

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: _____