

Facilities Review Worksheet

(cross reference Requirement 2 of applicant's "Self-Evaluation" form)

Requirement 2 *The physical facilities for metalworking training must be adequate for preparing individuals to meet the performance requirements of the skill standards and satisfy the program's goals. The ratio of trainees to workstations must allow for practice time sufficient for the trainees to make the parts or otherwise develop the competencies needed to meet the requirements of the respective performance standards.*

Review the equipment, tooling and measuring device listings for the accreditation areas of the applicant program which can be found in Part IV of the Policies, Procedures, and Requirements manual. Does the program have the necessary equipment, tooling, and measuring devices or are there areas that need improvement?

Safety Checklist

1. **Personal Protective Equipment**
 - a. Are safety glasses issued and worn?
 - b. Are safety glasses of the ANSI Z-87 classification?
 - c. Are gloves available? (also aprons and shop coats of applicable)
 - d. Are dust masks available? (if applicable)
 - e. Is hearing protection available? (if available)
 - f. Are shirts tucked in and sleeves buttoned or rolled high? (no loose clothing)
 - g. Is the required foot safety equipment used? What is the site policy and is it enforced?

Issues found: _____

2. **Housekeeping**
 - a. Are exit signs over emergency exits and appropriate lit?
 - b. Is emergency lighting available and functioning in case of power failure?
 - c. Are emergency exits clear and unblocked?
 - d. Are dirty shop rags kept in a metal container with a closeable lid?
 - e. Is smoking properly controlled? (signage, butt container, designated area)
 - f. Are eyewash stations available? Clean? Unblocked?
 - g. Are waste chemicals properly disposed?
 - h. Walking and working surfaces:
 - cleaned and swept often?
 - if lines are painted – are they pertinent?
 - are grease and oils removed promptly?
 - are tripping hazards apparent? (loose air hoses, metal scrap, etc.)
 - i. Are waste receptacles covered or have a removable liner?
 - j. Are waste receptacles emptied often?

Issues found: _____

3. **Electrical**

- a. Is lighting ample and appropriate?
- b. Are all permanent fixtures hard wired into the electric system including lighting?
- c. Are equipment start/stop switches placed away from moving parts of machinery?
- d. Extension cords:
 - are extension cords used only for temporary use?
 - are extension cords properly equipped and are replacement receptacles or plugs designed for use on extension cords? (cannot attach knock-out blocks or other equipment designed for stationary fixtures)
 - are extension cords stored off the floor? (no tripping hazard)
- e. Are electrical panels labeled with voltage and area of service?
- f. Are all disconnects labeled with voltage and lockable in the off position? (buses must be labeled as well)
- g. Is a lock out-tag out program written and trained to appropriate parties? Do authorized individuals have personal locks for the program?

Issues found: _____

4. **Machine Guards**

- a. Are machine guards in place?
- b. Are the guards used?

Issues found: _____

5. **First Aid**

- a. Is there a first aid box?
- b. Is it located appropriately? (dependent upon site policy – subjective)
- c. Are supplies adequate?

Issues found: _____

6. **Hazard Communications**

- a. Is the program written and trained to appropriate people?
- b. Are MSDS readily available?
- c. Are only properly labeled containers used? (unlabeled containers are illegal)
- d. Are chemicals stored in controllable environments for the classification? (i.e. Flammables in a flammable cabinet)

Issues found: _____

7. **Blood Borne Pathogens**

- a. Is the program written?
- b. Are appropriate individuals trained?
- c. Is clean up and sterilization prepared for?

Issues found: _____

8. **Fire Extinguishers**

- a. Are fire extinguishers inspected annually?
- b. Are fire extinguishers charged?
- c. Are fire extinguishers hung?
- d. Is the pathway to fire extinguishers clear and unblocked?
- e. Are extinguisher positions marked with signage?
- f. Are extinguisher trigger pins in place?

Issues found: _____

9. **Is general safety signage in place and appropriate?**

Issues found: _____

10. **Emergency Action Plan**

- a. Are routes of emergency evacuation posted?
- b. Is a tornado gathering safe place specified?
- c. Are drills conducted periodically?
- d. Are alarms for evacuation and internal gathering available and understood?
- e. Is there a program to account for individuals upon evacuation and internal gatherings?

Issues found: _____

11. **Material Handling Equipment**

- a. Are hoists and/or chain-falls labeled with weight limit capacity?
- b. Forklifts:
 - are lift operators trained annually?
 - are lifts labeled with weight limit capacity?
 - are lifts inspected for operational fitness before operating?
 - do only trained individuals operate forklifts?

Issues found: _____

12. **Is a plan for periodic maintenance of machinery in place? Is it followed?**

Issues found: _____

13. **Are equipment gauges functioning?** (particularly for welding equipment)

Issues found: _____

14. **Are workers observed using good work habits?**

Issues found: _____

