



Shop Safety Checklist

Building:		Room # (s):	
Inspection performed by:		Department:	
Office Phone:		Shop Phone:	

1. General Safety		Yes	No	NA	Comments
a.	Applicable warning signs are posted.				
b.	Emergency contact information is posted near a phone				
c.	Shop work and storage area is clean and orderly.				
d.	Exits are identified.				
e.	Trip hazards have been eliminated (cords, hoses, etc)				
f.	Working areas for machines free of obstructions.				
g.	All light fixtures adequate and functioning properly.				
h.	The ventilation system adequate for the work being performed.				
i.	Filters changed routinely.				
j.	Storage below 18" sprinklers.				
k.	Floor clean from spills and absorbent				
l.	Exits/corridors are clear, no obstruction or trip hazards.				
m.	Evacuation plans available / routes posted.				
n.	Other: _____				
2. Emergency /Safety Equipment		Yes	No	NA	Comments
a.	Employees know where to gather in case of an evacuation				
b.	Employees know where and how receive care for an injury?				
c.	Are signs present for emergency safety equipment (eyewash, exits, etc.)				
d.	First Aid Kit available				
e.	Showers/Eyewash inspected weekly.				
f.	Spill kit/absorbent available				
g.	Fire Extinguisher present /proper signage available				
h.	Fire Extinguisher serviced annually				
i.	All equipment distinctly marked				
j.	Other: _____				

3. Personal Protective Equipment		Yes	No	NA	Comments
a.	Proper safety glasses/goggles/face shield available				
b.	Proper gloves available. (nitrile, leather)				
c.	Hearing protection available				
d.	Hard hats available.				
e.	Respirators available (if appropriate).				
f.	PPE provided and used whenever necessary				
g.	Other: _____				
4. Electrical Safety		Yes	No	NA	Comments
a.	All disconnects/breakers are labeled				
b.	36" clearance around circuit breaker panels				
c.	Electric panels covered				
d.	Exposed wiring and frayed/deteriorated cords repaired/replaced promptly, free of splices and taps				
e.	All cord connected, electrically operated tools and equipment, effectively grounded				
f.	No extension cords used in place of permanent wiring				
g.	Electrical cords across walkways protected/covered				
h.	GFCI's used in wet areas (showers, sinks)				
i.	Lockout/Tagout procedures available for necessary equipment				
j.	Other: _____				
5. Shop Equipment Safety		Yes	No	NA	Comments
a.	Barrier guards on moving machinery parts				
b.	Point-of operation and pinch points guarded				
c.	Fixed machinery anchored or stable to prevent movement				
d.	Lower portion of blades guarded				
e.	Guards in place over belts, pulleys, chains, sprockets, and similar equipment				
f.	Broken or fractured handles on hand tools replaced promptly.				
g.	Ladders are in good condition, ANSI certified				
h.	Gas cylinders stored upright/secure				
i.	Gas cylinders segregated (flammable, oxidizers) while in storage. (5ft fire wall or 20 ft distance)				
j.	Safety zones around shop equipment marked.				
k.	Other _____				

6. Chemical Management		Yes	No	NA	Comments
a.	Current inventory available				
b.	Chemicals properly segregated.				
c.	Chemicals properly segregated				
d.	Flammables (>10 gallons) stored in NFPA approved cabinets				
e.	Chemicals properly labeled.				
f.	MSDS access available.				
g.	Food kept in the designated area all the time.				
h.	Other: _____				
7. Hazardous Waste Disposal		Yes	No	NA	Comments
a.	All waste is labeled properly				
b.	Waste is properly segregated				
c.	Secondary containment is used				
d.	All containers are closed/ sealed				
e.	Proper containers are used				
f.	Weekly inspections are conducted				
g.	Universal Waste disposed properly				
h.	Oily rags kept in metal bin and disposed of daily.				
i.	Other: _____				
8. Training		Yes	No	NA	Comments
a.	General safety awareness (all personnel)				
b.	Hazard communication and chemical safety				
c.	Machine shop safety.				
d.	Hoisting and rigging				
e.	Lockout/ tagout				
f.	Hazardous waste generator				
g.	Electrical safety				
h.	Fall protection				
i.	Carpentry shop safety				
j.	Machine guarding				
k.	Ladders				
l.	First Aid				
m.	Material handling				
n.	Personal Protective Equipment (including respirators)				
o.	Training documented				
p.	Other: _____				