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**Apprenticeship Maryland Program**

**Safety Checklist for MDOL Navigators**

1. Physical work facility in a commercial facility, not a residence or home office.
2. Structured work area for each employee.
3. Material Safety Data Sheet information posted in facility for industry.
4. Well-marked entrance and exits for emergency purposes.
5. No evidence of Drugs, Alcohol and Substances in the workplace.
6. Hazardous work areas identified within facility with appropriate signage.
7. Appropriate rooms marked for restrooms, first aide, safety controls, emergency shut off valves, etc. per type of facility.
8. Student to have appropriate designated work-space/work area while working on site.
9. Proper access to supervision/administration as needed while in work area.
10. ADA Compliance and Signage.
11. Exposed areas: damp/dark areas, exposed wiring, holes, unsecured openings/areas in building or grounds.
12. Large obstacles in pathways or blocking doors/exits/entrances/hallways/driveways.
13. Poor quality/maintained equipment.
14. No evidence of safety precautions while at facility where needed: Hard hats, safety glasses, masks, and other gear.
15. Tools, hardware not in a properly organized manner for functionality within facility.
16. Falling objects within the facility or grounds that is randomly occurring or unsafe.
17. Dangerous ramps, stairways, doors that are not secure.
18. Improperly secured equipment within the facility.
19. Building structural damage.
20. Toxic substances exposed and not contained properly on the grounds and/or facility.
21. Exterior Grounds marked with appropriate directional signage for emergency purposes.

All above items founds to be in order for: [Name of employer]

Verified By: [Name of MD Labor Staff Person]