



| Department: | | | | | | |
|--|---|---|-----|-------------------|---------------------------------|---------------|
| Location: | | | | | | |
| Inspector: | | | | | | |
| Date: | | | | | | |
| INSPECTION ITEMS | Y | N | N/A | Corrective Action | Corrected at time of inspection | Date Complete |
| Emergency and Fires | | | | | | |
| 1. Are emergency phone numbers (including EH&S injury hotline) posted near a phone? | | | | | | |
| 2. Do employees know where to gather in case of an evacuation? | | | | | | |
| 3. Do employees know where and how receive care for an injury? | | | | | | |
| 4. Are signs present for emergency safety equipment (eyewash, exits etc.)? | | | | | | |
| 5. Are emergency evacuation drills regularly conducted? | | | | | | |
| 6. Are all exits and paths free of obstruction? | | | | | | |
| 7. Are first aid kits fully stocked and inspected monthly? | | | | | | |
| 8. Are fire extinguishers present and inspected within the past year? | | | | | | |
| 9. Are oily rags kept in a metal bin and removed from the shop daily? | | | | | | |
| 10. Are flammable materials in excess of 10 gallons stored in appropriate containers and storage cabinets? | | | | | | |
| Safety Administration | | | | | | |
| 1. Have all employees received general safety training: MSDS, personal protective equipment (PPE), fire and back safety, etc.? | | | | | | |
| 2. Have all employees been trained on the equipment that they operate? | | | | | | |
| 3. Are all employees current on specialized training: | | | | | | |
| ▪ Ladders | | | | | | |
| ▪ Fall Protection | | | | | | |
| ▪ First Aid | | | | | | |
| ▪ Lockout/Tagout | | | | | | |
| ▪ Forklift | | | | | | |
| ▪ Materials Handling | | | | | | |
| ▪ Respirators | | | | | | |
| ▪ Injury and Illness Prevention | | | | | | |



Shop Safety Inspection Checklist

| INSPECTION ITEMS | Y | N | N/A | Corrective Action | Corrected at time of inspection | Date Complete |
|--|---|---|-----|-------------------|---------------------------------|---------------|
| 4. Are all safety trainings documented and filed? | | | | | | |
| 5. Are regularly scheduled safety meetings conducted in the shop? | | | | | | |
| 6. Are safety meeting minutes posted and implemented? | | | | | | |
| 7. Do all employees have access to the shop safety guide? | | | | | | |
| 8. Is PPE provided and used whenever necessary? | | | | | | |
| 9. Are filters changed routinely? | | | | | | |
| Housekeeping and Ventilation | | | | | | |
| 1. Are all worksites clean and orderly? | | | | | | |
| 2. Are waste containers kept clean and emptied daily? | | | | | | |
| 3. Is food kept in the designated area at all times? | | | | | | |
| 4. Are all cabinets and shelves secured or anchored? | | | | | | |
| 5. Are all machines secured or anchored? | | | | | | |
| 6. Are floors in good condition and kept dry? | | | | | | |
| 7. Are all light fixtures adequate and functioning properly? | | | | | | |
| 8. Is the ventilation system adequate for the work being performed? | | | | | | |
| 9. Are filters changed routinely? | | | | | | |
| Electrical Safety | | | | | | |
| 1. Are all plugs, cords, and panels enclosed, free from splices with insulation in good condition? | | | | | | |
| 2. Do all extension cords have grounding conductors? | | | | | | |
| 3. Are extension cords used only temporarily? Never link cords together! | | | | | | |
| 4. Do cords secured so they do not run across pathways, under doors or the walls? | | | | | | |
| 5. Is the breaker panel accessible with labels identifying the function of each switch? | | | | | | |
| 6. Are ground fault circuit interrupters available for use in wet areas? | | | | | | |
| 7. Are hand-tools effectively grounded or an approved double insulated type? | | | | | | |
| Mechanical Safety | | | | | | |
| 1. Is defective equipment promptly reported, labeled, and repaired? | | | | | | |



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|--|---|---|-----|-------------------|---------------------------------|---------------|
| 2. Do all machines have guards to protect against points of operation, nip points, rotating parts, moving parts, flying chips, sparks, etc.? | | | | | | |
| 3. Are start, stop, emergency and other operating controls within the operator's reach? | | | | | | |
| 4. Are written standard operating procedures (SOPs) for each machine available and executed by all employees? | | | | | | |
| 5. Are machines regularly cleaned and maintained? | | | | | | |
| 6. Are maintenance records, calibrations, certifications of each machine kept on file? | | | | | | |
| 7. Do only authorized employees perform repairs? | | | | | | |
| Portable Tools | | | | | | |
| 1. Are all electrical hand tools in good operating condition? | | | | | | |
| 2. Are tools free from cracks and broken parts? | | | | | | |
| 3. Are ladders free from dents, splinters, grease, dirt etc.? | | | | | | |
| 4. Do the spreaders lock in place? | | | | | | |
| 5. Are all safety feet on the ladder in good condition? | | | | | | |
| 6. Are only approved welding equipment used? | | | | | | |
| 7. Are all welding equipment properly insulated? | | | | | | |
| 8. Are fuel gas hoses red, oxygen green, and inert gas black? | | | | | | |
| 9. Are cylinders legibly marked? | | | | | | |
| 10. Are cylinders and hoses free from cracks or dents? | | | | | | |
| 11. Are cylinders secured upright with a double chain and valve protector caps? | | | | | | |
| Storage, Hazardous Materials and Waste | | | | | | |
| 1. Are materials stored to prevent falls and spills? | | | | | | |
| 2. Do signs designate storage areas? | | | | | | |
| 3. Are all storage containers labeled with their contents? | | | | | | |
| 4. Are storage racks free from sagging? | | | | | | |
| 5. Are employees taught how to stock and unstock shelves safely? | | | | | | |



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| 6. Are combustibles and chemicals kept in closed containers when not in use? | | | | | | |
| 7. Do workers use the appropriate PPE when handling materials? | | | | | | |
| 8. Has a current chemical inventory list been provided to EH&S? | | | | | | |
| 9. Are chemicals separated by hazard class (acids, bases, etc.)? | | | | | | |
| 10. Is chemical waste properly separated and stored with EH&S? | | | | | | |
| 11. Hazardous Waste Tags? | | | | | | |
| 12. Does EH&S pick up the hazardous waste at least 9 months from generation? | | | | | | |

*This Checklist should be used as a guideline in the shop. All shops are unique with different hazards. Supervisors are encouraged to identify hazards that are not included and supplement the list to ensure utmost worker safety.