

# Shop Safety Inspection Form

Building \_\_\_\_\_ Date \_\_\_\_\_

Inspector \_\_\_\_\_

## Areas of Inspection

## Comments

### *Equipment:*

- Guards** on mechanical equipment \_\_\_\_\_
- Proper **PPE** worn (gloves, goggles, ear plugs, etc.) \_\_\_\_\_
- Ladders** in good condition \_\_\_\_\_
- Tools** in good condition \_\_\_\_\_
- Eyewash** stations function properly, tested weekly, unobstructed \_\_\_\_\_
- Safety showers** function properly, tested monthly, unobstructed \_\_\_\_\_
- Compressed gas** cylinders secured properly \_\_\_\_\_

### *Electrical and Fire:*

- Power cords** (3-prong, good condition, commercial grade only) \_\_\_\_\_
- Power strips** w/ circuit breaker, no household extension cords \_\_\_\_\_
- Electrical panels** unobstructed \_\_\_\_\_
- 18" clearance** from fire sprinkler heads \_\_\_\_\_
- Nothing hanging from **sprinkler** heads, **pipes**, or **smoke detectors** \_\_\_\_\_
- 24" clearance** from ceiling \_\_\_\_\_
- Alarm pull-stations and fire extinguishers** \_\_\_\_\_ clearly identified and unobstructed \_\_\_\_\_
- Fire extinguishers** (tamper seals in place, tags show inspection <1 yr old, 3 ft clearance) \_\_\_\_\_

**Environment:**

- Work area adequately **illuminated** \_\_\_\_\_
- Temperature** within normal limits \_\_\_\_\_
- Noise levels** within normal limits \_\_\_\_\_
- Ventilation** (adequate, free from dust and \_\_\_\_\_  
fumes, vent grills clean) \_\_\_\_\_
- No signs of **water leaks** in ceiling tiles, \_\_\_\_\_  
floor or other areas \_\_\_\_\_

**General:**

- Non-smoking** policy in effect \_\_\_\_\_
- Aisles, stairwells, and exits** unobstructed \_\_\_\_\_
- Emergency and exit lights** functioning \_\_\_\_\_
- Evacuation maps** posted \_\_\_\_\_
- Emergency telephone** numbers posted \_\_\_\_\_  
where they can be readily found \_\_\_\_\_
- Floor** in good condition (no frayed carpet, \_\_\_\_\_  
loose tiles, slippery areas, etc.) \_\_\_\_\_
- No obvious **slip, trip, or fall** hazards \_\_\_\_\_
- Spills** cleaned up and reported immediately \_\_\_\_\_
- First aid kit** available and adequately stocked \_\_\_\_\_
- Recycling and trash bins** orderly \_\_\_\_\_  
and emptied regularly \_\_\_\_\_
- Custodial closets:** chemical containers \_\_\_\_\_  
labeled w/ chem. name, %, warnings, \_\_\_\_\_  
hazards, and manufacturer \_\_\_\_\_
- MSDSs** current, available, and understood \_\_\_\_\_
- Combustible** scrap, debris, waste stored \_\_\_\_\_  
safely and promptly removed from work areas \_\_\_\_\_

**Other Comments:**

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