

Shop Inspection Checklist

Location:		Date:		
Shop Supervisor:		Inspected By:		
General Safety		Not applicable to this Shop <input type="checkbox"/>		
1.	Are the employee(s)/student(s) appropriately dressed for working on machines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.	Did the employee(s)/student(s) successfully complete general Machine Shop Safety training prior to using machinery?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3.	Did the student(s) read the "Machine Shop Safety Rules" and sign the "Machine Shop Safety Agreement" form prior to using machinery?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.	Did the student(s) receive proper safety training by machine shop supervisor prior to using Machinery?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5.	Long loose hair must be contained in a scarf, under a cap or other fashion when operating machinery.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.	Loose clothing, loose neck wear and jewelry are not being worn when operating or in close Proximity to, machinery.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7.	Are safety signs (danger, warning or caution, etc.) posted where necessary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.	Is an "Authorized Personnel Only" sign posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.	Is student(s) access limited to regular hours of operation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10.	Is protective eyewear worn at all times?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
11.	Are there manufacturer's manual or other reference manuals available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
12.	Are emergency notification procedures, contacts, and phone numbers posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13.	Is a first aid kit readily accessible and adequately stocked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14.	Are safety guards in place for equipment with moving parts (belts, fans, sawblades)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15.	Is documentation of prior safety inspections and corrections maintained and available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16.	Is written documentation on safety training available, complete, and current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Housekeeping <i>Inspect all shop areas for the following:</i>		Not applicable to this Shop <input type="checkbox"/>		
17.	Is the shop floor free from slip, trip, and fall hazards (water, oil, debris, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
18.	Are shop materials, including scrap, stored in a safe manner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
19.	Are shop tools safely stored away and not left on machines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
20.	Are oily rags stored in appropriate metal containers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21.	Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Electrical Safety <i>Inspect all power tools, machinery, electrical receptacles and extension cords for the following:</i>		Not applicable to this Shop <input type="checkbox"/>		
22.	Have damaged, defective equipment been removed from service? (Ex. missing ground prongs, cut/pinched cords, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
23.	Are hand-held power tools either grounded or marked as "double insulated"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
24.	Are GFCIs used in wet or damp locations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
25.	Is the area free of recognized electrical hazards that are likely to cause death or serious physical harm? (Ex. missing knockouts, missing circuit breakers, missing/broken/damaged covers, exposed live electrical components, open/unlocked electrical panels, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
26.	Are circuit breaker panels unobstructed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
27.	Extension cords rated for "heavy duty"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
28.	Extension cords in good condition? (i.e. no missing ground prongs, cord not damaged)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
29.	Extension cords protected from damage (i.e. not run through doors, windows, on floors where they can be run over, creating a tripping hazard)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

30.	Are extension cords and power strips not “daisy chained”?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
31.	Are all power disconnects and switches for machines clearly marked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Eyewash Stations <i>Inspect all eye wash stations for the following:</i>		Not applicable to this Shop <input type="checkbox"/>		
32.	Is the required eye wash station available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
33.	Eyewash flushed on a weekly basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
34.	Eyewash station ready to use? (i.e. access not blocked)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
35.	Eyewash station clearly labeled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
68.	Eyewash station functioning properly? (i.e. water flows at the appropriate rate)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Fire Safety <i>Inspect flammable liquids and combustibles and other fire issues for the following:</i>		Not applicable to this Shop <input type="checkbox"/>		
37.	Flammable liquids stored in approved flammable liquid cabinets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
38.	Flammable liquid cabinets located away from ignition sources and exits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
39.	Combustibles minimized and stored properly (i.e. at least 3’ away from ignition sources, not violating proper ceiling clearances)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
40.	Exits, corridors, stairways, and aisles unobstructed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
41.	Exits, where not obvious, marked with appropriate exit sign(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
42.	Is a fire extinguisher readily accessible with a current service tag?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
43.	Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
44.	Are fire extinguishers free from obstructions or blockage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
45.	Are all fire extinguishers fully charged and in their designated places?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Hazard Communication <i>Inspect hazardous chemical products for the following:</i>		Not applicable to this Shop <input type="checkbox"/>		
46.	Is there a chemical inventory list of all hazardous chemicals readily available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
47.	Are Material Safety Data Sheets (MSDS) readily available for all hazardous materials in the shop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
48.	Are all hazardous substances properly labeled, used and stored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
49.	Are satellite accumulation areas properly maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
50.	Is universal waste (used florescent bulbs/batteries) labeled and stored properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Machinery <i>Inspect each piece of machinery for guarding and safety issues:</i>		Not applicable to this Shop <input type="checkbox"/>		
51.	Are all machines and rotating equipment properly adjusted and guarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
52.	Are all machines free of debris?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
53.	Are all machines securely anchored to prevent “walking”?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
54.	Do dust-generating tools and machinery have adequate controls to minimize dust?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
55.	Are all emergency shut-off switches, brakes, etc. working properly and labeled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
56.	Is there a hook or a brush available to remove debris from machinery?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Personal Protective Equipment <i>Inspect all PPE use:</i>		Not applicable to this Shop <input type="checkbox"/>		
57.	Are safety glasses made available to visitors before entering the shop area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
58.	Is PPE available and being worn by shop personnel and students?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
59.	Are signs for PPE use posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
60.	Are personnel and students properly trained on how to properly use PPE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Compressed Air		Not applicable to this Shop <input type="checkbox"/>		
61.	Is compressed air used for cleaning regulated to 30 psi?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
62.	Clothes are not being cleaned (dusted off) with compressed air?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
63.	Are compressors equipped with pressure relief valves and pressure gauges?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
64.	Are Safety devices on compressed air systems checked frequently?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
65.	If compressed air is used for cleaning of clothing, is the pressure reduced to less than 10 psi?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
66.	Are all air tanks stamped as being in compliance with the ASME Code for Air Tanks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
67.	Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Welding/Cutting (Hot Work) <i>Inspect welding/cutting areas for the following:</i>		Not applicable to this Shop <input type="checkbox"/>		
68.	Are protective screens or dividers provided to protect against welding arc, sparks and slag?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
69.	Is the area free from flammables and combustible materials (35 feet from welding)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
70.	Are welders wearing appropriate clothing and PPE to protect from sparks, slag, and UV light?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
71.	Is there adequate ventilation in the area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
72.	Are the welding leads in good condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
73.	Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
74.	Are only approved apparatus (torches, regulators, pressure-reducing valves, manifolds) used?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
75.	Are empty cylinders appropriately marked and their valves closed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
76.	Are cylinders, cylinder valves, couplings, regulators, hoses and apparatus kept free of oily or greasy substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
77.	Is a red hose used for Acetylene, green for Oxygen, and black for inert gas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
78.	Are welders forbidden to coil or loop welding electrode cable around their body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
79.	When the object to be welded or cut cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
80.	Is it required that eye protection, helmets, hand shields, and goggles meet appropriate safety standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
81.	Are employees and students exposed to the hazards created by welding, cutting, or brazing operations protected with appropriate PPE and clothing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Compressed Gas Cylinders <i>Inspect all compressed gas cylinders for the following:</i>		Not applicable to this Shop <input type="checkbox"/>		
82.	Oxidizers and fuel gases in storage separated by at least 20 feet or by a 5-foot wall with a 30-minute fire resistance rating (if not supplied on demand)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
83.	Are individual cylinders labeled as to their contents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
84.	Cylinders properly secured by a chain or stand to prevent tip over and damage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
85.	Oxygen/acetylene cylinders in use kept in an approved cart?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
86.	Regulators removed and replaced with cylinder caps when not "in use"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
87.	Are all regulators at 0 psi when off?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
88.	Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
89.	Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
90.	Are low-pressure fuel gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Overhead Cranes, hoists, etc. <i>Inspect all cranes, hoists, chain falls, etc. for the following:</i>		Not applicable to this Shop <input type="checkbox"/>		
91.	Rigging (i.e. slings, shackles, etc.) in good condition? (no broken strands, kinking, damage, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
92.	Are chains & hoists inspected in accordance with manufacturer's requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
93.	Are load capacity signs clearly posted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
94.	Crane/hoist and the lift path properly barricaded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
95.	Hard hats available and used during lifts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
96.	Will each hoist automatically stop and hold any load up to 125% of its rated load, if its actuating force is removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
97.	Is the rated load of each hoist legibly marked and visible to the operator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
98.	Are the controls of hoist plainly marked to indicate the direction of travel or motion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
99.	Are operators instructed to avoid carrying loads over people?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
100.	Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
101.	Is it prohibited to use chains or rope slings that are kinked or twisted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A