



Shop Safety Shop Self-Inspection Checklist

This Checklist should be used on a quarterly basis, three quarterly self-inspections by the shop supervisor or designee. The final quarterly inspection will be conducted by Environmental Health and Safety (EHS). Conducting self-inspections helps eliminate workplace hazards, maintain safety requirements, and prepare the shop for the annual EHS inspection. Each self-inspection shall be sent to the EHS General Safety Manager for review.

This Checklist is not all inclusive and should be modified to reflect the unique hazards that are present in different shops. Supervisors and shop users should identify hazards that are not included and supplement the list in the Additional Hazards section (at the end of the checklist) to ensure utmost worker safety.

Date	
Shop	
Inspection performed by	
Job title	

EMERGENCY AND FIRES	Yes	No	N/A	COMMENTS
Is the emergency flipchart/phone numbers posted near a phone?				
Do shop users know where to gather in case of an evacuation?				
Do shop users know where and how receive care for an injury?				
Are signs present for emergency safety equipment (eyewash, exits, etc.)?				
Are emergency evacuation drills regularly conducted?				
Are all exits and paths free of obstruction?				
Are first aid kits fully stocked and inspected monthly?				
Are fire extinguishers present and inspected within the past year?				
Have personnel been trained on fire extinguisher use in the past year?				
Are oily rags kept in a metal bin and removed from the shop daily?				
Are flammable materials in excess of 10 gallons stored in appropriate containers and storage cabinets?				
SAFETY ADMINISTRATION	Yes	No	N/A	COMMENTS
Have all shop users received general safety training: MSDS, personal protective equipment (PPE), fire safety, back safety, etc.?				
Have all shop users been trained on the equipment that they operate?				
Are all shop users current on specialized training:				
Ladders				
Fall Protection				
First Aid				
Lock out/Tag out				
Aerial Lifts				
Forklift				
Materials Handling				
Respirators				
Are all safety trainings documented and filed?				
Are regularly scheduled safety meetings conducted in the shop?				
Are safety meeting minutes posted and implemented?				
Do all shop users have access to the shop safety guide?				
Is PPE provided and used whenever necessary?				
Do shop users wear the appropriate attire in the shop?				

HOUSEKEEPING AND VENTILATION	Yes	No	N/A	COMMENTS
Are all worksites clean and orderly?				
Are waste containers kept clean and emptied daily?				
Is food kept in the designated area at all times?				
Are all cabinets and shelves secured or anchored (seismic safety)?				
Are all machines secured or anchored?				
Are floors in good condition and kept dry?				
Are all light fixtures adequate and functioning properly?				
If filters are present, are they changed routinely (dust collection)?				
ELECTRICAL SAFETY	Yes	No	N/A	COMMENTS
Are all plugs, cords, and panels enclosed, free from splices with insulation, and in good condition?				
Do all extension cords have grounding conductors?				
Are extension cords used only temporarily? (Never link cords together).				
Are cords secured so they do not run across pathways, under doors or through walls?				
Is the breaker panel accessible with labels identifying the function of each switch?				
Are ground fault circuit interrupters available for use in wet areas?				
Are hand-tools effectively grounded or an approved double insulated type?				
MECHANICAL SAFETY	Yes	No	N/A	COMMENTS
Is defective equipment promptly reported, labeled, and repaired?				
Do all machines have guards to protect against points of operation, nip points, rotating parts, moving parts, flying chips, sparks, etc.?				
Are start, stop, emergency and other operating controls within the operator's reach?				
Are written equipment specific procedures for each machine available and executed by all shop users (LOTO)?				
Are machines regularly cleaned and maintained?				
Are maintenance records, calibrations, certifications of each machine kept on file?				
Do only authorized shop users perform repairs?				
PORTABLE TOOLS	Yes	No	N/A	COMMENTS
Are all electrical hand tools in good operating condition?				
Are tools free from cracks and broken parts?				
Are ladders free from dents, splinters, grease, dirt, etc.?				
Do the ladder spreaders lock in place?				
Are all safety feet on the ladder in good condition?				
Is only approved welding equipment used?				
Is all welding equipment properly insulated?				
Are fuel gas hoses red, oxygen green, and inert gas black?				
Are compressed gas cylinders legibly marked?				
Are compressed gas cylinders and hoses free from cracks or dents?				
Are compressed gas cylinders secured upright with chains and valve protector caps? <input type="checkbox"/> Double chain <input type="checkbox"/> Single chain				
STORAGE, HAZARDOUS MATERIALS AND WASTE	Yes	No	N/A	COMMENTS
Are materials stored to prevent falls and spills?				
Do signs designate storage areas?				
Are all storage containers labeled with their contents?				
Are storage racks free from sagging?				
Are shop users taught how to stock and un-stock shelves safely?				
Are combustibles and chemicals kept in closed containers when not in use?				
Do shop users use the appropriate PPE when handling materials?				
Has a current chemical inventory list been provided to EH&S?				
Are chemicals separated by Hazard Class (acids, bases, etc.)?				
Are unwanted materials properly separated and stored?				

