[University of Virginia](http://www.virginia.edu/)Environmental Health and Safety

Shop, Studio, Makerspace Safety Program

[www.ehs.virginia.edu](http://www.ehs.virginia.edu)

434-982-4911

**SHOP, STUDIO, & MAKERSPACE SAFETY**

Self-Assessment Checklist for Managers (Faculty and Staff)

This checklist is provided as a tool to assist space managers in the self-evaluation of basic factors related to safety, compliance, and instructional environment oversight responsibilities. The criteria displayed in this self-assessment checklist are consistent with [University Policy for Safety of Students in Laboratories, Makerspaces, Shops and Studios](https://uvapolicy.virginia.edu/policy/PROV-007), the corresponding [EHS Safety Program for Shops, Studios and Makerspaces](http://www.ehs.virginia.edu/Shop-Studio-Safety-Program.html), and best practices for minimization of risk of injury and illness.

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| **Instructional Environment (facility name):** | **Room:** |
| **Self-Assessment performed by:** | **Date:** |

|  |  |  |
| --- | --- | --- |
| **ITEM** | **Yes** | **No** |
| **Category: Hazard(s) Identification, Evaluation and Control** | | |
| 1. The following areas have been evaluated: | | |
| * Personal Protective Equipment selected and provided to Users. |  |  |
| * Chemical storage cabinets (e.g. flammable, corrosive) are in place and used appropriately (as needed) <http://ehs.virginia.edu/Chemical-Safety-Storage.html> |  |  |
| * Eyewash and/or safety showers are available in areas that use immediately injurious materials (i.e. corrosives); are included in preventative maintenance schedule and periodically tested by users. |  |  |
| * Appropriate fire extinguishers identified for operations performed; are included in preventative maintenance schedule |  |  |
| 1. Controls have been identified for processes that can create hazardous airborne exposures or produce harmful noise levels. <http://ehs.virginia.edu/Exposure-Monitoring.html> |  |  |
| **Category: Training** | | |
| 1. Student Users and other facility users have completed [***UVA User Agreement***](http://ehs.virginia.edu/Shop-Studio-Safety-User-Agreement.html) for hazard category level (HCL) equipment/tools, levels 2-4. [Refer to Roles & Responsibilities -[Shop Studio Safety Program](http://ehs.virginia.edu/Shop-Studio-Safety-Program.html)]. |  |  |
| 1. [Required or recommended EHS training](http://www.ehs.virginia.edu/Shop-Studio-Safety-Training.html) is assigned to students and other users for the activities that will be performed. |  |  |
| 1. Hands-on training is provided to students to enhance knowledge on safe and correct operations and user proficiency on the tools and equipment that will be assigned. |  |  |

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| **ITEM** | **Yes** | **No** |
| 1. Assistants are trained to ensure understanding of their responsibilities to oversee the safety of activities and users. |  |  |
| 1. Non-EHS training (#5 & 6 above) is documented   (See the EHS resource [Safety, Training and Recordkeeping - STAR](https://researchcompliance.web.virginia.edu/nfpa/data/room_owners/home.cfm)) |  |  |
| 1. Volunteers have completed the Volunteer Document -<http://riskmanagement.virginia.edu/volunteers> |  |  |
| **Category: Student Oversight and Access to Space** | | |
| 1. Appropriate policies (in accordance with the [Hazard Classification Table](http://ehs.virginia.edu/ehs/ehs.shopandstudio/shopandstudio.documents/Hazard-Classification-Table.pdf)) are implemented for access to the space and student oversight. |  |  |
| **Category: Emergency Plan** | | |
| 1. Post and inform all users of Emergency Plan – (refer to<http://ehs.virginia.edu/Shop-Studio-Safety-Emergency-Plan.html> |  |  |

**If you have questions or need assistance, contact EHS at 982-4911 or refer to the Shop, Studio, and Maker Space Safety staff.**