

Clayton County Public Schools

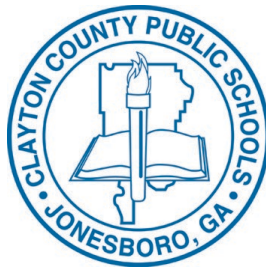
Classroom/Laboratory Safety Checklist

The following checklist is provided to aid teachers in assuring that the environment they are responsible for is as safe as possible. Each teacher is responsible for the proper use and maintenance of equipment and safety in their Technology/Career Education laboratory.

SCHOOL _____

TEACHER _____ ROOM _____

I. Safety Information	Yes	No	N/A
A. Safety rules are posted			
B. Safety posters are placed in view			
C. Appropriate warning signs are posted			
D. Fire exits are marked			
E. Fire drill procedures are posted			
F. Locations of fire alarms are marked			
G. Material Safety Data Sheets (MSDS) are available			
H. Method(s) of informing the office of emergency are posted			
I. Emergency phone numbers are posted			
II. First Aid			
A. First Aid Kit is accessible			
B. First Aid rules are posted			
III. Fire Safety			
A. Fire extinguisher is available			
B. Teacher and students are trained in the use of fire extinguisher			
C. Fire blanket is accessible			
E. All exits are unlocked and unobstructed during class			
F. Teacher and students know the location of the fire alarm			
IV. Equipment			
A. Emergency Shut-off is available and labeled			
B. Proper ventilation is provided			
C. Cabinets, furniture, and/or equipment is secured to floor			



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V. Personal Protection	Yes	No	N/A
A. Safety Shower/Drench Hose in working order			
B. Eye Wash equipment is in working order			
C. Protective Apparatus			
1. Aprons (number)			
2. Gloves			
3. Safety shield			
4. Face shield			
5. Goggles			
6. Sterilizer for goggles			
7. Respirator			
VI. Storage of Materials and Supplies			
A. An accurate inventory is maintained and is available			
B. Appropriate materials are locked away from students			
C. Adequate housekeeping procedures are in place			
F. Flammable materials are stored in a dedicated cabinet			
VII. General			
A. Electrical			
1. Location of circuit breaker is identified for emergencies			
2. Electrical cords in good condition			
B. Clean-up procedures			
1. Brooms/mops/dustpans available			
2. Students clean-up procedures are established			
C. Waste Disposal			
1. Appropriate hazardous waste disposal practices are followed			
2. Disposal system is available			