



Workshop/Classroom Facilities



The Student is able to demonstrate safe and correct performance of the following:	Date	Sign-off	Notes
Housekeeping Procedures			
1. Ensures benches, tool racks and storage areas are adequate.			
2. Ensures aisles are clear of protruding materials.			
3. Ensures floors are free of oil, water and foreign materials.			
4. Ensures corners are clean and clear.			
5. Ensures walls, windows and shelves are clean and tidy.			
6. Ensures office area is tidy and kept orderly.			
7. Ensures materials, including scrap materials, are stored properly in an orderly and safe manner.			
8. Knows WHMIS.			
Environmental Conditions			
1. Ensures lighting is safe, sufficient and well placed.			
2. Ensures temperature is even and comfortable.			
3. Ensures air in the lab/classroom/workshop is free from excessive dust, smoke and fumes.			
4. Ensures noise levels are within a reasonable range.			

Workshop/Classroom Facilities cont'd

Fire Precautions			
1. Understands the need for adequate exit doors and open aisles for prompt evacuation.			
2. Knows of the proper facility evacuation procedure.			
3. Knows the proper use of fire extinguishers, the types and classes of fires, and determines the need for an adequate supply, proper location, and maintenance of extinguishers.			
4. Understands that all flammable and combustible liquids, toxins, acids and caustics must be stored securely in proper cabinets.			
5. Knows that oily rags and other combustibles must be placed in fire-approved metal containers complete with safety lids.			
6. Knows that areas around heat sources must be free from combustible materials.			
Electrical Supply			
1. Knows the location of the master control "Panic Stop System" to shut off power.			
2. Understands that power panels should have clearly identified markings for each machine.			
3. Knows circuits should not be overloaded.			
4. Knows switches have no exposed wires and are the proper type.			
5. Understands why high voltage warning signs must be visible.			
6. Understands why temporary wiring is not used.			
Gas Supply			
1. Knows the location of the main supply cutoff valve and that it should be located away from heat or fire areas.			
2. Understands why temporary gas lines are not used.			
3. Knows that gas flow to appliance is regulated and why.			
4. Understands that gas-operated equipment is ignited from an automatic ignition system or pilot light.			
5. Knows that gas equipment is provided with a shutoff valve and a safety system. (Example: spark ignition, gas pressure regulator, safety gas check valve, etc.)			

Workshop/Classroom Facilities cont'd

General Conditions			
1. Knows that non-skid areas are needed around machines.			
2. Knows that designated safety zone areas are provided around all dangerous areas.			
3. Knows that stairways within existing laboratories require safe tread and rise with unobstructed access with approved railings.			
4. Understands that hazardous features of the facility must be clearly identified.			
5. Understands that machine and work stations must be located in relationship to the amount of supervision required.			
6. Knows that room furniture and equipment must be arranged for optimum safety.			
First Aid			
1. Knows the location and availability of first aid supplies.			
2. Knows the location of the eye-wash baths and showers when using caustic materials.			
Communication			
1. Understands that safety bulletin boards, posters, and student reports are part of the total safety program.			
2. Understands the safety instructions for the use of each machine, lab or workplace being used.			
3. Understands the safety rules specific to each danger station.			
4. Informs and provides details of safety concerns associated with work area/task.			
5. Ensures proper safety example is continuously set by supervisor through deeds and actions, such as the proper use of appropriate protective equipment.			
6. Have a sense of responsibility to promote, develop, and periodically evaluate safety program.			
7. Knows the proper procedures should a person be hurt.			