



Monthly Safety Inspection of Instructional Equipment

School: _____ Program: _____ Date: _____

Program Safety Committee:

*Faculty's Signature: _____ **Student's Signature: _____

PD Signature: _____ **Student's Signature: _____

*Recommendations should be made in all cases where a "R" is indicated, using the space below:
Designate the items covered by the recommendations by indicating the topic & number of the item.*

Recommendations: _____

Actions to recommendations: _____

Check the appropriate letter, using the following guide:

F- Fully Functional (needs no attention) R -Repair (needs immediate action) Re -Replacement (New equipment needed)

| GENERAL PHYSICAL CONDITION | | F | R | Re |
|----------------------------|--|---|---|----|
| 1. | Machines, tables and chairs, and other equipment are arranged so as to conform to good safety practices. | | | |
| 2. | Elevators are clear of clutter and spills. | | | |
| 3. | Aisles are clear of obstructions and clearly marked. | | | |
| 4. | Floors are clean and free of wires, tools, etc. | | | |
| 6. | Walls, and ceilings are well constructed and free of hazards. | | | |
| 7. | Illumination is safe, sufficient, and well placed. | | | |
| 8. | Ventilation is adequate. | | | |
| 9. | Fire extinguishers are of proper type, adequately supplied, properly located and maintained. | | | |
| 10. | Instructors and students know location of and use of proper type extinguishers for various fires. | | | |
| 11. | The number and location of exits are adequate and clearly marked and non-exit door marked. | | | |
| 12. | Proper procedures have been formulated for emptying rooms of students and taking precautions in case of emergencies. | | | |
| 13. | Lockers are inspected regularly for cleanliness and fire hazards. | | | |
| 14. | Locker doors are kept closed. | | | |
| HOUSEKEEPING | | F | R | Re |
| 1. | General appearance as to orderliness. | | | |
| 2. | Adequate and proper storage of tools. | | | |
| 3. | Classroom and Lab are kept orderly. | | | |
| 4. | Corners are clean and clear. | | | |
| 5. | Tool, supply, and/or material room is orderly. | | | |
| 6. | Sufficient scrap boxes are provided. | | | |
| 7. | Scrap stock is put in scrap boxes promptly. | | | |
| 8. | Materials are stored in an orderly fashion and in a safe condition | | | |
| 9. | A spring lid metal container is provided for oily rags and waste. | | | |
| 10. | All Hazardous materials are placed in leak proof puncture resistant container. | | | |
| 11. | Containers for waste materials are frequently and regularly emptied. | | | |
| 12. | Dangerous materials are labeled and stored in metal cabinets. | | | |
| 13. | Lab is sanitized to meet health code where appropriate | | | |

| LAB EQUIPMENT | | F | R | Re |
|--------------------------|--|---|---|----|
| 1. | EKG machines | | | |
| 2. | BP machines | | | |
| 3. | Centrifuges | | | |
| 4. | BP arms Training | | | |
| 5. | Phlebotomy arms. | | | |
| 6. | Microscope | | | |
| 7. | Machines are in safe working order | | | |
| 8. | Non-skid areas are provided around machines | | | |
| 9. | All machines are "locked out" when the instructor is out of the room. | | | |
| 10. | Tools are kept sharp, clean, and in safe working order. | | | |
| 11. | All equipment control switches are easily available to the operator | | | |
| PERSONAL PROTECTION | | F | R | Re |
| 1. | Safety glasses/goggles/eye protection are provided and required for all work when eye hazards exist. | | | |
| 2. | If individual goggles are not provided, hoods and goggles are properly disinfected before use. | | | |
| 3. | Body Mechanical is worn in CNA Lab | | | |
| 4. | Aprons or Lab coats are worn in the Pharmacy and Clinical lab | | | |
| 5. | When working in the lab, students remove rings and other jewelry. | | | |
| 6. | The proper kind of wearing apparel is worn for the job being done. | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| INSTRUCTIONAL EQUIPMENTS | | F | R | Re |
| 1. | Lab safety is taught as an integral part of each teaching unit. | | | |
| 2. | Computers | | | |
| 3. | Projector | | | |
| 4. | White Board | | | |
| 5. | Video Station | | | |
| 6. | Manikins | | | |
| 7. | Hospital Tables | | | |
| 8. | Hospital Beds | | | |
| 9. | Weight Scale | | | |
| 10. | Laminar Air Flow Hood | | | |
| 11. | Linen Closet | | | |
| 12. | Pharmacy scale Class C | | | |
| 13. | TV Set | | | |
| 13. | Counting tray | | | |
| 14. | Narcotic Cabinet (CII) | | | |
| 15. | Induction Hot plates | | | |
| 16. | CAD Cassette | | | |
| 17. | Beakers | | | |
| 18. | Stirring Rods | | | |
| ACCIDENT REPORTS | | F | R | Re |
| 1. | Adequate accident statistics are kept. | | | |
| 2. | Accidents are reported to the proper administrative authority. | | | |
| 3. | A copy of each accident report is filed with the Program Director or appropriate authority. | | | |
| 4. | Accident reports are analyzed for instructional purposes and to eliminate hazards. | | | |
| FIRST AID | | F | R | Re |
| 1. | An adequately stocked first aid cabinet is provided with approved supplies. | | | |
| 2. | A qualified individual administers the first aid. | | | |
| 3. | The school has two or more individuals qualified to administer first aid. | | | |

*Every month a different Faculty member will conduct the inspection. Schedule will be provided to the instructor showing the month assigned to each one.

**Students will be selected based on professionalism as well as general performance.