

Name of Person Conducting Safety Audit	
Date of Safety Audit	

Trade and Industry Labs		Comments
Walking – Work Surface		
1. Laboratory appearance is neat and orderly.		
2. Aisles, passageways, and corridors free of obstructions and properly indicated.		
3. Floors free of obstructions.		
4. Safety lines provided around stationary tools.		
5. Non-skid surfaces or mats provided at stationary tools if smooth floors.		
6. Walls and storage areas clear of objects that might fall.		
7. Stored wood and metal stacked safely and solidly.		
8. Scrap wood and metal stored neatly in proper bins.		
9. Fixed stairs with safety rails provided to overhead storage rooms.		
10. All gears, moving belts, chains and shafts, etc. are protected by permanent guards.		
11. All ventilating fans are properly shielded.		
12. Washing facilities are provided and properly maintained.		
Means of Egress		
1. Laboratory has at least two exits		
2. Exit signs visible and directional exit signs provided if necessary.		
Fire Protection		
1. Fire extinguisher locations properly marked		
2. Wool fire blanket(s) readily available.		
3. Safety cans used for flammable or combustible liquids.		
4. Fire resistant cabinet used to store flammable liquids.		
5. Paint spray booth has proper ventilation.		
6. Any room with flammable liquids has proper ventilation.		
Medical and First Aid		
1. First aid supplies readily available.		

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.		
2. Eye protection is available and used in lab areas at all times.		
3. Eye protection cabinet is in place.		
4. Emergency showers are easily accessible and functional.		
5. Eye wash stations are easily accessible and functional.		
6. Safety signs are displayed throughout the shop.		
7. Leather gloves, aprons and helmets are provided for the welding area.		
Tools		
1. Informational safety rules posted near each stationary power tool.		
2. Stationary power tools anchored to tables or work areas.		
3. Stationary tools arranged so that individuals are protected from hazards of other machines.		
4. All saws and grinders equipped with guards that are in place and functional.		
5. Tools kept sharp, clean and in good working order.		
6. Portable power tools and equipment properly and securely stored when not in use.		
Metal Working Area		
1. Arc welder, cables, electrode holders and ground clamps in good state of repair.		
2. Welding area floor dry and free of combustible materials.		
3. Fire resistant curtains or shields used around welding areas of booths.		
4. Point source ventilation in place and functional for welding area.		
5. Protective caps in place on all cylinders designed to accept a cap except when cylinders are connected for use.		
6. Fuel gas cylinders and oxygen cylinders separated at least 20 ft. or a 5 ft. high wall of ½ hr. heat barrier.		
7. Compressed gas cylinders chained or secured in an upright position.		

Electrical		
1. Electrical cabinets and power room accessible (and not blocked from use) only to authorized personnel.		
2. Electrical receptacles, junction boxes, and switch boxes properly covered. All receptacles are to be in good working order.		
3. Stationary power tools and equipment properly grounded.		
4. Extension cords and portable power tools properly grounded or double insulated. Cords of 3 wire grounding type.		
5. All light switches are in good working order.		
Storage Rooms		
1. Storage rooms are clean, organized and all tools are easily accessible.		
Computer Areas		
1. Work stations appear neat and orderly		
2. Computers free of dust and other debris.		
3. Aisles, passageways, and corridors free of obstructions.		
4. Floors free of obstructions.		