

# Teacher Checklist for Career Technical Education (CTE) Classrooms

(Art Rooms, Shops, Performing Arts)

(includes classroom animals)

Complete this checklist and periodically review it to ensure your classroom/shop meets important Washington State health and safety rules and guidelines (WAC 246-366).



## Emergency Eye Washes and Showers

- Eye washes and showers accessible (not blocked by equipment, projects, tools, etc.)
- Eye washes flushed **weekly** (ensure clean, adequate flow, working valves)
- Eye washes and showers inspected **annually** (ensure operation as designed)

## Ventilation

- Local exhaust ventilation used in welding areas (ensure contaminants exhausted away from users)
- Chip and sawdust collection system turned on when using woodworking equipment
- Adequate ventilation provided where kilns, paints, glues, spray adhesives, and other vaporous materials are used

## Tools/Equipment

- Equipment guards in good condition and in place
- Well marked two-foot safety zone provided around stationary equipment\*

- Non-slip flooring provided in operator use zones for stationary equipment\*
  - Stationary equipment\* and gas cylinders secured
  - Specific operating instructions and safety rules posted on or near all machinery and equipment
- \*bench-mounted and floor-mounted

## CTE Classroom Safety

- Personal protective equipment provided and worn
- Written and documented safety training provided to all students
- General shop safety rules posted in a prominent location
- Adequate lighting above benches and equipment (at least 50 foot-candles)
- Flammables stored in a flammable cabinet
- Emergency and master shut-off switches operable (have been tested) and labeled
- Floors clear of debris, oil, liquid, materials and projects
- Warm water, soap and paper towels at hand washing sinks

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### Classroom Animals

- School/district policy on classroom animals and hand washing reviewed
- Potential allergies, injuries, illnesses from animals/bedding carefully considered
- Written notification given to parents when animals kept in classroom
- Animals handled only under adult supervision
- Bite-resistant gloves worn when handling animals
- Cages cleaned daily away from snack areas
- "Wash Hands" sign posted on/near animal cages/containers; hand washing facilities available

### Bookcases, Shelving, Television Carts

- Tall or unstable bookcases/shelving units secured to wall to prevent tipping
- Stacked bookcases/shelving units secured to lower part; if unstable entire unit secured to wall
- Televisions secured to audiovisual cart
- Maintenance notified of unstable bookcases/shelving

### General Classroom Safety

- Sources of odors eliminated
- Vents open and unblocked
- Maintenance notified of air quality concerns/questions
- Room kept uncluttered
- Plants not overwatered (no moldy soil or stagnant water under planters)
- MSDS (Material Safety Data Sheet) available for each chemical
- All containers labeled with contents
- School/district policy for classroom cleaners/chemicals reviewed



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### Important CTE Classroom Health and Safety Links:

DOH/OSPI Guide for K-12 Schools in Washington • [www.k12.wa.us/SchFacilities/Publications/pubdocs/CompleteSafety&HealthManual2002-2003.pdf](http://www.k12.wa.us/SchFacilities/Publications/pubdocs/CompleteSafety&HealthManual2002-2003.pdf)

DOSH Directive 13.0 Emergency Washing Facilities • [www.lni.wa.gov/Safety/Rules/Policies/PDFs/DD1300.pdf](http://www.lni.wa.gov/Safety/Rules/Policies/PDFs/DD1300.pdf)

SRHD School Safety Program Resources page • [www.srhd.org/services/school-resources.asp](http://www.srhd.org/services/school-resources.asp)

WA State Department of Health School Env. Health and Safety Program • [www.doh.wa.gov/CommunityandEnvironment/Schools/EnvironmentalHealth.aspx](http://www.doh.wa.gov/CommunityandEnvironment/Schools/EnvironmentalHealth.aspx)

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