

Health and Safety Checklist Work Based Learning Work Site Safety Assessment

Organization: _____ Date: _____
 Address: _____
 Site Supervisor: _____
 Checked By: _____

S = Satisfactory
 U = Unsatisfactory
 N/A = Not Applicable

Add occupationally-specific considerations as needed.

Exits		Comment:
<input type="checkbox"/>	Exits are marked; walkways and stairways are clear	
<input type="checkbox"/>	Exits marked with a readily visible sign that is properly illuminated	
<input type="checkbox"/>	Sufficient exits are available to ensure prompt escape in case of emergency	
<input type="checkbox"/>	Doors easy to open or have panic hardware (no dead bolts, hooks & eyes)	
<input type="checkbox"/>	Doors are clearly visible & a marked route is posted	

Floors and Walkways		Comment:
<input type="checkbox"/>	Exits are marked; walkways and stairways are clear	
<input type="checkbox"/>	Locations of cleanup supplies are identified	
<input type="checkbox"/>	Non-slip mats, grates, or slip-free coatings are used in potentially wet areas	
<input type="checkbox"/>	Stairways have handrails <i>if applicable</i>	
<input type="checkbox"/>		

Ladders (including step stools, etc.)		Comment:
<input type="checkbox"/>	Ladders appear to be in good condition	
<input type="checkbox"/>	Ladders have safety feet	
<input type="checkbox"/>	Non-metal ladders are used where there is a possibility of electric shock	
<input type="checkbox"/>		

Fire Safety		Comment:
<input type="checkbox"/>	There are at least two emergency exits for each work area	
<input type="checkbox"/>	Fire exits are clearly marked and pathways to exits are clear	
<input type="checkbox"/>	Emergency procedures are posted and discussed in student orientation	
<input type="checkbox"/>	Fire extinguisher(s) are available and marked	
<input type="checkbox"/>	Employees are trained to use fire extinguishers	

Electrical Hazards		Comment:
<input type="checkbox"/>	Visible electric cords are in good condition (unfrayed and without defects)	
<input type="checkbox"/>	Any floor cords and cables are covered with safety covers	
<input type="checkbox"/>	Emergency "stop" switch is available to shut down electricity (where applicable)	
<input type="checkbox"/>		

Machine Guarding and Mechanical Safety <i>if applicable</i>		Comment:
<input type="checkbox"/>	Machines are securely attached to the floor	
<input type="checkbox"/>	Machines have protective guards as appropriate to protect workers	
<input type="checkbox"/>	Emergency turn off switches are functional and available where appropriate	
<input type="checkbox"/>	Safe use procedures are posted and discussed in student orientation	

Ventilation		Comment:
<input type="checkbox"/>	Temperature, humidity and air movement appear to be appropriately maintained	
<input type="checkbox"/>	Air exchange equipment is operational; maintains clean air availability	
<input type="checkbox"/>		

Lighting		Comment:
<input type="checkbox"/>	There is adequate light throughout the work site	
<input type="checkbox"/>	Areas surrounding equipment and machinery are well lighted <i>if applicable</i>	
<input type="checkbox"/>		

Sanitation & Housekeeping		Comment:
<input type="checkbox"/>	Toilet facilities are clean and well-ventilated	
<input type="checkbox"/>	Toilet facilities have sinks with hot and cold water, hand soap and disposable hand towels	
<input type="checkbox"/>	Insects and rodents are adequately controlled	
<input type="checkbox"/>	An eating area is available separate from the work area	
<input type="checkbox"/>	Eating areas and drinking facilities are clean	
<input type="checkbox"/>	Waste containers appear to be adequate, leak proof and emptied regularly	
<input type="checkbox"/>		

Noise		Comment:
<input type="checkbox"/>	Noise is monitored/maintained at a comfortable level	
<input type="checkbox"/>	High-noise areas require hearing protection	
<input type="checkbox"/>		

Chemical Hazards

<input type="checkbox"/>	Chemicals are properly labeled and stored
<input type="checkbox"/>	Activities involving use of chemicals require protective clothing and/or equipment
<input type="checkbox"/>	Safe use procedures are posted and discussed in student orientation
<input type="checkbox"/>	Material Safety Data Sheets (MSDS) are current and accessible
<input type="checkbox"/>	Smoking near chemicals of any type is prohibited
<input type="checkbox"/>	Environment in which student will be placed is non-smoking
<input type="checkbox"/>	

Comment:

Ergonomic Hazards

<input type="checkbox"/>	Lifting is a minimal element and under 50 pounds (alone)
<input type="checkbox"/>	Proper lifting procedures are posted and covered in student orientation
<input type="checkbox"/>	Tasks requiring repetitive movements are varied or rotated
<input type="checkbox"/>	

Comment:

OSHA

<input type="checkbox"/>	An OSHA Poster is placed in a space that is accessible to all employees
<input type="checkbox"/>	Proper safety training is provided by site supervisor
<input type="checkbox"/>	Informed by the site supervisor that one must report any fatalities and any serious accidents (where three or more are hospitalized) to the OSHA office within 8 hours?
<input type="checkbox"/>	

Comment: