

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						

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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.