

WEST VIRGINIA

*Safety and Health in
Simulated Workplace
Companies*



SIMULATED WORKPLACE



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SAFETY AND HEALTH IN SIMULATED WORKPLACE COMPANIES

As we strive to make all students in West Virginia college and career ready, we must always keep in mind that a successful student is a safe student. Participation in the Simulated Workplace initiative requires all CTE students to receive safety training that is specific to their chosen field of study. Today's safety-conscious student goes on to become a safety-conscious member of tomorrow's workforce.

All students are required to achieve a score of 100% on a written safety test before joining a simulated workplace company.

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OVERVIEW

Many accidents and injuries that occur in Career and Technical Education result from student oversight or failure to abide by published safety and health rules. These unsafe practices include failure to use personal protective equipment, improper lifting and carrying, and unsafe use of materials and equipment. Often these unsafe practices are related directly to a lack of training and knowledge of potential hazards. Thus, safety and health training for students is a vital element of any Career and Technical Education program.

In keeping with the “student-led culture” encouraged by the Simulated Workplace initiative, Safety teams are student-led, as well. Students must learn to maintain their own safety and the safety of others as they acquire new knowledge and learn new skills.

Safety rules and regulations are written, published, and communicated within the company to provide a consistent, easily understood system of protocols to follow. For these rules to be effective and enforceable, they must be well conceived, realistic, fair, and presented in an easily understood language and form.

Generally, the need for safety instruction occurs when a student:

- Enters a course in a Career Technical Education program;
- Transfers to a different program;
- Operates new equipment or begins a new task assignment; or
- Requires knowledge to prevent an accident or potential hazards.

It is essential to document all instruction, inspections, accident investigations, and other tasks performed by your Safety Team. Such documentation can be used to monitor the effectiveness of the program and to analyze problem areas and trends, which may indicate a need for revisions. The role of the instructor is to monitor the activities of the student-led Safety Team to ensure that all measures are being carried out according to the accepted policy.

Safety training, such as National Center for Construction Education and Research and the Occupational Safety and Health Administration, are utilized by various CTE programs/ Simulated Workplace companies, and are appropriate. There are also free online resources available, or you may incorporate one of the online safety resources provided by the WVDE.

OSHA has developed an extensive compilation of workplace safety standards and regulations, which can be a vital resource in developing a safety program. Please refer to the official OSHA website <https://www.osha.gov> for more information.

It is recommended that each student successfully complete OSHA 10 Construction or OSHA 10 General Industry training before they are permitted to work in a company. The OSHA 10 training can be administered in the traditional way by an OSHA Authorized Trainer or by utilizing an online OSHA 10 training provider.

Before operating any machine or power tools, students must score 100% on a written and performance safety test for each machine or tool.

SAFETY MEETINGS

Safety meetings will occur on a weekly basis and must address at least the following topics:

- Personal Protective Equipment
- Hazards or concerns
- Summary of accidents and near miss incidents
- Future Training needs

WORKPLACE INSPECTIONS

At the very minimum, a formal safety inspection should be made at the beginning of every school semester. Career and Technical instructors and the safety committee should make these inspections. It is a good idea to include other students as observers during these inspections to stimulate a broader interest in the maintenance of a safe school environment.

CREATING A CULTURE OF SAFETY

The following is a list of the most frequently cited violations of the OSHA standards in General Industry and Construction-related fields. It is essential for students and instructors to be aware of these violations in order to develop and practice safe work habits to avoid making these common mistakes in the classroom and on the jobsite.

These safety practices are arranged so they may be easily restructured into the form of a checklist, which will assist administrators and instructors in identifying and abating any safety concerns. For specific classrooms, laboratories, and shops, additional topics should be added when constructing a thorough safety checklist.

AGRICULTURE, FOOD AND NATURAL RESOURCES

Frequent Industry Violations

- Logging operations
- Hazard communication
- OSHA Act General Duty Paragraph
- Guarding of farm field equipment, farmstead equipment, and cotton gins
- Wiring methods, components, and equipment for general use
- The control of hazardous energy (Lockout/Tagout)
- Guarding floor, wall openings, and holes
- General requirements for all machines
- Powered industrial trucks
- Mechanical power-transmission apparatus

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop or laboratory.
- A written Hazard Communication Standard will be implemented in each program.
- Eye protection and other appropriate PPE will be worn in the Shop at all times.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- Remove jewelry, loose clothing, and confine long hair when working in the Shop.
- Safety guards will be kept in place and maintained in proper working order on all machines and power tools.
- All students will know the location of emergency shut-offs, fire extinguishers, eye wash stations, first aid kits and emergency exits.
- Safety meetings will occur on at least a weekly basis in order to address and correct any safety concerns.

ARCHITECTURE AND CONSTRUCTION

Frequent Industry Violations

- Duty to have fall protection
- General requirements
- Ladders (training and improper use)
- Training requirements
- Eye and face protection
- Head protection
- Hazard communication
- General safety and health provisions
- Aerial lifts
- Fall protection systems criteria and practices

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop area.
- Eye protection and other appropriate PPE will be worn in the CTE Shop area at all times.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- Remove jewelry, loose clothing and confine long hair when working in the Shop.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, first aid kits and emergency exits.
- Safety guards will be kept in place and maintained in proper working order on all machines and power tools.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.

ARTS, A/V TECHNOLOGY & COMMUNICATIONS

Frequent Industry Violations

- Sanitation
- Hazard communication
- Maintenance, safeguards, and operational features for exit routes
- General requirements
- Guarding floor, wall openings and holes
- Emergency action plans
- Respiratory protection
- Wiring methods, components, and equipment for general use

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the Shop area.
- Eye protection and appropriate PPE will be worn in the CTE shop area at all times.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- Loose clothing and jewelry will be removed and long hair will be properly restrained before working with machines and power tools.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, first aid kits, and emergency exits.
- Safety guards will be in place and maintained in proper working order on all machines and power tools.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.



BUSINESS MANAGEMENT & ADMINISTRATION

Frequent Industry Violations

- Portable fire extinguishers
- General requirements
- Wiring methods, components, and equipment for general use

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop or laboratory.
- Students will wear the appropriate PPE for the task that is being performed.
- Floors are kept free of oil, water, and foreign materials which may create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, First Aid kits and emergency exits.
- Safety meetings will occur on at least a weekly basis in order to address and correct any safety concerns.



EDUCATION AND TRAINING

Frequent Industry Violations

- Hazard communication
- Formaldehyde
- General requirements
- Respiratory protection
- Portable fire extinguishers
- The control of hazardous energy (Lockout/Tag-out)
- Maintenance, safeguards, and operational features for exit routes
- Asbestos (Training and Management Plans)
- Wiring methods, components, and requirements for general use
- Access to employee exposure and medical records

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop or Laboratory.
- Students will wear the appropriate PPE for the task that is being performed.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, First Aid kits, and emergency exits.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.

FINANCE

Frequent Industry Violations

- Hazard communication
- General requirements
- Sanitation
- Wiring methods, components, and equipment for general use
- Fixed industrial stairs
- Design and construction requirements for exit routes
- Emergency action plans
- Use of equipment
- Housekeeping
- Aerial Lifts

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop or laboratory.
- Students will wear the appropriate PPE for the task that is being performed.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, First Aid kits, and emergency exits.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.

GOVERNMENT AND PUBLIC ADMINISTRATION

Frequent Industry Violations

- General requirements
- Wiring methods, components, and equipment for general use
- Hazard communication
- Maintenance, safeguards, and operational features and exit routes
- Portable fire extinguishers
- Design and construction requirements for exit routes
- Annual summary
- Handling materials
- The control of hazardous energy (lockout/tagout)
- Agency responsibilities

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop or Laboratory.
- Students will wear the appropriate PPE for the task that is being performed.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, First Aid kits, and emergency exits.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.



HEALTH SCIENCE

Frequent Industry Violations

- Bloodborne pathogens (Training and PPE)
- Hazard communication
- General requirements
- Forms and recordkeeping
- Medical services and first aid (Training)
- Respiratory protection
- Maintenance, safeguards, and operational features for exit routes
- Annual summary
- Eye and face protection
- The control of hazardous energy (Lockout/Tagout)

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop/laboratory.
- Eye protection and other appropriate PPE will be worn in the shop/laboratory area at all times.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- Remove jewelry, loose clothing and confine long hair when working in the shop/laboratory.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, first aid kits and emergency exits.
- Universal precautions must be observed in all situations where there is a potential for contact with blood or other potentially infectious materials.
- Safety guards will be kept in place and maintained in proper working order on all machines and power tools.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.



HOSPITALITY AND TOURISM

Frequent Industry Violations

- Hazard communication
- Maintenance, safeguards, and operational features for exit routes
- Wiring methods, components, and equipment for general use
- Medical services and first aid (training)
- Bloodborne pathogens (Training and PPE)
- Portable fire extinguishers
- General requirements
- Annual summary
- Fixed industrial stairs
- Process safety management of highly hazardous chemicals

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the kitchen or laboratory.
- Eye protection and other appropriate PPE will be worn in the kitchen/laboratory at all times.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- Safety guards will be kept in place and maintained in proper working order on all machines and power tools.
- Remove jewelry, loose clothing, and confine long hair when working in kitchen or laboratory.
- A written Hazard Communication Standard shall be implemented in each program.
- Universal precautions must be observed in all situations where there is a potential for contact with blood or other potentially infectious materials.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, first aid kits and emergency exits.
- Safety meetings will occur on at least a weekly basis in order to address and correct any safety concerns.

HUMAN SERVICES

Frequently Industry Violations

- Bloodborne pathogens (Training and PPE)
- Forms (documentation)
- Hazard communication
- Eye and face protection
- Medical services and first aid (Training)
- Recording criteria
- Annual summary
- Guarding floor, wall openings and holes
- General requirements
- Sanitation

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written safety test before they are permitted to work in the shop/laboratory.
- A written Hazard Communication Standard will be implemented in each program.
- Eye protection and other appropriate PPE will be worn when working in the laboratory.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- Universal precautions must be observed in all situations where there is a potential for contact with blood or other potentially infectious materials.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, first aid kits, and emergency exits.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.

INFORMATION TECHNOLOGY

Frequent Industry Violations

- Hazard communication
- Maintenance, safeguards, and operational features for exit routes
- Telecommunications
- General requirements for all machines
- Wiring methods, components, and equipment for general use
- The control of hazardous energy (lockout/tag-out)
- Powered industrial trucks
- Sanitation
- Guarding floor, wall openings and holes
- Occupational noise exposure

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop or laboratory.
- Students will wear the appropriate PPE for the task that is being performed.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, first aid kits, and emergency exits.
- Safety guards will be in place and maintained in proper working order on all machines and power tools.
- Safety meetings will occur on at least a weekly basis in order to address and correct any safety concerns.

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY

Frequent Industry Violations

- General requirements
- Hazard communication
- Maintenance, safeguards, and operational features for exit routes
- Portable fire extinguishers
- Wiring methods, components, and equipment for general use
- Annual summary
- Hazards associated with Lead
- Bloodborne pathogens (Training)
- Asbestos hazards and management
- Hand protection

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written safety test before they are permitted to work in the shop/laboratory.
- A written Hazard Communication Standard will be implemented in each program.
- Eye protection and other appropriate PPE will be worn at all times in the shop/ laboratory.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- Universal precautions must be observed in all situations where there is a potential for contact with blood or other potentially infectious materials.
- A written Exposure Control Plan shall be developed and implemented in each Law, Public Safety, Corrections & Security program.
- Safety meetings will occur on at least a weekly basis in order to address and correct any safety concerns.

MANUFACTURING

Frequent Industry Violations

- Hazard communication
- General requirements for all machines
- Respiratory protection
- The control of hazardous energy (Lockout/Tag-out)
- Powered industrial trucks
- Wiring methods, components, and equipment for general use
- General requirements
- Mechanical power-transmission apparatus
- Spray finishing using flammable and combustible materials
- Occupational noise exposure

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop area.
- Eye protection and other appropriate PPE will be worn in the Shop at all times.
- Floors are kept free of oil, water, and foreign materials which may create a hazard.
- All welding equipment and apparatus used by students must meet American Welding Society standards.
- A written Hazard Communication Standard will be implemented in each program.
- Remove jewelry, loose clothing, and confine long hair when working in the Shop.
- All safety guards on machines will be kept in place and functioning correctly.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, first aid kits, and emergency exits.
- Safety meetings will occur on at least a weekly basis in order to address and correct any safety concerns.

MARKETING

Frequent Industry Violations

- Hazard communication
- Powered industrial trucks
- Wiring methods, components, and equipment for general use
- Respiratory protection
- General requirements
- Portable fire extinguishers
- Control of hazardous energy (Lock-out/Tag-out)
- OSH Act General Duty Paragraph
- Medical services and first aid
- Sanitation

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written Safety Test before they are permitted to work in the shop or laboratory.
- Students will wear the appropriate PPE for the task that is being performed.
- Floors are kept free of oil, water, and foreign materials which may create a hazard.
- A written Hazard Communication Standard will be implemented in each program.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, first aid kits, and emergency exits.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.



SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS

Frequent Industry Violations

- Hazard communication
- Respiratory protection
- Wiring methods, components, and equipment for general use
- General requirements
- Guarding floors, wall openings and holes
- The control of hazardous energy (Lockout/Tagout)
- Powered industrial trucks
- Permit-required confined spaces
- OSH Act General Duty Paragraph
- Maintenance, safeguards, and operational features for exit routes

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written safety test before they are permitted to work in the shop/laboratory.
- A written Hazard Communication Standard will be implemented in each program.
- Students will wear eye protection and other appropriate PPE when working in the laboratory.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- Universal precautions must be observed in all situations where there is a potential for contact with blood or other potentially infectious materials.
- A written Exposure Control Plan will be developed and implemented in each Health Science program.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, First Aid kits, and emergency exits.
- Safety meetings will occur on at least a weekly basis in order to address and correct any safety concerns.

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Frequent Industry Violations

- Hazard communication
- Powered industrial trucks
- Respiratory protection
- Wiring methods, components, and equipment for general use
- General requirements
- OSH Act General Duty Paragraph
- Guarding floor, wall openings and holes
- Portable fire extinguishers
- Maintenance, safeguards, and operational features for exit routes
- General requirements for all machines

Company Safety Standards

- All students will complete program-specific safety training and achieve a score of 100% on a written safety test before they are permitted to work in the shop area.
- A written Hazard Communication Standard will be implemented in each program.
- Eye protection and other appropriate PPE will be worn in the shop at all times.
- Floors are kept free of oil, water, and foreign materials which may be create a hazard.
- A properly vented exhaust extraction hose must be attached whenever vehicle engines are operated indoors.
- Safety guards will be in place and maintained in proper working order on all machines and power tools.
- All students will know the location of emergency power shut-offs, fire extinguishers, eye wash stations, First Aid kits and emergency exits.
- Safety meetings will occur on at least a weekly basis, in order to address and correct any safety concerns.

DRUG-FREE WORK ZONE

Each Simulated Workplace Company/CTE program throughout West Virginia will participate in random drug testing of students in accordance with the Simulated Workplace initiative to ensure that all students have a safe and healthful learning environment.



DAILY INSPECTIONS

Daily inspections of the Shop/Laboratory will be conducted by the Company Safety Team, using the following checklist. Safety Managers will provide the Instructor with a copy of each completed checklist.

GENERAL PHYSICAL CONDITIONS

- Machines, benches and other equipment are arranged to conform to good safety practice.
- Condition of stairways.
- Condition of aisles.
- Condition of floors.
- Condition of walls, windows, and ceiling.
- Illumination is safe, sufficient and well-placed.
- Ventilation is adequate and proper for conditions.
- Adequate temperature control.
- Fire extinguishers are of the proper type, adequately supplied, properly located and maintained.
- Teacher and students know the location of and how to use the proper type of fire extinguisher for various fires.
- Number and location of exits is adequate and properly identified.
- Proper procedures have been formulated for emptying the room of students and taking adequate precautions in case of emergencies.
- Lockers are inspected regularly for cleanliness and fire hazards.
- Locker doors are kept closed.
- Walls are clear of objects that might fall.
- Utility lines are properly identified.
- Teachers know the procedure in the event of fire including notification of the fire department and the evacuation of the building.
- Air in the shop is free from excessive dust, smoke, etc.

HOUSEKEEPING

- General appearance as to orderliness.
- Adequate and proper storage space for tools and materials.
- Work benches are kept in an orderly manner.
- Corners are clean and clear.
- Special tool racks are available and kept in an orderly manner.
- Tool, supply, and material room is orderly.
- Sufficient scrap boxes are provided.
- Scrap stock is put in scrap boxes promptly.
- Materials are stored in an orderly and safe condition.
- A spring lid metal container is provided for waste and oily rags.
- Containers for oily rags and waste materials are frequently and regularly emptied.
- Dangerous materials are stored in appropriate cabinets.
- MSDS are kept for all chemicals.
- Bulk storage of dangerous materials is provided outside of the main building.
- Flammable liquids are not used for cleaning purposes.
- Floors are free of oil, water, and foreign materials.
- Floors, walls, windows and ceilings are cleaned periodically.

EQUIPMENT

- Machines are arranged to protect workers from hazards of other machines.
- Danger zones are properly indicated and guarded.
- Gears and moving belts are protected by permanent closure guards.
- All guards are used as much as possible.
- All equipment control switches are easily available to the operator.
- All machines are “locked off” when the instructor is out of the room.
- Adequate storage facilities are available for tools and equipment when not in immediate use.
- Non-skid areas are provided around machines.
- Machines are in safe working condition.

- Machines are guarded to comply with American Standards Association and Local State Code.
- Adequate supervision is maintained when students are using machines and dangerous tools.
- Tools are kept sharp, clean, and in safe working order.
- All hoisting devices are in safe operating condition.
- Machines are shut off while unattended.

ELECTRICAL INSTALLATION

- All switches are enclosed.
- There is a master control switch for all the electrical installations.
- Electrical outlets and circuits are properly identified.
- All electrical extension cords are in safe condition and are not carrying excessive loads.
- All machine switches are within easy reach of the operator.
- Electrical motors and equipment are wired to comply with the National Electric Code.
- Individual cut-off switches are provided for each machine.
- Machines are approved with overload and underload controls.
- No temporary wiring is evident.

PERSONAL PROTECTIVE EQUIPMENT

- Goggles or protective shields are provided and required for all work where eye hazards exist.
- Shields and goggles are provided for welding processes.
- Rings and other jewelry are removed when working in the shop.
- Proper apparel is worn at all times.
- Respirators are provided for dusty or toxic atmospheric conditions.
- Provisions are made for cleaning and sterilizing respirators.
- Sleeves are rolled above the elbows when operating machinery.
- Clothing is free from loose sleeves or loose material which may become caught in machinery.

INSTRUCTION

- Shop safety is taught as an integral part of each teaching unit.
- Safety rules are posted particularly at each danger station.
- Printed safety rules are given to each student.
- Student shop safety committees are formed and active.
- Safety contests are utilized.
- Audiovisual aides are used in instruction.
- Safety tests are given.
- Safety posters are used.
- Periodic safety inspections of the shop are made by a student safety committee.
- Proper records of Safety training sessions are kept.

FIRST AID

- Adequately stocked first aid cabinet is provided.
- The first aid is administered by a qualified individual.
- First aid instruction is provided to all students and instructors.

ACCIDENT REPORTS

- There is a written statement outlining the proper procedure to follow when a student is injured.
- Adequate accident statistics are kept.
- Accidents are reported to the proper administrative authority by the Instructor.
- A copy of each accident report is filed with the proper authorities.
- Accident reports are analyzed for instructional purposes and to furnish the basis for elimination of hazards.

DEVELOPING A 5S WORKPLACE ENVIRONMENT

A safe work environment will exist only if hazards are discovered and corrected through regular and frequent inspections by school personnel- administrators, teachers and students.

Instructors must ensure that students develop a workplace environment that promotes safe and efficient work practices. Using the 5S Check Sheet allows the designated safety manager to inspect and enforce all of the necessary safety standards.



5S Check Sheet

		Inspection Topics	Yes	No	Observations, comments, improvement suggestions
SORT	1	Are all unserviceable items removed from the immediate work environment?			
	2	Are all inadequate raw materials, semi-finished products and/or waste properly disposed of and away from the immediate work environment?			
	3	Are all unused tools, spare parts and/or materials properly stored away from the immediate work environment?			
	4	Are all frequently used objects sorted, arranged, stored and labeled?			
	5	Does the current inventory or in-process inventory reflect only required materials and/or parts?			
STRAIGHTEN	1	Are all access aisles, storage areas, working places and equipment clearly marked and defined?			
	2	Are all electronic files organized in an efficient, easy to find data/file system?			
	3	Are all tools, devices and instruments properly organized in regular or special designated areas?			
	4	Are all fire extinguishers, walkways and exits clear of obstacles?			
	5	Are all shelves labeled for item location, quantities and weight (if applicable)?			
SHINE	1	Are all tools/equipment clean and properly stored/shut down on a daily basis?			
	2	Are all machines, work stations, floors, walls and surfaces clean, free from clutter and properly maintained?			
	3	Is all lighting within the classroom/lab environment clean and in working order?			
	4	Are designated work areas properly marked within the classroom/lab areas?			
	5	Is cleaning completed daily and recorded on a cleaning check sheet?			

		Inspection Topics	Yes	No	Observations, comments, improvement suggestions
STANDARDIZE	1	Do all workplace areas have adequate lighting and/or ventilation?			
	2	Do all employees actively participate in continuous improvement efforts (5S team, idea boards, root cause for variation, safety workshops, updated on SW, etc.)?			
	3	Are 5S standard procedures written, clear, and actively used?			
	4	Are all 5S standards reviewed to create clear improvement plans for work areas?			
	5	Is there a documented process in place to ensure unnecessary items do not "creep" back into the work area?			
SUSTAIN	1	Is a daily cleaning check sheet in place and up-to-date?			
	2	Are all daily cleaning/maintenance reports completed and on file?			
	3	Have Sort-Straighten-Shine-Standardize been fully implemented and functioning well? Are past audits posted and used for improvement?			
	4	Have all employees been adequately trained in 5S standard procedures?			
	5	Are all 5S procedures up-to-date and regularly reviewed?			
TOTAL:					YES = 4 pts. NO = 0 pts.

VALUABLE CONTACTS:

West Virginia Board of Barbers and Cosmetologists

Phone: (304) 558-2924

Address: 1201 Dunbar Avenue, Dunbar, WV 25064

West Virginia Department of Agriculture

Telephone: (304) 558-3550

Fax: (304) 558-2203

Address: 1900 Kanawha Blvd. East State Capitol Room E-28,
Charleston, WV 25305-0170

West Virginia Department of Environmental Protection

Telephone: (304) 926-0440

Address: 601 57th Street SE, Charleston, WV 25304

West Virginia State Fire Marshall

Telephone: (304) 558-2191

Fax: (304) 558-2537

Address: 1207 Quarrier Street, Second Floor, Charleston, WV
25301

West Virginia Division of Health & Human Resources, Public
Health Sanitation Division

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Address: 350 Capitol Street, Room 313, Charleston, WV 25301-
3713

West Virginia Division of Homeland Security and Emergency
Management

Telephone: (304) 558-5380 (Open 24 hours)

Address: 1900 Kanawha Blvd. East, Charleston, WV 25305

United States Department of Labor- Occupational Safety &
Health Administration

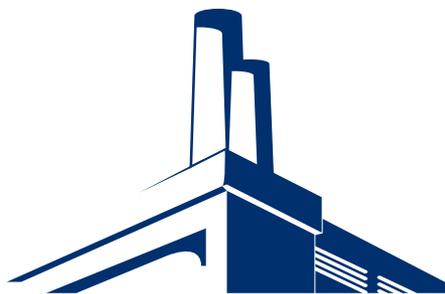
Phone: (304) 347-5937

Fax: (304) 347-5275

Address: 405 Capitol Street, Suite 407, Charleston, WV 25301-
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West Virginia University Safety and Health Extension Service
<http://www.safetyandhealth.ext.wvu.edu/>
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Workforce West Virginia
Phone: 304-558-0291
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