

EA and Student Teacher Shop Familiarization Check List

This check list is to be completed for every new individual assigned to the shop area. It is to be used as a refresher for returning EAs and student teachers at the start of each semester.

Shop (designation e.g auto): _____

Location (room number): _____

Check List

General Shop Layout (locations)

- Machines
- tool storage
- eye wash stations
- emergency stop buttons
- first aid kit or first responder(name, location)

Daily Routine

- start of class
- clean up
- end of class

Safety

- general rules
- PPE (personal protective equipment)
- emergency procedures
 - student injured
 - teacher injured

Date: _____

Delivered By: _____

Recv'd By: _____