



Shop Self Inspection Checklist

Survey Date:			Surveyor:	
Building:			Rooms:	
Y	N	N/A	Question	Comments
Administrative				
			Does the shop have a shop safety plan?	
			Do all personnel have access to written procedures for working with hazardous equipment?	
			Are all accidents recorded?	
			Has a safety inspection been performed in the last 12 months?	
			Is the shop secured when unoccupied and effectively managed to prevent access by unauthorized personnel?	
Signage				
			Are general safety signs posted and conspicuous?	
			Are walkways, hazard zones, and restricted areas clearly marked?	
Hazard Communication				
			Is the emergency contact information up to date?	
			Can the shop readily access an SDS for all chemicals?	
Training and PPE				
			Has EHS general safety training been completed and documented for all personnel?	
			Has shop specific training been completed and documented?	
			Is PPE in good condition, properly stored, and easily accessible?	
Emergency Supplies				
			Does the shop have a chemical spill kit?	
			Does the shop have a properly stocked first aid kit?	
			Are eyewashes and shower accessible?	
			Have the eyewashes and shower been tested recently?	
Engineering Controls				
			Do all machines have the proper guards to protect user from injury?	

			Does the shop have a procedure regarding defective equipment?	
			Are all hazardous pieces of machinery mounted to a bench top or the floor and secured?	
			Are processes that emit vapors, gases, or fumes properly ventilated?	
			Are gas cylinders labeled?	
			Are gas cylinders secured to prevent them from falling or tipping?	
Housekeeping/Organization				
			Is the shop adequately organized, orderly and clean to provide sufficient work space for operation without accidents or other preventable incidents?	
			Are the shop floors free of slip/trip hazards, clutter or obstructions to safe movement?	
			Are corridors and exits free of obstructions and hazardous materials/processes?	
Hazardous Materials Storage and Disposal				
			Are all shop chemicals and waste containers in good condition, properly labeled, and fully closed?	
			Are wastes properly stored and disposed of on a regular basis?	
Electrical Safety				
			Are electrical panels, breakers, and equipment shut off switches accessible and labeled?	
			Are electrical cords in good condition and used properly? (No daisy chains or long term usage)	
			Is equipment with motors, heaters, and other high amperage needs plugged directly into the wall receptacles?	
Fire Safety/Prevention				
			Are fire extinguishers available, easily accessible, and free of obstructions?	
			Have fire extinguishers been inspected in the last year?	
			Is there a process to notify users of alarms in high noise areas?	