

Instructional Area Safety Checklist

This checklist establishes minimum safety expectations for all instructional areas.
Program-specific checklists are available to be used in addition, where applicable.

Lab/Shop/Classroom: _____

Date: _____

Completed By: _____

Supervisor/Instructor: _____

Governance & Accountability:

- Supervisor/Instructor clearly identified
- Safety procedures available
 - Accessible for all participants
- Emergency Contacts posted/accessible
- Reporting processes communicated
- Stop-work authority communicated & understood

Orientation & Training:

- Safety orientation completed before work begins
 - Documented for review
- Hazard-specific training delivered
 - Documented for review
- Refresher training schedule documented
 - Completed when necessary
- Access restricted until completion of training program(s)
- Training records always maintained and accessible

Space & Layout Safety:

- Aisles and exits clear, not obstructed
- Adequate lighting
 - Adjustable depending on task
- Floors are in good, safe condition
- No unauthorized storage
- Accessibility considerations addressed

Equipment & Materials:

- Equipment inspected before use
- Defective equipment recorded, tagged, removed from service
- Approved equipment only
 - CSA approved, etc.
- Guards and safety devices in place
 - Operable/functional
- All materials stored safely in accordance with manufacturer's specifications

Chemical/Hazardous Materials:

(Please complete lab-specific checklist as well)

- Identified using supplier labels
 - Workplace labels where necessary
- SDS accessible and current
 - Digital
 - Printed
- Hazardous materials identified by appropriate signage
- Appropriate storage practices in place
- Disposal procedures in place
 - Followed correctly

PPE & Personal Safety:

- Requirements identified and established
- PPE available and maintained
 - Maintenance logs available
- PPE use always enforced (when needed)
- Fit-test/adjustment completed for each user
 - Fit-test logs available
- Instruction provided
 - Special PPE training documented

Emergency Preparedness:

- Emergency procedures posted
- Fire extinguishers accessible
 - Inspected
 - Tagged
 - Rated for proper task
- Eye wash/shower available
- First aid resources available
 - Kit available & stocked
 - Contact list posted
- Emergency drills established
 - Communication documented

Supervision & Student Conduct:

- Instructor supervision appropriate to risk
- Behavior expectations communicated
 - Documentation available
- Restricted areas enforced
- Visitor access is controlled
- Unsafe acts are corrected
 - Coaching opportunities logged

Incident & Near Miss Reporting:

- Incident reporting process delivered
 - Process available to review
- Near-misses encouraged
- Relevant incident reports reviewed
- Investigations completed
- Corrective actions tracked
- Trends reviewed on a regular basis

Program-Specific Requirements:

- Applicable specialized checklist identified
- Supplementary checklist completed
- High-risk activities controlled
- Compliance verified

Specialized Checklist Attached:

- Auto Body/Mechanics
- Carpentry/Woodworking
- Welding/Fabrication
- Electrical/Technical
- Healthcare
- Science Lab
- Veterinary
- Radiation
- Field/Physical Training

Risk-Rating Safety Checklist Form

(optional tie-in with spreadsheet tracking)

Scoring Guide:

0 – Compliant

1 – Moderate risk

2 – High Risk [immediate action required]

Section Scoring:

Area	0	1	2	Score
Pre-activity Risk Assessment				
Physical Readiness & Screening				
Environment & Weather Conditions				
Equipment & PPE				
Vehicles & Traffic Control				
Public Interaction & Security				
Fatigue, Hydration, Heat/Cold Stress				
Emergency Response & First Aid				
Supervision & Communications				
Incident & After-Action Review				

Risk Summary:

Total Score: /20

Score	Rating	Action
0-3	Low	Maintain controls
4-7	Moderate	Correct within 30 days
8-12	High	Immediate action
13+	Critical	Stop work

Any risk marked as a “2” in the following areas requires *immediate stop work* action:

- Severe weather exposure
- Inadequate supervision
- Medical readiness concerns
- Unsafe public interactions
- Failed emergency response readiness