



B-SAFE SAFETY CHECKLIST

Thank you for working with Kansas City, Kansas schools and providing a work-based learning opportunity for students. The safety of each student is extremely important. Please complete the safety checklist below and review safety procedures with each student.

	YES	NO	N/A
Housekeeping – Are work areas clean? Is trash removed at least daily? Is combustible trash in approved containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors/Aisles – Are floor surfaces smooth? Are aisles clear of tripping hazards? Are minimum-width aisles maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stairs/Ramps – Is sufficient lighting provided and functioning? Are handrails provided and properly secured? Are ramps and inclines provided with non-slip surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders – Are steps and rungs free of cracks or breaks? Are spreaders and hinges working properly? Are safety feet in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage – Is the area sufficiently laid out? Do corners have unobstructed views? Are products piled in an orderly and stable manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machines/Equipment – Are standard guards provided and used? Are machines and equipment in safe operating condition and maintained per manufacturer's recommendations? Are warning signs against unauthorized use secured to machines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Handling – Is material handling equipment provided and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Tools – Are hand tools in safe condition, free of wear and well-maintained? Are the right tools being used for the job? For hand-held power tools, are hazard warning signs securely fixed to tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical – Are machines and power equipment properly grounded? Is a lockout system being used for maintenance of machines? Are extension cords free of cracks or breaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting – Is sufficient lighting provided and functioning? Is emergency lighting provided, tested and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment (PPE) – Is PPE provided and used where needed? Is it maintained in good and sanitary condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid – Are individuals identified and trained to provide first aid? Are first aid facilities provided? Are first aid supplies properly stocked and clean? Are emergency response procedures posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers – Are types of extinguishers clearly marked and accessible? Are extinguishers in working order and with current service tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits – Are exits identified, clearly marked and accessible? Are evacuation routes posted for employees to read?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Boilers/Pressure Vessels – Are certificates of inspection (if required) current? Are safety devices regularly tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Training – Are all employees trained in proper safety techniques? Are all employees trained in use of safety equipment? Are all employees trained in hazards or hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General – Is a file maintained on inspection reports of outside agencies? Are files documented and confirmed that recommendations of those agencies are completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>