



SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM (SCSEP)

TRAINING SITE SAFETY CHECKLIST

DEPARTMENT OF HEALTH AND HUMAN SERVICES

VOCATIONAL REHABILITATION

SFN 156 (3-2023)

Training Site	Inspected By	Date
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Accident/Emergency Response/Plans	Yes	No	N/A	Action Needed	Corrective Action Taken
Accident report forms on site?					
Does participant/supervisor know how to complete accident reports?					
Does participant/supervisor know where to send accident reports?					
Has training site provided safety training to participants?					
Is participant aware of the building layout and location of emergency exits?					
Is there a plan for leaving the building in case of fire? Is participant aware of plan?					
Is the participant aware of other emergency plans (tornadoes, active shooter, security, COVID-19, etc.)?					
Are emergency phone numbers posted and visible?					
If food service, are safety procedures taught and practiced for proper food storage, hygiene practice, and kitchen safety?					
If a participant is required to lift boxes/ equipment, has a review of lifting heavy objects been done with the participant?					

Equipment	Yes	No	NA	Action Needed	Corrective Action Taken
Is a well-supplied first aid kit on site and does participant know its location?					
Have provisions been made for first aid/ medical care in case of an emergency?					
Does the participant have access to a phone?					
Is there a fire extinguisher that is accessible to participants? Does the participant know how to use the extinguisher? Has the extinguisher been inspected and/or serviced in the past year?					
Does the training site have working fire and smoke alarms?					
Are ladders safe and in good condition?					
Are all tools/equipment properly stored and cared for?					
Have the participants been trained to operate equipment, machines, or tools they use for their jobs?					

Interior/Exterior	Yes	No	NA	Action Needed	Corrective Action Taken
Are fire exits marked appropriately?					
Do doors that swing in both directions have view panels?					
Are electrical appliances grounded?					
Are cords in good condition?					
Are aisles and passageways kept clean?					
Do stairs and steps have rails?					
Are stairs and steps well lit?					
Are stairs and steps in good repair?					
Do stairs and steps have a smooth, but non-skid surface?					
Are outside steps and walks kept clear?					
When floor height changes, is the step or ramp clearly marked?					
Are electrical cords and extension cords properly covered when they cross a floor?					
Are throw rugs and carpet edges secured?					
Is there access to a restroom?					
Is the restroom safe and sanitary?					
Is safe drinking water available at the training site?					

Work Environment	Yes	No	N/A	Action Needed	Corrective Action Taken
Are the participant's work areas clean and orderly?					
Is adequate space provided for tasks performed?					
Are scrap, old nails, and other debris disposed of or stored safely?					
Is the temperature reasonably comfortable throughout the year?					
Is the air free of smoke, fumes, and strong odors?					
Is the noise level normal and non-irritating?					
Have potential job hazards been pointed out to the participant?					
Are participants prohibited from lifting excessive weight?					
Do participants know they are not required to exert themselves beyond their physical capacities?					

Indicate in the space below if any “Action Required” is needed with a deadline agreed upon the SCSEP Administrator and Host Agency Supervisor.

By signing below, you are indicating the Training Site Safety Checklist was reviewed with you.

Participant Signature	Date
Host Agency Supervisor Signature	Date
SCSEP Program Administrator Signature	Date