

Manufacturing, Engineering and Technological Worksite Assessment Checklist

General Safety

	Yes	No	N/A	Comments
Is this the only worksite at which student will work? (if others, note in comment section)				
Are employees wearing PPE?				
Safety goggles				
Face shields				
Head protection (hard hats, bump caps)				
Hearing protection				
Respirators				
Gloves				
Knee pads				
Leather aprons or burn jackets				
Foot protection				
Are ladders in good condition? (no missing rungs)				
Are rolling ladders available in warehouse settings?				
Is material handling equipment in good condition (e.g. dollies, conveyors)				
If there is a loading dock on site, is dock in good repair? (e.g. no potholes, large cracks)				
If there is a loading dock on site, are dock doors kept closed between trucks?				
Is there a separate area for lunch/eating, away from hazardous substances?				
If there are forklifts onsite, do all operators have current training? <i>Note: It is prohibited for persons under 18 to drive or ride on forklifts.</i>				

Electrical Safety

	Yes	No	N/A	Comments
Are outlets and switches in good condition?				
Are there enough outlets available? (e.g., One socket = one plug; extension cords for temporary work only)				
Are GFCI's (ground-fault circuit interrupters) used near sinks/water sources and damp areas?				
Are metal ladders and scaffolds prohibited in areas with energized parts of equipment, fixtures, and circuit conductors? (includes overhead power lines)				
Are there lockout/tagout procedures in place?				
Are computers being worked on internally unplugged and detached from all other equipment (printers, monitors, ect.)?				

Tools and Machinery

	Yes	No	N/A	Comments
Is there enough space around machines for operators to perform work without injury, and for others to avoid interfering with operators?				
Are walkways/aisles, or other non-hazardous areas clearly marked? (e.g., black/white tape on the floor)				
Do elevated work/storage platforms have guardrails?				
Are conveyors appropriately guarded? (to prevent hands getting caught in rollers, equipment falling off onto pedestrians)				
Are workstations set up ergonomically? (employees appear to be working in natural positions—not forced or awkward)				
Do tools and equipment appear to be in good condition? (free of apparent damages)				
Is portable electric equipment (soldering guns, breadboards, etc.) unplugged when not in use?				
Are there guards on power saws, grinders, and similar equipment?				
Do shop machines have emergency stops/shut-offs?				
Does powered machinery, including saws, have magnetic restarts? (to prevent them from automatically restarting after a power outage)				
Do tools and machines have dust collectors?				
Are tables/workstations height adjustable (for welding, assembly work, etc.)				
Are workstations set up ergonomically? (employees not working in forced or awkward positions)				
Are hand tools padded?				
Are there lockout/tagout procedures in place for machinery?				

Chemical Safety

	Yes	No	N/A	Comments
Are flammable materials (paint, gasoline, paper) sealed in fireproof containers?				
Are flammable materials kept away from possible igniting elements or surfaces?				
Are there fire-safe containers and storage cabinets?				
Is there a flammable storage permit?				
Are there poison storage cabinets? (toxic substances)				
Is either natural or mechanical air ventilation provided in work areas?				

Laboratory Safety

	Yes	No	N/A	Comments
Are non-latex gloves available?				
Are Bunsen burners, gas valves, and other heating apparatus turned off when not in use?				
Are refrigerators, shelves and countertops containing potentially infection materials free of food or drinks?				
Are biohazard/sharps disposal containers readily available?				
Are biohazard/sharps disposal containers labeled with a biohazard warning label or colored red?				
Is there a sink for washing in the laboratory?				
Is there a portable eye-wash facility available?				
Are identified emergency/safety showers readily accessible?				
Is there a chemical hygiene plan for lab operations?				