

Principals' Observation Guidelines for Technology Education Production Labs

- **Dust Collection Logbook**
 - Easy access location. Operations staff and Fire Marshal know where it is stored.
 - Up to date; daily, weekly, and monthly logs completed.
 - What teacher is responsible for doing the inspections if more than one teacher is using the lab?
 - Dust barrels are emptied regularly.
- **Lockout Safety Toolbox.**
 - Supplied with necessary items (see attached).
 - Location is appropriate and accessible.
- **Safety-Net** <https://goo.gl/itAuwd>
 - Students are completing required orientation/machine safety tests.
 - Test results can be tracked in PowerSchool gradebook.
 - Location of retained tests (7 years) and filing system.
 - Students must score 100% to pass.
 - If a tool is not on the Safety-Net tool list, then the student still needs to be provided safety instruction before they use the tool.
- **Machines/Equipment**
 - SOP's (Safe Operating Procedures) displayed near all machines.
- **Hot Work Procedure**
 - Teachers are aware and following the hot work procedures. (See attached).

Housekeeping

- **Lab is clean, neat, and well organized with no apparent safety hazards.**
 - Fire Exits/exits are clear.
 - Tripping Hazards (power cords, unsafe storage of materials etc.).
 - Machines and floors are clear of debris.
 - Safe storage of materials/projects/tools.
- **Safety**
 - Safety glasses are worn while tools and machines are in use.
 - All safety guards must be in place.
 - Safe storage of paints and finishes. (Must be water-based.)
 - Eye wash station is accessible and clean.
 - Hearing protection is available.
 - Working from heights safety guidelines (see attached).
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Students should be standing up, moving around, using tools and equipment safely.

Maximum class size should depend on the type of activity, grade level and production lab size.