OpsAuditHub opsaudithub.com	DOC ID: **SAF-0387**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.1200 & NFPA 45**	AUDIT FREQUENCY: **Daily Pre-Shift**

Vocational School Workshop Safety Checklist Daily Log Sheet

Operational Scope: Establishes a mandatory daily pre-operation inspection protocol for vocational school workshops to identify and mitigate physical and chemical hazards. Ensures full compliance with educational safety mandates to protect students, instructors, and staff from preventable machinery and environmental incidents.

MANDATORY PPE:	Safety Glasses with Side Shields (ANSI Z87.1), Hearing Protection (NRR 25+), Natural Fiber Shop Apron or Flame-Retardant Lab Coat, Steel-Toe Safety Footwear (ASTM F2413), Nitrile Chemical-Resistant Gloves
PREREQUISITES:	Verify emergency master power cut-off switches are unobstructed and operational | Review active safety data sheets (SDS) for scheduled shop projects | Ensure adequate workshop ventilation systems are powered on and functioning

MACHINE GUARDING & EMERGENCY CONTROLS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Table Saws & Band Saws**	Blade guards, splitter, and anti-kickback pawls are securely mounted, properly aligned, and move freely without binding.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Emergency E-Stop Buttons**	All red mushroom-head emergency stop buttons across all active machinery successfully halt operations instantly when depressed.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Lathes & Milling Machines**	Interlock safety shields are intact, clear of heavy scratches or cracks, and prevent spindle rotation when open.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Bench Grinders**	Tool rests are adjusted to within 1/8 inch of the abrasive wheel and spark arrestors are set to within 1/4 inch.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

ENVIRONMENTAL SAFETY & HAZARDOUS MATERIALS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Dust Collection System**	Extraction ducts are free of clogs, blast gates operate correctly, and collection bags/drums are not exceeding 80% capacity.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Flammable Storage Cabinets**	Safety cabinets containing paints, solvents, and finishes are tightly closed, self-latching, and free of combustible clutter.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Eyewash Stations & Showers**	Plumbed emergency eyewash station is unobstructed, certified flushed within the week, and delivers tepid water flow.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
8	**Fire Extinguishers**	ABC dry chemical fire extinguishers are mounted correctly, pressure gauges read in the green zone, and inspection tags are current.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

HOUSEKEEPING & ELECTRICAL SAFETY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Aisles & Walkways**	Floor yellow safety lines are clearly visible, and walkways are entirely free of extension cords, scrap material, and tripping hazards.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Extension Cords & Power Strips**	All flexible cords show no signs of insulation fraying, exposed copper, or crushed outer jackets; daisy-chaining is absent.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Workshop Instructor / Lead Safety Inspector Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Director of Facilities / School Safety Supervisor Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.

DIGITAL INSPECTION UPGRADE: Run this audit on mobile/tablet, attach photos & automate compliance records. Start Free Mobile Audit →