

SHOP SAFETY AUDIT AND INSPECTIONS

The following are examples of three different general shop safety inspection forms. Keep in mind they do not list all the possible items for maintenance and manufacturing facilities. The best checklist for your workplace is one that has been developed for your specific needs. These are samples to get you started and apply where applicable. Whatever the format of your checklist, be sure to provide space for the inspectors' signatures and the date.

It is also useful to have different people go through and act as auditors, including managers, supervisors and mechanics.

The final checklist is an example of a corrective action plan. It serves as a follow-up to the audits and inspections.

INITIAL AUDIT CHECKLIST

This first audit is conducted to make sure all the systems are in place. This should be done by senior level personnel so systems that are missing are known to management for remediation. The audit should be done every few years. It covers the systems of safety that should be already in place.

#	Y	N	NA	FIRST AUDIT
Administration				
				Are all administrative documents, (e.g., shop safety plan, standard operating procedures (SOPs), SDS) up-to-date and available for review?
				Are emergency phone numbers and the evacuation map posted? Are current after-hours phone numbers posted?
				Does the safety bulletin board contain up-to-date information?
				Is a near miss/close call reporting system in place?
				Are appropriate fire department permits current and posted if required?
				Has a perimeter group been identified (i.e., organizations that share your boundaries) and are periodic meetings being held to discuss hazards, coordinated response, etc.?
				Are there appropriate licenses for any activity going on in the site (e.g., asbestos, lead, etc.)?
Procedures and Training				
				Are periodic safety inspections scheduled and done?
				Does initial training include a thorough review of hazards and incidents associated with the job?
				Do all employees know how to get first aid assistance when needed?
				Do the first-aiders know when and to which hospital or clinic an injured person should be taken?
				Is adequate instruction in the reason for and use of personal protective equipment (PPE) provided?
				Have all shop users received all necessary training for their work in the shop?
				Are safety training records complete and available upon request?
				Is shop access limited to trained and authorized personnel?
				Is someone trained in first aid and CPR always available?
				On maintenance jobs: Is job safety analysis or safe work procedures in writing?
				Do workers know the symptoms of heat cramps/heatstroke, or frostbite/hypothermia?
				Has there been an assessment of the entire facility for hazard types and is PPE available for all hazards encountered in that facility?
				Are manufacturers' manuals kept and followed for all tools and machinery?
				Are all electrical panels accessible and are the circuits properly labeled?
				Are there periodic safety drills for possible scenarios?
Safety				
				Are eyewash/showers accessible within 10 seconds (approximately 50 feet), free of obstructions and have documented inspections?
				Are there written PPE policies for all employees and contractors?
				Are the confined space procedures available for new hires and has their training been conducted?
				Are resources available to deal with very hot or very cold conditions (e.g., drinking water availability, lined gloves, insulated boots, etc.)?
				Are regular noise surveys conducted? Are the results available?
				Are emergency supplies (e.g., first aid kit, spill kit) available?
				Are first aid supplies replenished as they are used?
				Is there a fire extinguisher inspection and service contract or procedure in place?
				Is there a hoist inspection contract in place?
				Are SDS or material safety data sheets (MSDS) openly available to all employees?
				Are both gender bathrooms provided and are they equivalently maintained?
If any item is marked "U" for unacceptable or "N" for no, list the appropriate corrective action on the corrective action plan				

ANNUAL INSPECTION CHECKLIST

This is a detailed look at the potential areas of hazard. Important Note: A lack of hazards does not mean the shop is completely safe since some hazards are created by behavior. But in general, shops with fewer things to trip over will have fewer slips and trips than one that doesn't. A good practice is to rotate the inspector's role among leadership of the shop.

#	Y	N	NA	ANNUAL INSPECTION
Housekeeping, Equipment and Layout				
				Are fire doors unobstructed or wedged open?
				Are aisles, exits, fire doors and adjoining hallways free of obstructions?
				Have fire extinguishers been inspected in the past year and are they secured and easily accessible?
				Is emergency lighting adequate and regularly tested?
				Is the shop neat and orderly? Is a place for everything and everything in its place followed? Is the shop clean with no slip, trip, or fall hazards?
				Are floors free from protruding nails, splinters, holes and loose boards?
				Are covers or guardrails in place around open pits, tanks and ditches?
				Are safe walkways and restricted areas clearly marked around shop machinery and dangerous processes?
				Is there adequate (i.e., appropriate brightness, no glare and good color for task), permanent lighting to complete all tasks in the shop safely?
				Are light bulbs for illumination protected from breakage?
				Are heavy items stored low enough to prevent falling on people and for lifting safely?
				Are top-heavy machines, file cabinets and shelving secured?
				Are work surfaces and grip surfaces safe when wet?
				Are all gas cylinders secured? Do those not in use have caps in place and appropriately segregated?
				Are all blade, shaft, bit, belt and pulley guards in place to prevent injuries during machine operation?
				Are all shop tools and equipment, both powered and unpowered, maintained in a good state of repair (e.g., sharp, clean, functional)?
				If you handle drums, is there adequate drum handling gear available?
PPE (available and in good condition for shop users and visitors)				
				Are all shop users wearing long pants, sleeved shirts and appropriate footwear and are loose clothing, long hair and jewelry restricted while working in the shop?
				Are safety glasses and/or goggles available and being used?
				Are hard hats worn as required and are they available for visitors?
				Is noise protection provided for loud work and being used?
				Have noise surveys been conducted recently (within 1 year)?
				Is hand protection being used/worn as required?
				Are welding helmets, gloves, aprons and curtains available and in use during welding?
				Is there a respirator or proper positive ventilation available?
				Are supplies on hand for incidental chemical spills?
Hazardous Materials and Communication				
				Do SDS and/or MSDS cover all items in the garage/shop?
				Are all chemicals and chemical waste containers clearly labeled with their contents and primary hazard(s)?
				Are hazardous materials properly stored and are storage cabinets properly labeled and secured?
				Is the amount of flammable liquids outside of storage cabinets under 10 gallons?
				Are hazardous liquids stored below eye level?
				Are flammable liquids in FM/UL metal safety cans?
				Are flammable liquids storage containers labeled properly?
				Are oily rags placed in covered metal containers?
				Are there any unidentified containers of liquids or anything in use in the shop?

ANNUAL INSPECTION CHECKLIST [CONTINUED]

#	Y	N	NA	ANNUAL INSPECTION
Tools				
				Do any temporary repairs on tools, equipment, or facilities have a work order for permanent repair in the system?
				Are elevating devices used only within their capacity? Are capacities posted on equipment?
				Are the controls of elevating devices the "dead man" type?
				Are portable jacks inspected according to manufacturer requirements?
				Are safety jacks used while working under vehicles?
				Are ladders safe and inspected as appropriate?
				Do extension and straight ladders extend 3' beyond landing?
				Is a stepladder or commercial step stool used for high access?
				Are stepladders used only in the open position?
				Are portable power tools provided with guarding?
				Are portable circular saws equipped with protective guards?
				Are unsafe (e.g., damaged, loose, broken) hand tools prohibited?
				Are impact tools and hammers kept free of splinters/mushrooms?
				Are hoists inspected monthly and documented?
				Are hoists inspected annually by an outside service?
				Do impact air tools have safety clips or retainers on them?
Electrical Safety Issues				
				Is stationary shop equipment capable of being locked out for maintenance? Is LOTO used for appropriate tasks?
				Are ground-fault circuit interrupters (GFCIs) used for all portable electrical hand tools?
				Are extension cords in good condition, appropriately rated and used properly? Are there no daisy chains, are all prongs intact and no long-term usage?
				Are extension cords rated for hard or extra hard usage (e.g., 3 wire marked = S, ST, SO, STO, SJ, SJO, SJT and SJTO)?
				Is strain relief intact for all flexible cords and plug fittings?
				Is grounding and/or bonding integrity maintained for chemical dispensing?
				Is certified or listed equipment used per manufacturer?
				Are electrical panels labeled appropriately?
				Are electrical panel knockouts in place (e.g., no holes in panel that are not covered)?
				Are electrical panel access requirements maintained?
				Are all electrical boxes covered?
				Is the pressure washer grounded per National Electrical Code (NEC) requirements?
				Are double insulated or grounded electric power tools used?
Fall Protection				
				Are wall openings and floor holes covered or guarded?
				Is 100% fall protection in place above 6' in height?
				Are employees trained on operating aerial work platforms?
				Are ladders safe and inspected as appropriate?
				Do guard rails exist for platforms and scaffolding?
Hot Work and Welding Safety				
				Are hot work permits used for grinding, cutting and welding?
				Are safety and fire watch personnel provided when needed?
				Do oxygen and acetylene torch units have flashback arrestors?
				Do grinders, both portable and stationary, have guards in place?
				Is the stationary grinding wheel tool rest 1/8 inch or less?
				Is the stationary grinding wheel tongue guard 1/4 inch or less?
Confined Space Entry				
				Are entry and exit procedures adequate?
				Are emergency and rescue procedures in place (e.g., trained safety watchers)?

ANNUAL INSPECTION CHECKLIST [CONTINUED]

#	Y	N	NA	ANNUAL INSPECTION
Employee Facilities				
				Are facilities kept clean and sanitary?
				Are both gender bathrooms provided and are they equivalently maintained?
				Are the facilities in good repair?
				Are cafeteria or eating area facilities provided away from hazardous products?
				Are handwashing facilities available, especially in washrooms and near eating areas?

Pop Inspection

CORRECTIVE ACTION PLAN

List Item, the Person Responsible and Expected Completion Date; in Status Column, mark as: Open, In Process, or Closed

ACTION ITEM	PERSON (S) RESPONSIBLE	TO BE DONE BY	STATUS

Signature of lead inspector: _____

Date: _____