

APPENDIX K: SELF-INSPECTION CHECKLIST

This checklist should be used on an annual basis by the Shop Supervisor or designee to conduct shop self-inspections. Conducting self-inspections helps eliminate workplace hazards, maintain safety requirements, and prepare the shop for annual inspections by the Shop Safety Specialist.

This checklist is not all-inclusive and should be modified to reflect the unique hazards that are present in different shops. Supervisors and employees should identify hazards that are not included and supplement the list in the Additional Hazards section (at the end of the Checklist) to safety controls are in place for your specific work.

Department/Shop Name	
Shop Location	
Inspection performed by/ Contact Information	
Shop Manager/ Contact Information	

	Yes	No	N/A	Comments
Emergency & Fires				
Are emergency phone numbers (including EH&S serious injury hotline) posted near a phone?				
Do employees know where to gather in case of an evacuation?				
Do employees know workplace injury reporting procedures?				
Is safety equipment (safety shower, eyewash, fire extinguisher) inspected and accessible/unobstructed?				
Are employees trained on emergency procedures/protocols and locations of emergency equipment?				
Are all exits and walkways free of obstruction?				
Are first aid kits fully stocked?				
Are fire extinguishers present and inspected within the past year?				
Are oily rags kept in a closed metal bin and removed from the shop regularly?				
Training and Documentation				
Is an authorized user list kept for the shop?				
Have all employees received general safety training: Hazard Communication, Injury & Illness Prevention Program (IIPP), personal protective equipment (PPE), fire safety, back safety, etc.?				

Have all employees been trained on the equipment that they operate?				
Are all employees current on specialized training (where applicable): Ladders Fall Protection First Aid Lockout/Tagout Forklift Materials Handling Respirators				
Are all safety trainings documented and filed/stored?				
Do all employees have access to the Shop Safety Manual?				
Has the Hazard Assessment Tool for Shops (HATS) been completed?				
Is the Hazard Communication Program available?				
Is the Safety Data Sheet (SDS) binder available and indexed?				
Personal Protection				
Do employees wear appropriate attire in the shop?				
Is proper PPE (hearing protection, respiratory protection) provided where required?				
Do employees use proper PPE with handling hazardous materials?				
Is a spill kit present and stocked with appropriate PPE (safety glasses, gloves)?				
Are materials 50 lbs. or more handling with assistive devices, such as pallet jacks, hand trucks, etc.				
Housekeeping and Ventilation				
Are all worksites free of excess clutter?				
Is food/eating area kept away from chemical storage?				
Are all cabinets above five feet secured or anchored?				
Are all machines anchored appropriately?				
Are floors free of slip, trip and fall hazards?				
Do all work areas have adequate ventilation and task-specific ventilation where applicable?				

Electrical Safety				
Are all cords in good condition?				
Do all cord plugs have grounding conductors (third prong)?				
Is the breaker panel accessible with clearance of three feet on each side?				
Is all facility wiring properly shielded or enclosed?				
Are ground fault interrupters (GFCI) available for use in wet areas?				
Mechanical Safety				
Do all machines have guards to protect against points of operation, nip points, rotating parts, moving parts, flying chips, sparks, etc.?				
Are written standard operating procedures (SOPs) or Job Safety Analyses (JSAs) available for each machine and utilized by all employees?				
Are machines regularly cleaned and maintained?				
Are maintenance records, calibrations, certifications of each machine kept on file?				
Do only authorized employees perform maintenance?				
Are Lockout/Tagout procedures followed and locks/tags available?				
Portable Tools				
Are all power tools in good operating condition?				
Are ladders in good operating condition?				
Are cylinders and hoses free from cracks or dents?				
Are cylinders secured upright with a double chain and valve protector caps?				
Is a "hot work" procedure in place for welding?				
Storage, Hazardous Materials and Waste				
Are all hazardous materials labeled legibly and properly?				
Are chemicals stored neatly and in cabinets?				
Is chemical waste properly stored and labeled with EH&S Hazardous Waste Tags?				
Is stored waste in secondary containment?				
Does EH&S pick up the hazardous waste at least every 90 days?				

Are flammables in excess of 10 gallons stored in appropriate flammables cabinets?				
Are hazardous materials stored appropriately (i.e. not on counter or floors)?				
Are flammables/combustibles stored away from ignition sources?				
Are flammable gas cylinders kept at least 20 feet from compressed oxygen cylinders?				
TOTALS →				
*Total “No” Responses indicates number of corrective items needed				

Additional Hazards

Write any hazards in the spaces provided (if any exist).	
Hazard	Comments

Supervisor’s Signature	
Date	