

Shop and Workroom Inspection Checklist

Location: _____

Date: _____

Inspected by: _____

It is recommended that inspections occur quarterly. Mark any potential hazards accordingly and make comments when warranted. Check each category as compliant and safe, non-compliant/hazardous or not applicable.

FIRE PREVENTION/EGRESS		Yes	No	N/A	Corrective Action/Date Completed
1	Emergency phone numbers posted near phones?				
2	Exit doors are visible and free of obstructions on both side of door				
3	Exits are properly marked				
4	Fire extinguishers are mounted, accessible, charged and serviced in the last 12 months				
5	Extinguishers, alarm pulls, sprinkler risers and heads are free of obstructions				
6	Intercom or emergency communications equipment is operational				
7	Evacuation maps are posted				
8	Eyewash/Shower stations are accessible, operational and maintained				
9	First aid kits are fully stocked				
10	Flammable and combustible materials are stored away from heat sources				
11	Dust collection system is routinely inspected and emptied				
12	Space heaters are absent				
TOOLS AND MACHINES		Yes	No	N/A	Corrective Action/Date Completed
13	All machine guards are in place				
14	Grinding wheel guards in place and adjusted properly (work rest 1/8", tongue guard 1/4")				
15	Only type 1 and 2 ladders in use (no light duty ladders)				
16	Tools and equipment are in good condition				

HAZARDOUS MATERIAL		Yes	No	N/A	Corrective Action/Date Completed
17	Safety Data Sheets are accessible				
18	Secondary storage containers are labeled				
19	Flammable and combustible materials are stored in NFPA-approved containers/cabinets				
20	Spill response kits are available				
21	No noticeable spills or leaks are present				
22	Waste containers are closed and labeled				
23	Work area with chemicals are free of open food and beverage				
24	Ventilation systems are in use and maintained				
25	NFPA hazard labels are posted where hazardous materials are stored				
PERSONAL PROTECTIVE EQUIPMENT (PPE)		Yes	No	N/A	Corrective Action/Date Completed
26	Personnel are wearing appropriate PPE				
27	Eye protection is available				
28	Hearing protection is available				
29	Signs warning workers to wear PPE are posted				
ELECTRICAL HAZARDS		Yes	No	N/A	Corrective Action/Date Completed
30	Cords and plugs are in good condition; no exposed wires				
31	Extension cords are only used temporarily				
32	No daisy chaining of extension cords or power strips				
33	Outlet and switch covers are present				
34	Electrical panels are free of obstructions and have 30" clearance to each side and 36" in front				
35	GFCI plugs in use in wet areas				
36	Outlet and switch covers are present				
37	Breakers and fuses are identified				

WELDING		Yes	No	N/A	Corrective Action/Date Completed
38	Compressed gas cylinders are secured, upright with chains or straps				
39	Welding curtains are available and used				
40	Welding rod holders are empty and stored when not in use				
41	Gas is turned off when not in use				
GENERAL/HOUSEKEEPING		Yes	No	N/A	Corrective Action/Date Completed
42	Tables, desks and chairs are in good condition				
43	Step stools and ladders are available for reaching overhead storage				
44	Shops are neat, clean, orderly				
45	Aisles and work areas are free of trip and fall hazards				
46	Floors are clean, dry and free of slippery material				
47	Shops and workrooms are free of apparent hazards and safety concerns				
WALKWAYS, STAIRS, RAMPS		Yes	No	N/A	Corrective Action/Date Completed
48	Entrance mats are in place and used during wet weather				
49	Carpets and rugs are secure and in good condition				
50	Stairways, ramps and corridors are illuminated				
51	Stairways, ramps and corridors are free of stored items				
52	Stair treads are in good condition				
53	Ramps have non-slip surfaces				
54	Handrails and guardrails are present where required and in good condition				
LOADING DOCK		Yes	No	N/A	Corrective Action/Date Completed
55	There is a warning stripe or barrier at edge of dock area				
56	Chocks/dock locks present				
57	Handrails present on access stairs				

MATERIAL HANDLING		Yes	No	N/A	Corrective Action/Date Completed
58	Mobile Elevated Work Platforms are secured to prevent unauthorized use				
59	Personnel authorized to use MEWPS have received training				
60	MEWPS are inspected prior to use and annually				
STORAGE		Yes	No	N/A	Corrective Action/Date Completed
61	Storage shelves are not overloaded				
62	Shelving units and cabinets are secured from tipping				
63	Drawers are closed when not in use				
64	Materials are stored to minimize climbing, reaching, bending				
65	No storage within 18" of sprinkler heads (24" from ceiling when no sprinklers)				
66	Nothing is stored in mechanical or electrical rooms				
67	Nothing is suspended from fire suppression pipes				
68	Items stored vertically are secured to prevent movement (ladders, pipes, lumber etc)				
69	Excess or idle power cables, ropes and hoses are coiled or hung on walls				
OTHER/MISC		Yes	No	N/A	Corrective Action/Date Completed