

## Shop Safety Inspection Checklist

**Department:**

**Date:**

**Inspector:**

**Location:**

Emergency and Fires	Yes	No	N/A	Comments / Date Corrected
1. Are emergency phone numbers (including EH&S injury hotline) posted near a phone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do employees know where to gather in case of an evacuation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do employees know where and how receive care for an injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are signs present for emergency safety equipment (eyewash, exits etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are emergency evacuation drills regularly conducted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are all exits and paths free of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are first aid kits fully stocked and inspected monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are fire extinguishers present and inspected within the past year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are oily rags kept in a metal bin and removed from the shop daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are flammable materials in excess of 10 gallons stored in appropriate containers and storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Administration	Yes	No	N/A	Comments / Date Corrected
1. Have all employees received general safety training: MSDS, personal protective equipment (PPE), fire and back safety, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have all employees been trained on the equipment that they operate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are all employees current on specialized training:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ First Aid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Lockout/Tagout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Forklift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Materials Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Respirators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Injury and Illness Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are all safety trainings documented and filed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are regularly scheduled safety meetings conducted in the shop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are safety meeting minutes posted and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do all employees have access to the shop safety guide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is PPE provided and used whenever necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do employees wear the appropriate attire in the shop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Housekeeping and Ventilation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Date Corrected</b>
1. Are all worksites clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are waste containers kept clean and emptied daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is food kept in the designated area at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are all cabinets and shelves secured or anchored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are all machines secured or anchored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are floors in good condition and kept dry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are all light fixtures adequate and functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Is the ventilation system adequate for the work being performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are filters changed routinely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Date Corrected</b>
1. Are all plugs, cords, and panels enclosed, free from splices with insulation in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do all extension cords have grounding conductors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are extension cords used only temporarily? Never link cords together!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do cords secured so they do not run across pathways, under doors or the walls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is the breaker panel accessible with labels identifying the function of each switch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are ground fault circuit interrupters available for use in wet areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are hand-tools effectively grounded or an approved double insulated type?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Mechanical Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Date Corrected</b>
1. Is defective equipment promptly reported, labeled, and repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do all machines have guards to protect against points of operation, nip points, rotating parts, moving parts, flying chips, sparks, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are start, stop, emergency and other operating controls within the operator's reach?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are written standard operating procedures (SOPs) for each machine available and executed by all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are machines regularly cleaned and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are maintenance records, calibrations, certifications of each machine kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do only authorized employees perform repairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Portable Tools</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Date Corrected</b>
1. Are all electrical hand tools in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are tools free from cracks and broken parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are ladders free from dents, splinters, grease, dirt etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do the spreaders lock in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are all safety feet on the ladder in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are only approved welding equipment used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

7. Are all welding equipment properly insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are fuel gas hoses red, oxygen green, and inert gas black?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are cylinders legibly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are cylinders and hoses free from cracks or dents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Are cylinders secured upright with a double chain and valve protector caps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Storage, Hazardous Materials and Waste</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments / Date Corrected</b>
1. Are materials stored to prevent falls and spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do signs designate storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are all storage containers labeled with their contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are storage racks free from sagging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are employees taught how to stock and unstock shelves safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are combustibles and chemicals kept in closed containers when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do workers use the appropriate PPE when handling materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Has a current chemical inventory list been provided to EH&S?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are chemicals separated by Hazard Class (acids, bases, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Is chemical waste properly separated and stored with EH&S?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Hazardous Waste Tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Does EH&S pick up the hazardous waste at least 9 months from generation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisor Signature:

Date:

\*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.