

# CAREER AND TECHNICAL EDUCATION FACILITIES CHECKLIST

(from website [www.k12.wa.us/facilities/healthsafetyguide.asp](http://www.k12.wa.us/facilities/healthsafetyguide.asp))

The checklist is a guide that includes requirements (by code or law) and recommendations to help promote good health and safety practices in schools.

The following deals specifically with vocational/CTE instruction areas and are copied on the following pages.

## ADMINISTRATIVE CODE CROSS REFERENCE TABLE

<http://www.lni.wa.gov/WISHA/corerules/resources/crossreference.htm>

## WAC or Other Code Reference Required/Recommended

S=Satisfactory

U=Unsatisfactory

OSPI-DOH School Health and Safety Guide

Required      WAC or Other

Recommended      Code Reference

### L. VOCATIONAL INSTRUCTION AREAS

<b>L 001</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Reference should be made to the most current edition of the Safety Guide for Vocational, Trade and Industrial, and Technology Education, published by OSPI. This manual provides instruction and checklists for vocational education curriculum areas.	X	<b>OSPI and DOH recommendation</b>
<b>L 002</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Based on the OSPI manual and good safety practice, school shop teachers should pay close attention to students' personal protective equipment needs. Student-oriented safety training in vocational and arts and crafts hazards should be given, tested, and documented.		<b>DOH recommendation</b>
<b>L 003</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Floors shall be clean and kept free of oil and other slippery substances.	X	<b>246-366-140</b> <b>296-24-73503</b>
<b>L 004</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Floors shall be free of obstacles so there are no slip, trip, or fall hazards. Hazard areas shall be plainly marked. In metal and wood shops areas around equipment shall be marked with a two-foot safety zone. Projections shall be plainly marked.	X	<b>246-366-140</b> <b>296-24-13501</b> <b>296-24-150 Part G</b>
<b>L 005</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Power tools shall be safe, properly labeled and protected with correct belts, covers, and electrical connections.	X	<b>246-366-140</b> <b>296-24-65501 &amp;</b> <b>15001 and 16501</b>
<b>L 006</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Machine guarding shall be in place. Safety guards must be properly adjusted and functional for safe machine operation.	X	<b>296-24 - 150 Part C</b> <b>296-24-15001</b>
<b>L 007</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Hand tools shall be properly maintained and kept in a safe condition.	X	<b>246-366-140</b> <b>296-24-65501</b>
<b>L 008</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Safety stands (jack stands) shall be available and used correctly by students and staff.	X	<b>246-366-140</b> <b>296-24-67005</b>
<b>L 009</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	General operating instructions and safety reminder signs shall be posted on or near moving machinery and shop equipment.	X	<b>246-366-140</b> <b>296-24-135</b>
<b>L 010</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Shop safety rules shall be displayed in plain view of room occupants.	X	<b>246-366-140</b> <b>296-24-020</b>
<b>L 011</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Unstable equipment (e.g., drill presses, band saws, etc.) shall be secured to the floor or a table/stand to prevent tipping. Stand mounted equipment shall be fastened to the floor to prevent tipping.	X	<b>246-366-140</b> <b>296-24-15003</b>

Please note the Cross Reference Guide (Page 35) of WAC 296-800 which now includes updated chapters 296-24 and 296-200.

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### L. VOCATIONAL INSTRUCTION AREAS

		Required Recommended	WAC or Other Code Reference
<b>L 012</b> S U <input type="checkbox"/> <input type="checkbox"/>	Materials (e.g., lumber, metal, etc.) shall be stored in a manner that will prevent personal injury. Proper storage shall be provided for metal stock as required by WISHA.	X	246-366-140 2906-24-21503 296-24-078
<b>L 013</b> S U <input type="checkbox"/> <input type="checkbox"/>	All electrical panels, devices and connections shall be labeled and maintained in a safe condition.	X	246-366-140 296-24-95605
<b>L 014</b> S U <input type="checkbox"/> <input type="checkbox"/>	Hazardous and/or combustible waste shall not be allowed to accumulate. Such waste shall be removed from the shop area and properly disposed of as required by the regulations.	X	246-366-140 296-62-40009 296-155-020 173-303
<b>L 015</b> S U <input type="checkbox"/> <input type="checkbox"/>	Waste oil storage and disposal shall comply with DOH regulations. Oil spilled around storage barrels shall be cleaned up immediately. Containers need to be closed when not in use.	X	246-366-140 296-62-40009
<b>L 016</b> S U <input type="checkbox"/> <input type="checkbox"/>	A non-asbestos fire blanket shall be provided, identified, readily available, and visible to students and staff.	X	246-366-140 296-62-40009
<b>L 017</b> S U <input type="checkbox"/> <input type="checkbox"/>	Project storage shall be adequate and safe.	X	246-366-140 296-62-40025
<b>L 018</b> S U <input type="checkbox"/> <input type="checkbox"/>	Emergency eye wash stations shall be within 50 feet or ten seconds of all student workstations and shall provide 2.5 gpm for at least 15 minutes at 25 PSI or less. Bottled water eye wash stations do not meet the current WISHA and DOH requirements. They may be supplementary to units meeting the above specifications.	X	246-366-140 296-62-130
<b>L 019</b> S U <input type="checkbox"/> <input type="checkbox"/>	All grinders shall have proper tool rests and eye safety shields.	X	246-366-140 296-24-078
<b>L 020</b> S U <input type="checkbox"/> <input type="checkbox"/>	Eye protective devices (safety glasses, goggles, full-face shields) are identified, visible, readily accessible and used by students and staff.	X	246-366-140 296-24-70003 ANSI 2.87.1
<b>L 021</b> S U <input type="checkbox"/> <input type="checkbox"/>	Mechanical ventilation shall be provided for all arc and gas welding/cutting tables in order to prevent welding vapors from traveling through the breathing zone.	X	246-366-140 296-24-71503 296-24-71505

Please note the Cross Reference Guide (Page 35) of WAC 296-000 which now includes outdated chapters 296-24 and 296-62

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#### L. VOCATIONAL INSTRUCTION AREAS

<b>L 022</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Welding curtains or shields shall be provided at booths and other welding areas.		<b>X</b>	246-366-140 296-24-69007 296-24-71501
<b>L 023</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Safety signs should be posted where needed; e.g., "Turn on ventilation," "wear eye protection." L&I does not require signs; but when signs are utilized, uniform design, including wording, shape and color, are mandated.	<b>x</b>		246-366-140 296-24-135 B-2 296-24-14005,7,9
<b>L 024</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Master shut-offs shall be provided and identified for electricity and gas in all shop areas. A shut-off for water is recommended but not required.		<b>X</b>	246-366-140 296-24-110 A-4 296-24-16505
<b>L 025</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Compressed gas cylinders must be properly labeled, maintained, stored and secured with caps in place, to prevent damage to the cylinder valve. Cylinder restraining devices must be adequate to prevent tipping and/or 'rocketing'. In-use cylinders must be secured either to a hand truck or structure.		<b>X</b>	246-366-140 296-24-68201,3
<b>L 026</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	The gas welding/cutting area shall comply with state fire code and WSPFA requirements. Eye protection shields shall be provided.		<b>X</b>	246-366-140 296-24-680 Part I 296-24-68507
<b>L 027</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	All flammable liquids shall be stored in UL listed NFPA approved flammable storage cabinets with self-closing doors. Flammable gases must be disposed in approved flammable waste containers. Cabinets shall be locked or located in a locked room when not in use.		<b>X</b>	246-366-140 296-24-33009 UFC 79.0258
<b>L 028</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	All solvents for parts cleaning shall be stored in approved containers. Class 1 flammable liquids shall not be used. Fusible links on solvent tank lids shall be in place and shall operate as designed.		<b>X</b>	246-366-140 296-24-33009 296-24-40507
<b>L 029</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Wood burning stoves shall not be used in school buildings.		<b>X</b>	246-366-140
<b>L 030</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Flammable finish areas and paint spray rooms shall have approved ventilation, filters, lighting, storage cabinets, and separation from other rooms.		<b>X</b>	246-366-140 296-24-370 UFC
<b>L 031</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Filters in the paint spray booth/room shall be changed or cleaned as required.		<b>X</b>	246-366-140 296-24-370 UFC
<b>L 032</b> <b>S U</b> <input type="checkbox"/> <input type="checkbox"/>	Only Class 1 electrical, explosion-proof lights, fan or other electrical devices shall be allowed in flammable finish areas.		<b>X</b>	246-366-140

Please note the Cross Reference Guide (Page 35) of WAC 296-000 which now includes outdated chapters



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L 033 S U <input type="checkbox"/> <input type="checkbox"/>	Ventilation and exhaust systems shall be installed in all shop areas in compliance with all WISHA rules. Ventilation and exhaust systems shall be installed in all shop areas in compliance with all WISHA rules.	X	246-366-140 296-62-11003
L 034 S U <input type="checkbox"/> <input type="checkbox"/>	Chip and sawdust collection systems shall be installed in all wood shops.	X	246-366-140 296-62-11003
L 035 S U <input type="checkbox"/> <input type="checkbox"/>	Non-skid surfacing shall be used within the operator use zone of all stationary equipment.	X	OSPI Vocational Safety Guide 296-24-15005

Please note the Cross Reference Guide (page 35) of WAC 296-800 which now includes outdated chapters 296-24 and 296-62