

SCHOOL SHOP SAFETY CHECKLIST

Equipment Safety Tips:

School industrial shop classes can be hazardous due to the equipment used. Students should be taught and show competence about the specific equipment and personal protection equipment required and provided, such as safety glasses and hearing protection. All staff and students must participate in safety training before use.

- ✓ Maintain equipment with regular preventative maintenance which should be documented. A periodic review of safety information should also be done, to stay current.
- ✓ Evaluate each piece of equipment and document all findings.
- ✓ Ensure all equipment is in good working condition with all of its safe guards in place and functioning.
- ✓ Create and maintain work zones for larger equipment.
- ✓ Install emergency stop buttons that are clearly visible. Install an e-stop button that will turn off all equipment immediately in case of an emergency.
- ✓ Smaller hand held power tools should be used in designated areas.

Loss Prevention Safety Tips:

- ✓ Fire extinguishers should be installed.
- ✓ Ensure that all staff are trained in the proper use of any and all protective systems, such as equipment safe guards.
- ✓ Train students on how to safely handle and store the chemicals they may use. Educate them on how to read and use Safety Data Sheets and where they are located.
- ✓ Students should be able to identify hazards and how to protect themselves by use of personal protection equipment and safety controls.
- ✓ Communicate procedures to the students covering a variety of emergency situations and what to do if a student is injured. Reducing confusion and panic should ensure that everyone reacts quickly and appropriately.
- ✓ A first aid kit should be available in each classroom. Check and restock on a regular basis.
- ✓ Ensure that the eye wash station is clear of debris and available for emergency use.

Additional Safety Guidelines:

- ✓ Limit the amount of equipment based on shop class size.
- ✓ Keep a copy of the manual for each piece of equipment.
- ✓ Regularly check emergency lighting and exit signs.
- ✓ Shop use must only be done under supervision of qualified shop teachers.
- ✓ Any equipment that generates dust should be equipped with a dust collection system. The dust bags should be located either on the exterior of the building or in a room with a 2-hour firewall rating.
- ✓ Consider installing a fire damper in the dust collection system.
- ✓ If any spray painting is done, a spray booth should be installed following National Fire Protection Association 33 Guidelines.
- ✓ Minimize the amount of flammable and combustible liquids kept on hand.
- ✓ Conduct an annual inventory of all flammable and combustible liquids and hazardous chemicals.
- ✓ Properly dispose of old liquids.
- ✓ Clean up the shop daily.

For more information contact Darren Thomas, Risk Manager, Manitoba School Boards Association.
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