Shop Safety Self-Inspection Checklist

Campus:       Unit/department:

Facility:       Room(s):

Shop coordinator:       Email address:

Inspection conducted by:       Date:

***Instructions****: Complete the entire checklist when performing an annual self-inspection of each shop area/location. Note the item number and deficiencies at the bottom of the checklist. Document the corrective action(s), mitigation owner and timeline for implementation for each item.*

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|  | **Administrative** | | **Yes** | **No** | **N/A** |
| 1 |  | Is the location required to have a shop safety plan? If yes, answer the sub-questions below |  |  |  |
|  | 1a | Does the shop have a shop safety plan? |  |  |  |
|  | 1b | Is the shop safety plan up to date? |  |  |  |
|  | 1c | Is the shop safety plan accessible to all shop personnel? |  |  |  |
| 2 |  | Is the location required to report near misses and accidents? If yes, answer the sub-questions below. |  |  |  |
|  | 2a | Were all shop near-misses or accidents since previous Shop Safety Inspection reported? |  |  |  |
|  | 2b | Are all shop near-misses and accidents reported using the Online Accident Reporting System (OARS)? |  |  |  |
| 3 |  | Was a safety self-audit performed within the last 12 months? |  |  |  |
| 4 |  | Is the shop kept secure when unoccupied and effectively managed to prevent access by unauthorized personnel? |  |  |  |
| 5 |  | While work is being completed in the shop, is food and drink prohibited in shop areas? |  |  |  |
| 6 |  | Does the shop require safety training? If yes, answer the sub-questions below. |  |  |  |
|  | 6a | Has an EH&S safety training assessment been completed and address hazards of shop staff and users? |  |  |  |
|  | 6b | Has safety training (EH&S or equivalent) been completed and documented for shop staff and users? |  |  |  |
| 7 |  | Is PPE required in the shop? |  |  |  |
|  | 7a | Has a PPE hazard assessment been completed and documented? If yes, answer the sub-questions below |  |  |  |
|  | 7b | Have all shop users been trained on the PPE hazard assessment and how to select, use, inspect, and maintain PPE? |  |  |  |
|  | 7c | How many shop users have not been trained on the PPE hazard assessment and how to select, use, inspect, and maintain PPE? |  | | |
|  | 7d | Is PPE in good condition, properly stored, and easily accessible? |  |  |  |
| 8 |  | Other issues: |  |  |  |
|  | **Housekeeping** | | **Yes** | **No** | **N/A** |
| 9 |  | Is the shop adequately organized, orderly, and clean to provide sufficient workspace and are hazard zones clearly marked? |  |  |  |
| 10 |  | Are the shop floors free of slip/trip/fall hazards, clutter, or obstructions to safe movement? |  |  |  |
| 11 |  | Are dust collection systems present where needed and regularly emptied and maintained? [ |  |  |  |
| 12 |  | Are processes that emit vapors, gases, or fumes adequately captured at the source by local ventilation (hoods, snorkel)? |  |  |  |
| 13 |  | Is soldering conducted in a well-ventilated area or with portable exhaust ventilation (i.e., a fume extractor)? |  |  |  |
| 14 |  | Are high noise areas clearly labeled? |  |  |  |
| 15 |  | Other issues: |  |  |  |

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|  | **Shop Equipment Activities** | | **Yes** | **No** | **N/A** |
| 16 |  | Does all machinery, equipment, power tools, and/or hazardous activities have shop specific standard operating procedures (SOPs) or job hazard analysis (JHAs) completed? |  |  |  |
| 17 |  | How many pieces of machinery, equipment, power tools, and/or hazardous activities are missing shop specific standard operating procedures (SOPs) or job hazard analysis (JHAs)? |  | | |
| 18 |  | Have all users that operate shop machinery or equipment had hands on training with shop specific equipment and been trained on the SOPs or JHAs? |  |  |  |
| 19 |  | Are all hand-operated tools free of defects (such as cracked handles, frayed or damaged cords, missing parts, missing guards, etc.) that make them unsafe? |  |  |  |
|  |  | Corrected on-site: |  |  |  |
| 20 |  | Do all machines have proper engineering controls (manufacturer-supplied, fixed, or self-adjusting) machine guards on all pinch points, crush points, rotating parts, blades, tooling, and chucks? |  |  |  |
|  |  | Corrected on-site: |  |  |  |
| 21 |  | Does the shop have a process to change out and / or sharpen tooling and drill bits when they become dull or damaged? |  |  |  |
| 22 |  | Are there pressure systems, tanks, or vessels? If yes, answer the sub-questions below |  |  |  |
|  | 22a | Have ASME vessels been registered? |  |  |  |
|  | 22b | Do they have a pressure relief device? |  |  |  |
|  | 22c | Does it discharge to a safe place? |  |  |  |
|  | 22d | Are compressor air nozzles outfitted with pressure reducing devices? |  |  |  |
| 23 |  | Is all machinery seismically restrained where required? |  |  |  |
| 24 |  | Other: |  |  |  |
|  | **Hazardous Energy** | | **Yes** | **No** | **N/A** |
| 25 |  | Do employees engage in service, repair or maintenance operations on machines that are capable of being locked out (cord & plug exempt) and that expose them to hazardous energy from unexpected energization, startup, or release of stored energy? If yes, answer sub-questions below. |  |  |  |
|  | 25a | Do all employees that conduct repairs, service, or maintenance on equipment and machines have lockout/tagout equipment? (locks, tags, group lockbox, lockout devices, etc.) |  |  |  |
|  | 25b | Does all equipment and machines requiring repair, service or maintenance have equipment specific lockout/tagout (LOTO) procedures in place, if applicable? |  |  |  |
|  | 25c | How many pieces of equipment and machines are missing repair, service or maintenance have equipment specific lockout/tagout (LOTO) procedures in place, if applicable? |  | | |
|  | 25d | Has the equipment specific lockout/tagout procedure and authorized person been reviewed in last 1 year? |  |  |  |
| 26 |  | Do all batteries have safe storage, charging and handling guidelines in place? |  |  |  |
| 27 |  | Are electrical panels and breakers, and equipment shut off switches accessible and labeled? [ |  |  |  |
| 28 |  | Are extension cords used only as temporary wiring, with no daisy chaining involved, and not running under carpets, doors, or through walls and ceilings? |  |  |  |
| 29 |  | Is equipment with motors, heaters, and other high amperage needs plugged directly into wall receptacles? |  |  |  |
| 30 |  | Are controls in place for work on or near exposed energized parts of 50 volts or more AC or DC? |  |  |  |
| 31 |  | Other issues: |  |  |  |
|  | **Cranes, Hoists, Powered Industrial Trucks & Other Heavy Equipment** | | **Yes** | **No** | **N/A** |
| 32 |  | Is there specialized equipment in the shop that requires skilled and trained operators (i.e., cranes and hoists, forklifts)? If yes, answer the sub-questions below. |  |  |  |
|  | 32a | Are all heavy equipment operators trained on the task and the specific equipment? |  |  |  |
|  | 32b | Does all heavy equipment have specific standard operating procedures or job hazard analysis completed? |  |  |  |
|  | 32c | Are powered industrial trucks (e.g., forklifts) used and stored appropriately? |  |  |  |
|  | 32d | Are cranes inspected frequently and periodically, and documented? |  |  |  |
|  | 32e | How many cranes are not inspected frequently and periodically, and documented? |  | | |
|  | 32f | Is rigging equipment in good condition and routinely inspected, and documented? |  |  |  |
|  | 32g | How many pieces of rigging equipment are in poor condition and haven't been routinely inspected and documented? |  | | |
| 33 |  | Other issues: |  |  |  |

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|  | **Hazardous Materials/Chemicals** | | **Yes** | **No** | **N/A** |
| 34 |  | Are there chemicals present in the shop? If yes, answer the sub-questions below. |  |  |  |
|  | 34a | Are chemicals inventoried in MyChem? |  |  |  |
|  | 34b | Is the chemical inventory up to date in MyChem and reviewed annually? |  |  |  |
|  | 34c | Do all shop users have access to chemical SDS information? |  |  |  |
|  | 34d | Are flammable chemicals properly stored? |  |  |  |
|  | 34e | Is hazardous waste (such as oily rags/contaminated shop towels) properly stored and disposed of? |  |  |  |
|  | 34f | Are all chemical waste containers, including batteries for recycling, properly tagged/dated/labeled with an original label or a UW Hazardous Waste Label? |  |  |  |
|  | 34g | How many chemical waste containers, including batteries for recycling, are not properly tagged/dated/labeled with an original label or a UW Hazardous Waste Label |  | | |
|  | 34h | Does the shop have a chemical spill kit? |  |  |  |
| 35 |  | Does the shop use and store compressed gas cylinders? If yes, answer the sub-questions below. |  |  |  |
|  | 35a | Are incompatible compressed gas cylinders segregated when they are in storage and stored properly? |  |  |  |
|  | 35b | Are gas cylinders labeled, secured, and have valve protection caps in place for gas cylinders not in active use? |  |  |  |
| 36 |  | Other issues: |  |  |  |
|  | **Hot Work/Welding** | | **Yes** | **No** | **N/A** |
| 37 |  | Is hot work performed in the shop? If yes, answer the sub-questions below. |  |  |  |
|  | 37a | Is there a current fire permit for Hot Work, if required, and kept on file? |  |  |  |
|  | 37b | If required, is a fire watch present during and after hot work? |  |  |  |
|  | 37c | Since the last inspection, has the facility, room use, and hot work designated area remained the same and meets the conditions that impact the hot work permit? |  |  |  |
|  | 37d | Are all combustibles (including paper, wood, textiles, etc.) and dust/debris on floors kept at least a 35-foot radius away from the hot work permissible area? |  |  |  |
| 38 |  | Other issues: |  |  |  |
|  | **Building, Fire Life, Safety** | | **Yes** | **No** | **N/A** |
| 39 |  | Does the shop have a properly stocked first aid kit? |  |  |  |
| 40 |  | Are safety signs (MyChem, PPE, Shop Rules, etc.) posted and conspicuous? |  |  |  |
| 41 |  | Is an emergency washing device required? If yes, answer the sub-questions below. |  |  |  |
|  | 41a | Are emergency washing devices accessible within 10 seconds travel (approximately 50 feet) from work areas that present exposure hazards? |  |  |  |
|  | 41b | Are eyewashes and showers maintained and routinely tested? |  |  |  |
| 42 |  | Are fire extinguishers available, easily accessible, and free of obstructions? |  |  |  |
| 43 |  | Have fire extinguishers been inspected in the last year and been fully charged? |  |  |  |
| 44 |  | Are the fire sprinklers unobstructed? |  |  |  |
|  |  | Corrected on-site: |  |  |  |
| 45 |  | Other issues: |  |  |  |

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| **Item #** | **Comments/Action Items** |
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