



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			

IT LAB EQUIPMENT		F	R	Re
1.	Monitors			
2.	Power Strips			
3.	Computers			
4.	Switch			
5.	Smartboard			
6.	Speakers			
7.	Cisco Rack			
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.