

Machine Shop Inspection Checklist

Building/Room No.:	Date:
Shop Supervisor (DOT):	Inspector:
Department Head:	Safety Rep:
Date of last documented inspection by Shop Supervisor:	

Compressed Gas Cylinders	Sat.	Unsat.	Comments
Inspect <i>all</i> compressed gas cylinders for the following:			
1. Storage <u>racks</u> properly labeled to identify cylinder contents and empty/full?			
2. Oxidizers and fuel gases in storage separated by at least 20 feet or by a 5-foot wall with a 30-minute fire resistance rating (if not supplied on demand)?			
3. Individual cylinders labeled as to their contents?			
4. Cylinders properly secured by a chain or stand to prevent tip over and damage?			
5. Oxygen/acetylene cylinders in use kept in an approved cart, on a firm, level surface, not in an area where they may be struck, and valves closed with cap on or connected to a properly functioning regulator?			
6. Regulators removed and replaced with cylinder caps when not "in use"?			
Overhead Cranes & Hoists	Sat.	Unsat.	Comments
7. Rigging (i.e. slings) used for cranes and hoists in good condition? (no broken strands, kinking, damage, etc.)			
8. Crane inspected within the last year? Date of last inspection:			
9. Crane and the lift path properly barricaded?			
10. Hard hats available and used during crane lifts?			
11. Is the safe working load indicated on the hoist?			
12. Does the supporting structure to which the hoist is attached (roller & beam) have a safe working load indicated on it equal to (or greater than) that of the hoist?			
13. Does the crane/hoist hook appear to be in good condition? (safety latch functional, throat < 15% stretch, hook twist < 10 deg., chain links not excessively worn)			
Electrical	Sat.	Unsat.	Comments
Inspect <i>all</i> electrical powered hand tools and cord and plug connected machinery and equipment for the following:			
14. Have damaged, defective, or illegal tools and equipment been removed from service? (Ex. missing ground prongs, cut/pinched cords, illegally spliced cords, etc.)			
15. Hand-held power tools either grounded or marked as "double insulated"?			
16. GFCIs used in wet or damp locations?			

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Inspect all electrical receptacles, disconnects, panel boxes for the following:			
17. Are there recognized electrical hazards that are likely to cause death or serious physical harm? (Ex. missing knockouts, missing circuit breakers, missing/broken/damaged covers, exposed live electrical components, etc.)			
18. Equipment appears to be suitable for installation and use (i.e. weather-proof, used according to manufacturer instructions)?			
19. Disconnecting means properly labeled (unless evident) and readily accessible?			
Inspect all extension cords for the following:			
20. Extension cords rated for "heavy duty"? (i.e. no zip cords)			
21. Extension cords in good condition? (i.e. no missing ground prongs, cord not damaged)			
22. Extension cords protected from damage (i.e. not run through doors, windows, on floors where they can be run over, creating a tripping hazard)?			
23. Extension cords being used only for temporary supply (i.e. not used in place of permanent wiring)?			
24. Extension cords and power strips plugged directly into premise outlets or power strips (i.e. no daisy-chaining)?			
Eyewash Stations	Sat.	Unsat.	Comments
Inspect all eye wash stations and deluge showers for the following:			
25. Eyewash station functioning properly? (i.e. water flows at the appropriate rate)			
26. Eyewash flushed on a weekly basis and documented?			
27. Eyewash station ready to use? (i.e. access not blocked)			
28. Eyewash station clearly labeled and tagged with an EHSS inventory number?			
29. Eyewash station located within 10 unobstructed seconds from the work area?			
Fire Code	Sat.	Unsat.	Comments
Inspect all portable fire extinguishers for the following:			
30. Fire extinguishers present, mounted 4'-5' (at top) off the floor, and charged?			
31. Fire extinguishers readily accessible? (i.e. 3' of clearance in front of each PFE)			
32. Fire extinguishers inspected monthly and annually?			
Inspect flammable liquids and combustibles for the following:			
33. Flammable liquids stored in approved flammable liquid cabinets?			

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34. Flammable liquid cabinets located away from ignition sources and exits?			
35. Combustibles minimized and stored properly (i.e. at least 3' away from ignition sources, not violating proper ceiling clearances)?			
Inspect for other fire code issues:			
36. Fire- or smoke- rated doors free from alteration/damage and kept closed?			
37. Fire equipment (i.e. smoke detectors, fire panels, hydrants, exit signs, sprinkler heads, etc.) in working order and in good condition?			
38. All ceiling tiles in good condition and in place?			
39. Exits, corridors, stairways, and aisles unobstructed?			
40. Exits, where not obvious, marked with appropriate exit sign(s)?			
First Aid Training	Sat.	Unsat.	Comments
41. Is there at least one person on site with current first aid training?			
42. Is there an adequately stocked first aid kit available?			
Hazard Communication	Sat.	Unsat.	Comments
Inspect chemical products for the following:			
43. MSDSs available for each hazardous product?			
44. Products listed above on the Chemical List?			
45. Products properly stored?			
46. All products properly labeled?			
47. All secondary containers labeled?			
Hot Work	Sat.	Unsat.	Comments
Inspect welding/cutting areas for the following:			
48. Current hot work permit posted? Expiration date:			
49. Area maintained according to permit requirements?			
50. Personnel in the area adequately protected from sparks, slag, and UV light?			
51. Adequate ventilation in the area?			
52. Welding leads in good condition?			
Lockout/Tagout	Sat.	Unsat.	Comments
53. Hazardous energy source(s) de-energized prior to performing work?			
54. Individual locks and tags applied by each authorized person?			
55. Does the department have a procedure for emergency lock removal?			
Machinery	Sat.	Unsat.	Comments

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(In addition to electrical issues) inspect each piece of machinery for guarding issues.			
56. Bench Grinders Bench adjusted 1/8" from wheel Tongue adjusted 1/4" from the wheel Side covers/wheel guarded No exposed belts, gears, pulleys, shafts			
57. Band Saws Blade guard lowered (or unused portion of blade guarded) No missing covers No exposed belts, gears, pulleys, shafts			
58. Lathes Properly guarded where material is secured in the chuck No exposed belts, gears, pulleys, shafts			
59. Mills Cutting head guarded No exposed belts, gears, pulleys, shafts			
60. Radial Saws Head returns to the back of the table when released Blade properly guarded and working No exposed belts, gears, pulleys, shafts			
61. Table Saws, Miter Saws, Chop Saws Blade properly guarded No exposed belts, gears, pulleys, shafts, flywheels, etc.			
62. Drill Presses Bolted/secured to floor/platform No exposed belts, gears, pulleys, shafts			
63. Planers/Jointers No exposed belts, gears, pulleys, shafts			
64. Power Presses No exposed belts, gears, pulleys, shafts			
65. Thermoforming Equipment No exposed belts, gears, pulleys, shafts All hazards identified/marked or protected			
66. Other (fans, garage doors, research equipment) No exposed belts, gears, pulleys, shafts All hazards identified/marked or protected			
67. Good housekeeping practiced?			
Personal Protective Equipment	Sat.	Unsat.	Comments
68. PPE in good condition?			
69. PPE being worn properly? (ex. hard hats not worn backwards)			
70. PPE properly stored?			
71. PPE approved (ex. ANSI, NIOSH)?			
Powered Industrial Trucks	Sat.	Unsat.	Comments

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72. All operators currently trained and certified through EHSS?			
73. PIT in good condition? Back up alarm working properly Lights and signals working properly Controls working properly Tires in good condition Forks in good condition			
74. PIT being inspected (documented) daily or before each use?			
75. PIT appropriate for location and expected loads?			
76. All operators wearing seat belt (if it has a seat belt)?			
77. If operated indoors, are paths marked?			
Walking, Working Surfaces	Sat.	Unsat.	Comments
Inspect <i>all</i> ladders for the following:			
78. Ladders rated for heavy duty (i.e. 250 lbs.) or extra-heavy duty (i.e. 300 lbs.)?			
79. Ladder inspected prior to use and in good condition?			
Inspect <i>all</i> lofts and mezzanines used for storage for the following:			
80. Mezzanines a part of the original structure and marked with the load rating?			
81. Mezzanine adequately protected from fall hazards?			
Hazardous Waste	Sat.	Unsat.	Comments
82. Oily rags disposed of in separate can with lid?			
83. Chemicals and other hazardous waste disposed of through EHS?			