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Environment Health and Safety

Shop Safety Evaluation

Shop:	**Date:**
Inspector(s):	**Time:**
General Description of Shop Activity:	

Instructions: Notes are recorded on the last page . Please note item number (ie "A1", "C4") in column A.

	A. GENERAL SAFETY & ENVIRONMENTAL	Y/N/NA	Required Completion Date
1	Any unsafe work practices observed during inspection (specify)		
2	Are work areas clean, sanitary, and orderly?		
3	Are hand soap and towels not available?		
4	Are emergency notification procedures, contacts, & phone numbers posted?		
5	Are fully supplied first aid kits accessible for each work area?		
6	Are food or beverages consumed in areas where there is exposure to toxic material, blood, or other potentially infectious materials?		
	B. FIRE PROTECTION	**Y/N/NA**	**Required Completion Date**
1	Is proper clearance maintained below sprinkler heads (18-inch minimum)?		
2	Are fire extinguishers selected and provided for the types of materials in the areas where they are to be used? Class A - Ordinary combustible material fires. Class B - Flammable liquid, gas or grease fires. Class C - Energized-electrical equipment fires.		
3	Are Extinguishers obstructed or blocked?		
4	Are Extinguishers serviced, maintained and tagged at intervals not to exceed one year?		
5	Are Extinguishers fully charged and in their designated places?		
6	Other (specify):		
	C. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING	**Y/N/NA**	**Required Completion Date**
1	Is personal protective equipment provided, used, and maintained whenever required?		
2	Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?		
3	Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns?		
4	Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?		
5	Are hard hats required, provided, and worn where danger of falling objects exists?		
6	Are approved respirators provided when needed?		
7	Have respirator users been fit-tested and medically qualified within the past 12 months?		
8	If employees work on streets and roadways where they are exposed to traffic hazards, are they required to wear high-visibility clothing?		
9	Other (specify):		
	D. WALKING, WORKING SURFACES	**Y/N/NA**	**Required Completion Date**
	Walkways and Floor Openings		
1	Are work surfaces kept dry and appropriate means taken to assure the surfaces are slip-resistant?		
2	Are aisles and passageways kept clear and marked as appropriate?		
3	Are holes in the floor, sidewalk, or other walking surface repaired properly, covered, or otherwise made safe?		
4	Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?		

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5	Are spilled materials cleaned up immediately?		
6	Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 6 feet (construction)/4 feet (general Industry) or above any adjacent floor or the ground?		
7	Are portions of service pits or floor openings that are not in use, either covered or protected by guardrails or equivalent?		
8	Other (specify):		
	Stairs and Stairways		
9	Are all stairways having at least four (4) risers equipped with standard stair railings or standard handrails?		
10	Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?		
11	Are steps slip-resistant?		
12	Are stairway handrails located between 30 inches and 34 inches above the leading edge of stair treads?		
13	Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?		
14	Other (specify):		
	Elevated Surfaces		
15	Are all elevated surfaces beneath which people or machinery could be exposed to falling objects provided with 4-inch toe boards?		
16	Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?		
17	Do all standard railings consist of top rail, intermediate rail, and posts, and shall have a vertical height of 42 inches nominal from upper surface of top rail to floor, platform, runway, or ramp level?		
18	Other (specify):		
	Exiting or Egress - Evacuation		
19	Are evacuation signs and instructions posted in the work area?		
20	Are all exits marked with an exit sign and illuminated by a reliable light source?		
21	Are the directions to exits, when not immediately apparent, marked with visible signs?		
22	Are all exits kept free of obstructions?		
23	Other (specify):		
	Portable Ladders		
24	Are all ladders maintained in good condition, are joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?		
25	Are rungs and steps corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping?		
26	Are there non-slip safety feet on all ladders except step ladders?		
27	Other (specify):		
E. MACHINE SAFETY		**Y/N/NA**	**Required Completion Date**
1	Is all machinery and equipment kept clean and properly maintained?		
2	Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?		
3	Is equipment and machinery securely placed and anchored to prevent tipping or other movement that could result in personal injury?		
4	Is there a power shut-off switch within reach of the operator's position at each machine?		
5	Are start/stop and other operational buttons clearly marked and accessible?		
6	Are emergency stop controls are provided, clearly marked, and accessible?		
7	Are all pulleys and belts within 7 feet of the floor or working level properly guarded?		
8	Are all moving chains and gears properly guarded?		
9	Are provisions made to prevent machines from automatically starting when power is restored following a power failure or shut-down?		

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10	Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips and sparks?		
11	Are machine guards secure and arranged so they do not cause a hazard while in use?		
12	Are saws used for ripping equipped with anti-kickback devices and spreaders?		
13	Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?		
14	Have standard operating procedures been developed for use of machinery and equipment?		
15	Are rotating or moving parts of equipment guarded to prevent physical contact?		
16	Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?		
17	Are portable fans provided with full guards or screens having openings 1/2 inch or less?		
18	Are electrical, pneumatic, and hydraulic hoses on powder-operated tools in good condition?		
19	Are appropriate warning signs posted on or near machinery and equipment?		
20	Other (specify):		
F. LOCKOUT/TAGOUT PROCEDURES		**Y/N/NA**	**Required Completion Date**
1	Are Lock Out Tag Out (LOTO) procedures provided for applicable machinery and/or equipment?		
2	When doing service or maintenance work on cord and plug connected machinery or equipment is the plug under the exclusive control of the employee performing the work?		
3	Are appropriate employees provided with individually keyed personal safety locks?		
4	Are lockout and tagout devices complaint with the KU lockout/tagout plan?		
5	Are employees required to keep personal control of their key(s) while they have safety locks in use?		
6	Are a sufficient number of tags and safety padlocks provided for any reasonably foreseeable repair emergency?		
7	If equipment or lines cannot be shut down, locked out and tagged, is a safe job procedure established and rigidly followed?		
8	Have you identified procedures to be used for removing a lockout/tagout device when the employee who placed it is not available?		
9	Other (specify):		
G. WELDING, CUTTING, BRAZING		**Y/N/NA**	**Required Completion Date**
1	Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?		
2	Are welders and other nearby workers provided with flash shields during welding operations?		
3	Are cylinders kept away from sources of heat and elevators, stairs, or gangways?		
4	Are cylinders, cylinder valves, couplings, regulators, hoses and apparatuses kept free of oily or greasy substances?		
5	Are regulators removed and valve-protection caps put in place before moving cylinders, unless they are secured on special trucks?		
6	Is suitable fire extinguishing equipment available for immediate use?		
7	Are cable connectors adequately insulated?		
8	When the object to be welded cannot be moved and fire hazards can't be removed, are shields used to confine heat, sparks and slag?		
9	Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?		
10	Do eye protection, helmets, hand shields and goggles meet appropriate standards?		
11	Are welders forbidden to coil or loop welding electrode cable around their bodies?		
12	Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time limits, or other means?		
13	Is a check made for adequate ventilation in and where welding or cutting is performed?		
14	Other (specify):		
H. COMPRESSED GAS CYLINDERS		**Y/N/NA**	**Required Completion Date**
1	Are cylinders legibly marked to clearly identify the type of gas?		
2	Are compressed gas cylinders in upright position and secured by chains or cables?		
3	Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling, or rolling?		
4	Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?		
5	Are incompatible gas cylinders are adequately separated (e.g. flammable and oxidizers)?		

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6	Are regulators in good condition and appropriate for the gases used?		
7	Do low-pressure fuel gas cylinders show signs of corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render them unfit for service?		
8	Other (specify):		
I. INDUSTRIAL TRUCKS - FORKLIFTS		**Y/N/NA**	**Required Completion Date**
1	Are only trained personnel allowed to operate industrial trucks?		
2	If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?		
3	Does each industrial truck have a warning horn, whistle, gong, or other device that can be clearly heard above normal noise in the areas where it is operated?		
4	Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?		
5	Are employees prohibited from standing or passing under elevated portions of trucks, whether loaded or empty?		
6	Are employees other than the driver prohibited from riding on trucks?		
7	Are trucks in need of repair removed from service immediately?		
8	Other (specify):		
J. SPRAYING OPERATIONS		**Y/N/NA**	**Required Completion Date**
1	Is mechanical ventilation provided when spraying operations are performed in enclosed areas?		
2	Is the spray area free of hot surfaces and at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?		
3	Is approved respiratory equipment provided and used when appropriate during spraying operations?		
4	Do solvents used for cleaning have a flash point of 100 degrees Fahrenheit (deg. F) or more?		
5	Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths and paint storage areas?		
6	Is the spray area kept clean of combustible residue?		
7	Other (specify):		
K. FALL PROTECTION		**Y/N/NA**	**Required Completion Date**
1	Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 6 feet (construction)/4 feet (general Industry) or above any adjacent floor or the ground?		
2	Is fall protection equipment available and inspected prior to each use?		
3	Is body harness worn in proper manner?		
4	Is perimeter guarding provided, where applicable?		
5	Are life safety systems provided and capable of supporting 5,000lbs of force?		
6	Are life safety systems calibrated and inspected at least annually?		
7	Other (specify):		
L. CONFINED SPACES		**Y/N/NA**	**Required Completion Date**
1	Do personnel perform confined space entry?		
2	Are all lines to a confined space that contain inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?		
3	Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked out if they present a hazard?		
4	Is either natural or mechanical ventilation provided prior to confined space entry?		
5	Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?		
6	Is adequate illumination provided for the work to be performed in the confined space?		
7	Is the atmosphere inside the confined space frequently tested or continuously monitored during work?		
8	Is there a trained and equipped standby employee positioned outside the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary and render assistance?		
9	In addition to the standby employee, is there at least one trained rescuer in the vicinity?		
10	Other (specify):		

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M. FLAMMABLE & COMBUSTIBLE MATERIALS		Y/N/NA	Required Completion Date
1	Are combustible scrap, debris, and waste materials stored in covered metal receptacles and promptly removed from the worksite?		
2	Are approved containers and tanks used to store and handle flammable and combustible liquids?		
3	Are all connections on drums and combustible liquid piping, vapor, and liquid tight?		
4	Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?		
5	Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?		
6	Are "NO SMOKING" signs posted in areas where flammable or combustible materials are used or stored?		
7	Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?		
8	Are flammable liquids totaling more than 10-gallons stored in flammable storage cabinets?		
9	Other (specify):		
N. HAZARDOUS CHEMICAL EXPOSURE		**Y/N/NA**	**Required Completion Date**
1	Are all employees required to use PPE when handling chemicals (gloves, eye protection, respirators, etc.)?		
2	Is there an eyewash station and safety shower available and tested within the past 12-months?		
3	Are areas within 3-feet of the eyewash and safety shower unobstructed?		
4	Are flammable or toxic chemicals kept in closed containers when not in use?		
5	Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, are adequate means readily available for neutralizing or disposing of spills or overflows and performed properly and safely?		
6	Are standard operating procedures established and are they being followed when cleaning up chemical spills?		
7	Other (specify):		
O. HAZCOM		**Y/N/NA**	**Required Completion Date**
1	Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?		
2	Is a complete and current inventory of all chemicals readily available?		
3	Is there an SDS readily available for each hazardous substance used?		
4	Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?		
5	Other (specify):		
P. ELECTRICAL		**Y/N/NA**	**Required Completion Date**
1	Are only qualified persons allowed to work on electrical equipment?		
2	Is a 30-in (W) x 30-in (D) area clear in front of all electrical panels and circuit breaker boxes?		
3	Are employees instructed to make preliminary inspections and/or appropriate tests to determine conditions before starting work on electrical equipment or lines?		
4	Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?		
5	Is all high wattage equipment (refrigerators, copiers, etc.) plugged directly into wall outlets?		
6	Do extension cords have a grounding conductor?		
7	Are multiple plug adaptors prohibited?		
8	Are electrical outlets within 6-feet of a water source protected with a GFCI?		
9	Are all wiring and fuses are properly covered (no exposed wiring)?		
10	Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?		
11	Are flexible cords and cables free of splices or taps?		
12	Are all cord, cable and raceway connections intact and secure?		
13	Is the use of metal ladders prohibited where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conductors?		
14	Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?		
15	Are employees prohibited from working alone on energized lines or equipment over 600 volts?		

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16	Other (specify):		
Q. NOISE		**Y/N/NA**	**Required Completion Date**
1	Are there areas in the workplace where continuous noise levels exceed 85 decibels (must talk with raised voice)?		
2	Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?		
3	Are steps being taken to use administrative and engineering controls to reduce excessive noise levels?		
4	Other (specify):		
R. FUELING		**Y/N/NA**	**Required Completion Date**
1	Are employees prohibited from fueling an internal combustion engine with a flammable liquid while it is running?		
2	Are fuel tank caps replaced and secured before starting the engine?		
3	In fueling operations, is there always contact between the container and the fuel dispenser?		
4	Are employees prohibited from handling or transferring gasoline in open containers?		
5	Are open lights, open flames, sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?		
6	Is smoking prohibited in the vicinity of fueling operations?		
7	Are fueling operations prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose?		
8	Other (specify):		
S. WASTE MANAGEMENT		**Y/N/NA**	**Required Completion Date**
1	Is hazardous waste or universal waste generated onsite?		
2	Does the shop generate used oil and/or used oil filters?		
3	Are wastes accumulated away from floor drains or sinks?		
4	Are incompatible wastes accumulated in separate areas to avoid mixing?		
5	Are waste containers kept closed with a properly fitting cap when not adding waste?		
6	Are waste containers in secondary containment?		
7	Is a Hazardous Marterial Label affixed to each container as waste is being accumulated?		
8	Are the contents clearly listed and chemical hazards identified on the Hazardous Material label?		
9	Is there less than 55 gallons per waste type in the work area?		
10	Are outdated and unneeded chemicals disposed in a timely manner through EHLS?		
11	Is EHS notified immediately when waste containers are full?		
12	Other (Specify)		
T. ERGONOMICS		**Y/N/NA**	**Required Completion Date**
1	Are mechanical assists available to the worker performing materials-handling tasks?		
2	Are there sufficient rest breaks, in addition to scheduled rest breaks, to relieve stress from repetitive-motion tasks?		
3	If workers have to push or pull objects using great amounts of force, are mechanical aids provided?		
4	Are employees instructed how to properly lift heavy objects?		
5	Other (specify):		

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Item #	Notes