



**ALBANY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION**

99 Kent Street • Albany, New York 12206 • 518-475-6400 • www.ahscte.com



Work Based Learning: Worksite Health and Safety Checklist

Employer: _____ Date: _____
Address: _____

Must be performed by Work Based Learning Coordinator or the organization’s representative/safety officer.

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 discussed 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 discussed in student orientation
-

Comment:

Ventilation

- Temperature, humidity and air movement appear to be appropriately maintained
- Air exchange equipment is operational; maintains clean air availability
-

Comment:

Lighting

- There is adequate light throughout the work site
- Areas surrounding equipment and machinery are well lighted
-

Comment:

Sanitation & Housekeeping

- Toilet facilities are clean and well-ventilated
- Toilet facilities have sinks with hot and cold water, hand soap and disposable hand towels
- Insects and rodents are adequately controlled
- An eating area is available separate from the work area
- Eating areas and drinking facilities are clean
- Waste containers appear to be adequate, leak proof and emptied regularly
-

Comment:

Noise

- Noise is monitored/maintained at a comfortable level
- High-noise areas require hearing protection
-

Comment:

Chemical Hazards

- Chemicals are properly labeled and stored
- Activities involving use of chemicals require protective clothing and/or equipment
- Safe use procedures are posted and discussed in student orientation
- Material Safety Data Sheets (MSDS) are current and accessible
- Smoking near chemicals of any type is prohibited
- Environment in which student will be placed is non-smoking
-

Comment:

Ergonomic Hazards

- Lifting is a minimal element and under 50 pounds (alone)
- Proper lifting procedures are posted and covered in student orientation
- Tasks requiring repetitive movements are varied or rotated
-

Comment:

Performed by: _____	_____
Name	Title
_____ (Signature of Work Based Learning Coordinator or Organization's Representative/Safety Officer)	