

Health & Safety Checklist

Worksite Learning Site Safety Assessment

1 of 2

Organization: _____ Date: _____

Address: _____

Site Supervisor: _____

Checked By: _____

S = Satisfactory

U = Unsatisfactory

N/A = Not Applicable

Add occupationally-specific considerations as needed.

Floors and Walkways

- ☐ Exits are marked; walkways and stairways are clear
- ☐ Locations of cleanup supplies are identified
- ☐ Non-slip mats, grates, or slip-free coatings are used in potentially wet areas
- ☐ Stairways have handrails
- ☐ _____

Comment:

Ladders (including step stools, etc.)

- ☐ Ladders appear to be in good condition
- ☐ Ladders have safety feet
- ☐ Non-metal ladders are used where there is a possibility of electric shock
- ☐ _____

Comment:

Fire Safety

- ☐ There are at least two emergency exits for each work area
- ☐ Fire exits are clearly marked and pathways to exits are clear
- ☐ Emergency procedures are posted and/or covered in student orientation
- ☐ Fire extinguisher(s) are available and marked
- ☐ _____

Comment:

Electrical Hazards

- ☐ Visible electric cords are in good condition (unfrayed and without defects)
- ☐ Any floor cords and cables are covered with safety covers
- ☐ Emergency "stop" switch is available to shut down electricity (where applicable)
- ☐ _____

Comment:

Machine Guarding and Mechanical Safety

- ☐ Machines are securely attached to the floor
- ☐ Machines have protective guards as appropriate to protect workers
- ☐ Emergency turn off switches are functional and available where appropriate
- ☐ Safe use procedures are posted and/or covered in student orientation
- ☐ _____

Comment:

<div><div></div><div></div><div></div></div>	<div><div>Ventilation</div><div>Temperature, humidity and air movement appears to be appropriately maintained</div><div>Air exchange equipment is operational; maintains clean air availability</div><div></div></div>	<div><div>Comment:</div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div>Lighting</div><div>There is adequate light throughout the worksite</div><div>Areas surrounding equipment and machinery are well lighted</div><div></div></div>	<div><div>Comment:</div><div></div></div>
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div>Sanitation & Housekeeping</div><div>Toilet facilities are clean and well-ventilated</div><div>Toilet facilities have sinks with hot and cold water, hand soap and disposable hand towels</div><div>Insects and rodents are adequately controlled</div><div>An eating area is available separate from the work area</div><div>Eating areas and drinking facilities are clean</div><div>Waste containers appear to be adequate, leak proof and emptied regularly</div><div></div></div>	<div><div>Comment:</div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div>Noise</div><div>Noise is monitored/maintained at a comfortable level</div><div>High-noise areas require hearing protection</div><div></div></div>	<div><div>Comment:</div><div></div></div>
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div>Chemical Hazards</div><div>Chemicals are properly labeled and stored</div><div>Activities involving use of chemicals require protective clothing and/or equipment</div><div>Safe use procedures are posted and/or covered in student orientation</div><div>Material Safety Data Sheets (MSDS) are current and accessible</div><div>Smoking near chemicals of any type is prohibited</div><div>Environment in which student will be placed is non-smoking</div><div></div></div>	<div><div>Comment:</div><div></div></div>
<div><div></div><div></div><div></div><div></div></div>	<div><div>Ergonomic Hazards</div><div>Lifting is a minimal element and under 50 pounds (alone)</div><div>Proper lifting procedures are posted and covered in student orientation</div><div>Tasks requiring repetitive movements are varied or rotated</div><div></div></div>	<div><div>Comment:</div><div></div></div>