



Safety Inspection Checklist: Shops

This form has been developed to assist Lane Staff in identifying, and when necessary, correcting safety hazards. OSHA requires workplace inspections to be done quarterly in a calendar year.

Please send completed form to: **Dawn Barth, Risk Management**

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| Completed by: | Phone: | Date: |
| Building / Area(s): | | |
| Work orders submitted if applicable: | | |

| General Work Environment | yes | no | NA | Comments; explain "no" |
|---|--------------------------|--------------------------|--------------------------|-------------------------------|
| 1. Are emergency telephone numbers and procedures posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? (See SafeLane for recommended First Aid Kits Supply List). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are appropriate warning signs posted near shop entrances? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are work areas free of clutter ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are shelves, cabinets, equipment over 4 feet in good condition and have seismic restraints, e.g., lips, wires, or bracing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Are materials organized, stacked, and stored safely with heavy objects on low shelves to prevent sprain or strain and injury during an earthquake? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Are portable fans provided with full guards having openings of ½ inch or less? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Is room clear of signs of water leaks or water damage, i.e., no stained ceiling tiles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Are ventilation registers kept unblocked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Are space heaters UL approved and away from flammable materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Walkways, Stairways, Exit & Egress | yes | no | NA | Comments; explain "no" |
|--|--------------------------|--------------------------|--------------------------|-------------------------------|
| 1. Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are aisles and passageways at least 22 inches wide and kept free of obstruction, and objects kept greater than 18 inches away from doorknobs throughout door path? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are floors and any stairs in good condition with no loose tiles, broken grates or other tripping hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are materials stored so sharp objects do not obstruct walkway? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are all exits marked with an exit sign and illuminated by a reliable and clearly visible light source? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Are corridors and exits free and clear of all obstructions and exit doors unlocked from the inside ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Do inside release mechanisms on cold-storage rooms work? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Electrical Safety | | | | |
| Electrical Safety | yes | no | NA | Comments; explain "no" |
| 1. Are electrical cords in good condition with no fraying, no exposed wire, no deteriorated insulation, no missing grounding prong? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are power strips and extension cords connected directly into wall (NOT into another power strip)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Is equipment like a refrigerator, microwave oven, space heater plugged directly into the wall (NO extension cord or power strip is used)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fire Protection | | | | |
| Fire Protection | yes | no | NA | Comments; explain "no" |
| 1. Are combustible materials such as paper and cardboard kept to a minimum and 36 inches from any heat source? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are materials stored 24 inches from ceiling in non-sprinklered rooms, 18 inches in sprinklered rooms? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are fire extinguishers mounted in identifiable and unobstructed locations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Is the fire extinguisher inspection tag current ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are fire alarm pull boxes clearly identifiable and unobstructed ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| 6. Are sources of heat such as hot plates kept away from flammable materials and not on combustible surfaces? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Are self-closing fire doors free of door-stops and obstructions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Portable Ladders | | | | |
| | yes | no | NA | Comments; explain "no" |
| 1. Are ladders in good condition , joints between steps and side rails tight, all hardware and fittings securely attached, and movable parts operating freely without binding or undue play? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are nonslip safety feet on all ladders except step ladders? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are ladder rungs and steps free of grease and oil ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are portable metal ladders marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment" or equivalent words? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are the rungs of ladders uniformly spaced at 12 inches , center to center? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Personal Protective Equipment (PPE) | | | | |
| | yes | no | NA | Comments; explain "no" |
| 1. Are ANSI approved protective goggles or face shields or appropriate safety glasses provided and worn at all times in areas where there are caustic or corrosive materials or danger of flying material and eye injury? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are protective gloves, aprons, shields, hard hats, ear plugs or other appropriate gear readily available for protection from work hazards ? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Is all protective equipment maintained in a sanitary condition and ready for use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Shop Tools & Equipment | | | | |
| | yes | no | NA | Comments; explain "no" |
| 1. Are compressed air nozzles vented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are rotating or moving parts of equipment guarded to prevent physical contact? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are grinder tool rests adjusted to within 1/8 inch of wheel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are grinder tongue guards adjusted to within ¼ inch of wheel? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are all hand tools and equipment (both company and employee owned) in good working condition ? (i.e., no mushroomed heads, no fractured handles, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Are appropriate handles used on files and similar tools? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Are tool handles wedged tightly in the head of all tools? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| 8. Is the load capacity on each crane and hoist clearly visible to the operator? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Hazardous Materials / Chemical Safety | | | | |
| | yes | no | NA | Comments; explain "no" |
| 1. Do chemical containers have original product names (or full chemical names) and GHS hazards clearly identified on labels? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are chemical containers in good condition (e.g., labels intact, metal cans free of rust, plastic containers not degraded or caved in) and closed when not in use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Is storage of chemicals above eye level (~48 inches) avoided? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are large amounts of flammable liquids stored in OSHA/NFPA approved cabinets and safety containers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Are spill kit(s) available and appropriate for the types of hazardous chemicals used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Are emergency eye wash and emergency showers for flushing of the eyes and body provided where caustic or corrosive liquids or materials are handled? Are emergency eyewash/safety showers operational and inspected weekly with the weekly test log updated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Are signs posted that prohibit eating and drinking in areas where hazardous / toxic chemicals are used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Are signs posted on refrigerators used for storage of hazardous chemicals that prohibit storage of food/drink for human consumption? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Non-Ionizing Radiation Safety (Lasers) | | | | |
| | yes | no | NA | Comments; explain "no" |
| 1. Is eye protection available specific to the Class of Lasers used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Is a laser hazard warning signage posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Compressed Gas Safety | | | | |
| | yes | no | NA | Comments; explain "no" |
| 1. Are cylinders stored upright and properly secured at all times? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are caps properly secured when cylinders not in use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are proper regulators for gas type used and pressure bled when not in use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are cylinders in good condition and clearly marked with a current inspection date . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are flammable gases stored separately from oxidizers and toxics in a secure area away from ignition sources? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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| 6. Are empty cylinders labeled as empty? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Hazardous Waste | | | | |
| | yes | no | NA | Comments; explain "no" |
| 1. If liquid hazardous waste is stored, is it near the point of generation and not more than 55 gallons? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are hazardous waste containers sturdy, routinely inspected for leaks, compatible with the waste, and kept closed with screw caps or tight- fitting closure (no funnels left sticking out)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Are containers labeled with the words " Hazardous Waste " and the type of waste contained (full chemical names)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are sharps containers readily available and managed appropriately (not overfilled) where sharps are used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are designated special containers for broken glass available and managed properly (not overfilled) where glassware is used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Is waste oil labeled as such? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Additional Safety Concerns

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