

## SHOP SAFETY INSPECTION CHECKLIST

As part of EH&S's safety survey program we have compiled a list of the most common safety problems. This is not a list of every possible hazard, but can be used as a guideline to conduct your own shop safety surveys. If you have any questions please contact EH&S at ext. 5711 or 3302.

Check Yes (if in compliance), No (if improvement/correction required) or N/A (not applicable).

<b>Administrative</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have employees been trained on the departmental IIPP and is there a copy of the IIPP readily available to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are training records maintained and available for review by employees, EH&S and outside agencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety inspections conducted on a regularly scheduled basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inspection records readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Material Safety Data Sheets (MSDSs) and an inventory of all hazardous materials used in the workplace on file and accessible to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency assembly point, procedures and routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees/students instructed in emergency procedures (i.e., location of equipment and exits, location and use of fire extinguishers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable, are employee/student medical records, and records of exposure to hazardous substances maintained, current, and available for employees and their physicians?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <b>General Safety</b>	 <b>Yes</b>	 <b>No</b>	 <b>N/A</b>
Are fire extinguishers provided and maintained annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area in front of fire extinguishers free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits and aisles clear and free of obstacles and combustible storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are fire doors not propped open with wedges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tools and materials properly stored after use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are areas around machines kept free of sawdust, metal turnings/filings, debris, spilled oil, chemicals or water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do work areas have adequate ventilation and illumination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials and flammable solvents kept 35 feet away from welding areas or in flammable storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the appropriate signs posted requiring the use of protective eye equipment when operating certain machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are covered metal containers provided for oily and paint-soaked waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed gas cylinders protected from external heat sources and stored in well protected, well-vented, and dry locations away from highly combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are incompatible gases stored separately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders secured upright with welded chains and brackets bolted to a wall, bench or other secure object (no C-clamps)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are valve protection caps in place while cylinders are not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the location of manuals /instructions for each piece of equipment known?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all ladders maintained in safe operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hand trucks maintained in safe operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals properly labeled to identify original product names (or full chemical names), contents and hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals segregated and stored according to compatible hazard classification (acids, bases, flammable liquids, oxidizers, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are employees provided with and trained in the proper use and selection of respiratory protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are employees provided with and using hearing protection for noise hazardous equipment (sound level above 85dBA)?

Are employees provided with and using safety glasses, goggles/face shields when needed?

Are employees provided with and using protective clothing (gloves, coat, apron, coveralls)?

Are steel-toed safety shoes worn where required?

**Shop Tools and Machinery** **Yes** **No** **N/A**

Are guards and safety shields in place for machine/equipment with rotating or moving parts?

Are tools such as chisels, punches, wrenches, etc., reconditioned or replaced as necessary?

Are broken or fractured handles on tools replaced promptly?

Are cutting edges of tools kept sharp?

Are radial arms saws provided with an anti-kickback device, spreader and automatic return?

Is equipment provided with adequate point of operation, rotating parts, nip points and v-belt guards?

Are all equipment and machines kept clean and properly maintained?

**Electrical Safety** **Yes** **No** **N/A**

Are employees instructed not to use extension cords in place of permanent wiring? (Exception: use of extension cords for portable hand power tools.)

Are extension cords for portable tools in good condition?

Are multiple outlet strip cords 6' or under, and does the strip have a circuit breaker?

Do cube taps have no more than 3 outlets?

Are electrical cover plates in place on all electrical switches or outlets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical equipment inspected (with power off and unplugged) for frayed cords and damaged connections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these hazards reported and repaired by experienced people?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all electrical equipment grounded (three-prong plugs) or double insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are 3-prong plugs only used for 3-prong receptacles, and never altered to fit into an outlet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are control switches, circuit breakers and electrical panels free of obstructions (3' clearance)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the alteration or removal of safety features of high voltage equipment prevented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical boxes, panels and receptacles covered to protect against electrocution or shock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are high voltage control panels and doors posted and closed with safety interlocks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Hazardous Materials**

**Yes No N/A**

Are chemical containers properly labeled to identify original product names (or full chemical names), contents and hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals stored according to compatible hazard classification (acids, bases, flammable liquids, carcinogens, etc.) and are they seismically restrained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids stored in closed metal safety cans or cabinets whenever possible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids always stored in cabinets when in excess of 10 gallons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids stored away from sources of heat, ignition, electrical equipment or sources of static electricity, machinery with moving parts, and areas for mixing chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do flammable liquid storage cabinets not exceed thirty gallons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are all chemicals secured on shelves with lips or shock cords?

**Hazardous Waste**

**Yes No N/A**

Is disposal of hazardous substances down the drain prevented?

Are the proper containers obtained and used for storing hazardous waste?

Are all hazardous waste containers properly labeled and sealed?

Are the appropriate categories of chemical waste segregated?

Is liquid waste accumulated in screw-top containers?

Are all constituents in mixtures identified, as well as their concentrations?

Are all "sharps" disposed in puncture resistant, leak-resistant containers and taped or sealed tightly to preclude loss of contents?

Do all personnel know how to have waste picked up?

Are chemical waste pickup forms available?

Are waste minimization procedures followed?

**Seismic Bracing and Earthquake Preparedness**

**Yes No N/A**

Are furnishings and machine tools over 42" high braced? (This includes file cabinets, bookcases, desk hutches, drill presses, etc.)

Is all shelving secured?

Are heavy items below head level or restrained?

\_\_\_\_\_  
Safety Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date