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	STANDARD: **OSHA 29 CFR 1910.1200 / NFPA 101 / EPA Guidelines**	AUDIT FREQUENCY: **Daily Pre-Shift & Weekly Comprehensive Audit**

Vocational School Workshop Safety Checklist Sop Template

Operational Scope: This standard operating procedure governs safety inspections for all vocational school workshops to protect students, staff, and instructors from mechanical, electrical, and chemical hazards. Mandatory execution of this checklist ensures total institutional compliance with occupational health and safety regulations.

MANDATORY PPE:	Safety Glasses with Side Shields (ANSI Z87.1), Steel-Toe Safety Footwear (ASTM F2413), Flame-Resistant Lab Coat or Shop Apron, Hearing Protection (NRR 25+), Nitrile Chemical-Resistant Gloves
PREREQUISITES:	Review all emergency stop (E-stop) locations and ensure unobstructed physical access. | Verify master power lockout/tagout (LOTO) stations are fully operational prior to tool maintenance. | Ensure adequate workshop ventilation systems and dust collection units are actively running.

MACHINE GUARDING AND POWER TOOLS INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Saw Blade Guards & Splitters**	All table saws, band saws, and radial arm saws feature fully functioning, self-adjusting blade guards and anti-kickback pawls without binding.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Emergency Stop (E-Stop) Buttons**	Palm-operated E-stop buttons are prominently marked, easily reachable from operator stations, and instantly cut power to all connected machinery upon activation.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Belt and Pulley Enclosures**	All exposed drive belts, pulleys, gears, and rotating shafts are completely enclosed by fixed sheet metal or wire mesh guards.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
4	**Handheld Power Tool Cords**	Portable drills, grinders, and sanders show no exposed wiring, cracked insulation, or missing ground prongs on plugs.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

ENVIRONMENTAL CONTROLS AND HAZARD COMMUNICATION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Local Exhaust Ventilation (LEV)**	Dust collection systems and fume hoods maintain required negative pressure and airflow velocity across welding, woodworking, and machining zones.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
6	**Chemical Storage Cabinets**	Flammable liquids and corrosive acids are stored in NFPA-approved, fire-rated safety cabinets with secondary containment trays clearly labeled.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Safety Data Sheet (SDS) Access**	Physical or digital SDS binders are up to date, easily accessible to all students and instructors, and match all hazardous substances present.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
8	**Eyewash and Safety Shower Stations**	Emergency eyewash stations are unobstructed, tested weekly, flush clear, and capable of providing a 15-minute continuous water supply.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

HOUSEKEEPING, EGRESS, AND PERSONAL PROTECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Walkways and Floor Markings**	Aisle ways, exit paths, and machine safety boundaries (yellow/red lines) are clearly painted, visible, and entirely free of tripping hazards or material overflow.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
10	**Fire Extinguisher Readiness**	ABC and specialized fire extinguishers are mounted securely, inspected monthly, pin/seal intact, and pressure gauges read in the green operating zone.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
11	**PPE Dispensing Stations**	Clean safety glasses, earplugs, and face shields are fully stocked, sanitized, and available in designated student entry zones.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

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

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