

James Buchanan High School
Safety Walk Through of Shops

Date: 3/27/19

Name of Shop: **Graphic Arts Shop**

Name of Person doing the Inspection: **Safety Committee**

No.	General Safety Concerns	Yes/No	Notes
1	Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?	Yes	
2	Are the fire doors closed securely?	Yes	
3	Are light fixtures working and is there enough light?	No	Two lights out
4	Are there any tripping hazards?	No	
5	Is there clutter in the room/shop	No	
6	Are exit signs clearly marked?	Yes	
7	Are hazardous chemicals stored properly?	Yes	Stored but cabinet is broken
8	Are sharp objects such as knives, etc. properly stored?	Yes	
9	Is there overhead storage of heavy items?	No	
10	Are there unmarked containers of liquids?	No	
11	Are there fire extinguishers and are they accessible?	Yes	Not easily accessible-sitting on window ledge behind storage items

No.	Electrical Cords and Outlets	Yes/No	Notes
1	Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?	Yes	
2	Are extension cords proper sized?	Yes	
3	Are extension cords a tripping hazard?	No	
4	Are the extension cords properly grounded? (grounding prong not missing)	Yes	
5	Is clear access (36") provided in front of electrical panels?	Yes	
6	Are cover plates provided on all electrical switches or outlets?	Yes	

No.	Machine Guarding, Etc.	Yes/No	Notes
1	Cleaned and properly working?	Yes	
2	Properly grounded?	Yes	
3	Is all machine guarding in working condition?	Yes	
4	Is there any machine guarding missing?	No	
5	Are all PPE, such as ear plugs, safety goggles, gloves available and in good condition?	Yes	Eyewash is outdated 2017
6	Is there proper warning signage?	No	No warning signs
7	Is there adequate ventilation?	Yes	
8	Are emergency stops working?	n/a	

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