

Safety

Safety Checklist

- A. Make certain that your tools (or other equipment with which you are working) are placed so that they cannot fall from the bench-top and cause injury to you.
- B. Close cabinets by using handles to avoid having your fingers caught in the door.
- C. Keep the storage cabinets closed whenever they are not in use.
- D. Keep the floor tidy, with telephone, extension, and other cords out of the traffic lanes. Pick up dropped objects to prevent tripping.
- E. Spills and liquids should be wiped up immediately to prevent slippery spots on desks, tables, and floors. Make it a point not to use liquids in close proximity to electrical outlets.
- F. Do not read and walk around at the same time. You will become a traffic hazard if you do not keep your eyes up and be alert when walking.
- G. When not in use, the handle of the paper cutter should be locked down.
- H. Exercise caution when operating a cutter and shredder. Keep fingers away from cutting area.
- I. To avoid collisions and obstructions, machinery, work tables, cabinets and desks should be arranged carefully to maintain a free traffic flow. Aisles should be clear and free of personal belongings. Awkward objects and boxes should be transported carefully to avoid collisions and obstructions.
- J. Personal items and foreign objects must be kept away from moving parts of machines.
- K. Dispose of shipping and packaging materials.
- L. Open packages the safe way— inspect for sharp projections and rough edges. Cut away from your body— use the right tools for the job. Put away knives and shears after use.
- M. Exercise caution when handling envelopes and papers.

Safety

Moving things around in the lab

- A. Whenever you have a number of small items to carry, make several trips. Do not try to do it all at once.
- B. Lift with your leg muscles— and lift straight up. This will avoid a strain on your back. If an object is too heavy for you or if it is in an awkward position, get help.
- C. Whenever something has to be taken into or out of a supply room, do not stretch beyond a comfortable reach. Pulling a box down by your fingertips can result in having the box and/or its contents fall on you.
- D. For items above your head, get a ladder or stool. Make certain that the ladder is sturdy without any broken or wobbly rungs.
- E. When putting supplies away, place the heavier items or boxes at the ends of the shelves for better support. If you see bowed shelves, rearrange the items or move some of them to another location.
- F. If you must stack boxes, put the lighter or smaller ones on top of the heavier ones.
- G. Should you need something from the contents of a box at the bottom of a stack, remove the top boxes first. Don't try to slip the bottom box out without disturbing the ones above it.

Safety

Classroom Safety Checklist

Walkways

free of debris, liquid spills, and obstructions

Equipment

securely fastened in place

Tools

placed in their proper storage area

Desk and storage cabinets

closed after use

Desk and table tops

free of cracks, chips, or breaks

Storage shelves

heavy items arranged toward ends and on the bottom

Ladder

easily accessible

Tools, Machinery, and equipment

carefully arranged for free traffic flow.

Student projects

placed in proper storage at the end of the period

Flammables

stored in proper storage containers