



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**

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?				
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).				
3. Are appropriate warning signs posted near shop entrances?				
4. Are work areas free of clutter ?				
5. Are shelves, cabinets, equipment over 4 feet in good condition and have seismic restraints, e.g., lips, wires, or bracing?				
6. Are materials organized, stacked, and stored safely with heavy objects on low shelves to prevent sprain or strain and injury during an earthquake?				
7. Are portable fans provided with full guards having openings of ½ inch or less?				
8. Is room clear of signs of water leaks or water damage, i.e., no stained ceiling tiles?				
9. Are ventilation registers kept unblocked?				
10. Are space heaters UL approved and away from flammable materials?				

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?				
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?				
3. Are floors and any stairs in good condition with no loose tiles, broken grates or other tripping hazards?				
4. Are materials stored so sharp objects do not obstruct walkway?				
5. Are all exits marked with an exit sign and illuminated by a reliable and clearly visible light source?				
6. Are corridors and exits free and clear of all obstructions and exit doors unlocked from the inside ?				
7. Do inside release mechanisms on cold-storage rooms work?				
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?				
2. Are power strips and extension cords connected directly into wall (NOT into another power strip)?				
3. Is equipment like a refrigerator, microwave oven, space heater plugged directly into the wall (NO extension cord or power strip is used)?				
4. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?				
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?				
2. Are materials stored 24 inches from ceiling in non-sprinklered rooms, 18 inches in sprinklered rooms?				
3. Are fire extinguishers mounted in identifiable and unobstructed locations?				
4. Is the fire extinguisher inspection tag current ?				
5. Are fire alarm pull boxes clearly identifiable and unobstructed ?				

6. Are sources of heat such as hot plates kept away from flammable materials and not on combustible surfaces?				
7. Are self-closing fire doors free of door-stops and obstructions?				
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?				
2. Are nonslip safety feet on all ladders except step ladders?				
3. Are ladder rungs and steps free of grease and oil ?				
4. Are portable metal ladders marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment" or equivalent words?				
5. Are the rungs of ladders uniformly spaced at 12 inches , center to center?				
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?				
2. Are protective gloves, aprons, shields, hard hats, ear plugs or other appropriate gear readily available for protection from work hazards ?				
3. Is all protective equipment maintained in a sanitary condition and ready for use?				
Shop Tools & Equipment				
	yes	no	NA	Comments; explain "no"
1. Are compressed air nozzles vented?				
2. Are rotating or moving parts of equipment guarded to prevent physical contact?				
3. Are grinder tool rests adjusted to within 1/8 inch of wheel?				
4. Are grinder tongue guards adjusted to within ¼ inch of wheel?				
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.)				
6. Are appropriate handles used on files and similar tools?				
7. Are tool handles wedged tightly in the head of all tools?				

8. Is the load capacity on each crane and hoist clearly visible to the operator?				
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?				
2. Are containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion?				
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?				
4. Is storage of chemicals above eye level (~48 inches) avoided?				
5. Are large amounts of flammable liquids stored in OSHA/NFPA approved cabinets and safety containers?				
6. Are spill kit(s) available and appropriate for the types of hazardous chemicals used?				
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?				
8. Are signs posted that prohibit eating and drinking in areas where hazardous / toxic chemicals are used?				
9. Are signs posted on refrigerators used for storage of hazardous chemicals that prohibit storage of food/drink for human consumption?				
Non-Ionizing Radiation Safety (Lasers)				
	yes	no	NA	Comments; explain "no"
1. Is eye protection available specific to the Class of Lasers used?				
2. Is a laser hazard warning signage posted?				
Compressed Gas Safety				
	yes	no	NA	Comments; explain "no"
1. Are cylinders stored upright and properly secured at all times?				
2. Are caps properly secured when cylinders not in use?				
3. Are proper regulators for gas type used and pressure bled when not in use?				
4. Are cylinders in good condition and clearly marked with a current inspection date .				

5. Are flammable gases stored separately from oxidizers and toxics in a secure area away from ignition sources?				
6. Are empty cylinders labeled as empty?				
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?				
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)?				
3. Are containers labeled with the words " Hazardous Waste " and the type of waste contained (full chemical names)?				
4. Are sharps containers readily available and managed appropriately (not overfilled) where sharps are used?				
5. Are designated special containers for broken glass available and managed properly (not overfilled) where glassware is used?				
6. Is waste oil labeled as such?				