

APPENDIX C-3
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. 5702.

Check Yes (if in compliance), No (if improvement/correction required) or N/A (not applicable). Write comments which explain a 'No' and how the correction will be made.

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

General Safety

Yes No N/A

Are fire extinguishers provided and maintained annually?
Is the area in front of fire extinguishers free of obstructions? ___ ___ ___

Are exits and aisles clear and free of obstacles and combustibile storage? ___ ___ ___

Are fire doors not propped open with wedges? ___ ___ ___

Are tools and materials properly stored after use? ___ ___ ___

Are areas around machines kept free of sawdust, metal turnings/filings, debris, spilled oil, chemicals or water? ___ ___ ___

Do work areas have adequate ventilation and illumination? ___ ___ ___

Are combustibile materials and flammable solvents kept 35 feet away from welding areas or in flammable storage cabinets? ___ ___ ___

Are the appropriate signs posted requiring the use of protective eye equipment when operating certain machinery? ___ ___ ___

Are flammable materials stored in closed metal safety cans or cabinets whenever possible? Are flammable liquids stored in cabinets when in excess of 10 gallons? ___ ___ ___

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? ___ ___ ___

Do flammable liquid storage cabinets not exceed sixty (60) gallons? ___ ___ ___

Are covered metal containers provided for oily and paint-soaked waste? ___ ___ ___

Are compressed gas cylinders protected from external heat sources and stored in well protected, well-vented, and dry ___ ___ ___

locations away from highly combustible materials?

Are compressed gas cylinders dated (less than five years old) and properly labeled? ___ ___ ___

Are incompatible gases stored separately? ___ ___ ___

Are cylinders secured upright with welded chains and brackets bolted to a wall, bench or other secure object (no C-clamps)? ___ ___ ___

Are valve protection caps in place while cylinders are not in use? ___ ___ ___

Is the location of manuals /instructions for each piece of equipment known? ___ ___ ___

Are all ladders maintained in safe operating condition? ___ ___ ___

Are hand trucks maintained in safe operating condition? ___ ___ ___

Are chemicals properly labeled to identify original product names (or full chemical names), contents and hazards? ___ ___ ___

Are chemicals segregated and stored according to compatible hazard classification (acids, bases, flammable liquids, oxidizers, etc.)? ___ ___ ___

Personal Protective Equipment

Are employees provided with and trained in the proper use and selection of respiratory protection? ___ ___ ___

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

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? ___ ___ ___

Is clear access (36" clearance) provided to electrical panels? ___ ___ ___

Are electrical cover plates in place on all electrical switches or outlets? ___ ___ ___

	Yes	No	N/A
Is electrical equipment inspected (with power off and unplugged) for frayed cords and damaged connections? Are these hazards reported and repaired by appropriate people?	___	___	___
Is all electrical equipment grounded (three-prong plugs) or double insulated?	___	___	___
Are 3-prong plugs only used for 3-prong receptacles, and never altered to fit into an outlet?	___	___	___
Is the alteration or removal of safety features of high voltage equipment prevented?	___	___	___
Are all electrical boxes, panels and receptacles covered to protect against electrocution or shock?	___	___	___
Are control switches, circuit breakers and electrical panels free of obstructions (36" clearance)?	___	___	___
Are high voltage control panels and doors posted and closed with safety interlocks?	___	___	___
Hazardous Materials			
Are chemical containers properly labeled to identify original product names (or full chemical names), contents and hazards?	___	___	___
Are chemicals stored according to compatible hazard classification (acids, bases, flammable liquids, carcinogens, etc.) and are they seismically restrained?	___	___	___
Are flammable liquids stored in closed metal safety cans or cabinets whenever possible?	___	___	___
Are flammable liquids always stored in cabinets when in excess of 10 gallons?	___	___	___
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?	___	___	___
Do flammable liquid storage cabinets not exceed thirty gallons?	___	___	___

	Yes	No	N/A
Are all chemicals secured on shelves with lips or shock cords?	___	___	___

Hazardous Waste

Is disposal of hazardous substances down the drain prevented?	___	___	___
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Are the proper containers obtained and used for storing hazardous waste?	___	___	___
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Are all hazardous waste containers properly labeled (by the chemical name) and sealed?	___	___	___
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Are the appropriate categories of chemical waste segregated?	___	___	___
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Is liquid waste accumulated in screwtop containers?	___	___	___
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Are all constituents in mixtures identified, as well as their concentrations?	___	___	___
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Are all "sharps" disposed in puncture resistant, leak-resistant containers and taped or sealed tightly to preclude loss of contents?	___	___	___
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Do all personnel know how to have waste picked up? Are chemical waste pickup forms available ?	___	___	___
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Are waste minimization procedures followed?	___	___	___
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Seismic Bracing and Earthquake Preparedness

Are furnishings and machine tools over 42" high braced? (This includes file cabinets, bookcases, desk hutches, drill presses, etc.)	___	___	___
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Is all shelving secured?	___	___	___
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Are heavy items below head level or restrained?	___	___	___
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