

Arts and Communications Services Worksite Assessment Checklist

	Yes	No	N/A	Comments
Is this the only worksite at which the student will be working? (if others, note in comment section)				
Are employees using/wearing PPE?				
Safety glasses				
Hearing protection				
Safety gloves				
Respirators				
Is there enough space around equipment and at computer workstations to perform work without injury, and for others to avoid interfering with equipment operators?				
Are there enough outlets available? (e.g., One socket = one plug; extension cords for temporary work only)				
Are cables tied/covered so as to be out of the way of walking paths?				
Are circuit breaker panels clearly marked with voltage and “caution” warnings?				
Are circuit breaker panels accessible? (nothing blocking/leaning against them)				
Are ladders or stepladders readily available for use (for reaching items stored higher up)?				
Are ladders in good condition? (e.g., no missing rungs)				
Is either natural or mechanical air ventilation provided in working areas?				
Is the area free of used/oily rags (not lying around when not in use)?				
Are flammable substances (paint, gasoline, oily rags) in fireproof containers?				
Are flammable substances stored away from possible igniting elements or surfaces?				
Is there a flammable storage permit?				