tools and equipment properly and securely stored when not in use.
 |  |  |  |  |
| **7. Metal Working Area** |
| 1. Arc welder, cables, electrode holders and ground clamps in good state of repair.
 |  |  |  |  |
| 1. Welding area floor dry and free of combustible materials.
 |  |  |  |  |
| 1. Fire resistant curtains or shields used around welding areas of booths.
 |  |  |  |  |
| 1. Point source ventilation in place and functional for welding area.
 |  |  |  |  |
| 1. Protective caps in place on all cylinders designed to accept a cap except when cylinders are connected for use.
 |  |  |  |  |
| 1. Fuel gas cylinders and oxygen cylinders separated at least 20 ft. or a 5 ft. high wall of ½ hr. heat barrier.
 |  |  |  |  |
| 1. Compressed gas cylinders chained or secured in an upright position.
 |  |  |  |  |
| **8. Electrical** |
| 1. Electrical cabinets and power room accessible (and not blocked from use) only to authorized personnel.
 |  |  |  |  |
| 1. Electrical receptacles, junction boxes, and switch boxes properly covered. All receptacles are to be in good working order.
 |  |  |  |  |
| 1. Stationary power tools and equipment properly grounded.
 |  |  |  |  |
| 1. Extension cords and portable power tools properly grounded or double insulated. Cords of 3 wire grounding type.
 |  |  |  |  |
| 1. All light switches are in good working order.
 |  |  |  |  |
| **9. Storage Rooms** |
| 1. Storage rooms are clean, organized and all tools are easily accessible.
 |  |  |  |  |