SHOPS & STUDIO SAFETY INSPECTION CHECKLIST

DEPARTMENT: ___________________________ DATE: ________
LOCATION/SHOP: ______________________ BLDG/RM NO: ________
SUPERVISOR: __________________________ PHONE/EMAIL: ________
INSPECTOR: ___________________________ JOB TITLE: ________

VIOLATION POINTS
Minor - 1 & 4
Major - 8 & 16

- ELECTRICAL:
  1 - All disconnects/breakers labeled - panels posted with Arc Flash warnings □
  1 - Electrical cords across walkways protected □
  4 - 36" minimum access clearance around circuit breaker panels □
  4 - Electrical cords inspected (not frayed, damaged, etc.) □
  4 - Plug/Multi tap adapters use banned □
  4 - Extension cords not used in place of fixed wiring □
  8 - Energized/live parts of equipment are secured/not exposed □
  8 - Circuits grounded/Ground pins on plugs □
  8 - Explosion proof equipment used where needed □
  8 - GFCI's in use in wet areas (bathrooms, near sinks) □
  8 - Open slots in circuit breakers panels secured □
  8 - Covers in place on receptacles, boxes, switches □
  8 - Electrical hand tools grounded or double insulated □
  8 - Equipment approved, UL/FM listed □
  8 - Spray Painting operations inside approved spray paint booths (outlets, light fixtures) □

- MACHINE OPERATIONS:
  1 - Safety zones around shop equipment □
  4 - Anti-restart on woodworking machinery □
  4 - Abrasive wheels given "ring-test" □
  4 - Push-sticks provided □
  4 - Foot treadles guarded □
  4 - On/Off switch accessible w/o reaching across Point of Operations □
  4 - Air tanks >1.5 cubic ft (11.2 gal) capacity inspected/issued permit by Cal/OSHA □
  4 - Compressed air nozzles have relief ports to safely vent when orifice is blocked □
  8 - Barrier guards on moving machinery parts □
  8 - Rotating shafts guarded □
  8 - Point-of-operation (POO) & Pinch points guarded □
- Fan blades adequately guarded (< 1/2" opening)  
- Fixed machinery anchored to prevent movement  
- Lower portion of blades guarded  
- Belts/pulleys enclosed  
- Band saw blades guarded above guide rollers  
- Jointer guards installed with auto return  
- Radial arm saw blade guard/head auto return doesn't extend past end of table  
- Table saw-blade guard, splitter, anti-kickback  
- Shop equipment have lockable disconnect  
- Gas welding torches equipped with flashback arrestors  
- Arc welders properly grounded

**GENERAL SAFETY/ADMINISTRATION/TRAINING:**

1- Seismic securing of shelving equipment > 5'  
1- Good personal hygiene practices maintained  
1- Unstable storage practices/equipment  
1- Employees practice safe manual lifting procedures/techniques  
1- Hand trucks/carts available for moving heavy awkward items  
1- Are awkward postures assumed during work tasks  
1- Required literature posted (Cal-OSHA, WC, Annual Injury & Illness Summary)  
4- Aisles (minimum 44” pathway)/Building exit corridors clear/unobstructed  
4- Eyewash/ Deluge Showers available where required (flushed/checked weekly)  
4- Personal protective equipment used and stored properly  
4- Appropriate fire extinguishers charged/mounted within 75’ of all work stations  
4- Compressed gas cylinders properly stored and secured/capped  
4- Inspection performed of weight handling equipment (overhead cranes, hoists)  
4- Welding curtains used  
4- Space heaters have auto-tip-over switch  
4- Smoking in designated areas only (>25’ from entrances, buildings, etc.)  
4- Approved first aid kit available and its location known to all employees  
8- Oxygen and Acetylene cylinder storage (minimum 20’ separation)

**HAZARDOUS MATERIALS:**

1- “No Smoking” signs posted & observed  
1- New/Initial hazardous materials purchases approved  
4- Hazardous Materials inventory list available and up to date  
4- Approved flammable lockers in use  
4- Maximum storage: Flammables 60 gal., combustible 120 gal  
4- Solvents >10-1 gallon containers stored in approved flammable lockers  
4- Manufacturer’s label affixed/not defaced  
4- Only 1-day supply of flammable material kept outside flame locker  
4- Dispensing/secondary containers labeled
4 - Dispensing containers bonded to prevent static electricity
8 - Material Safety Data Sheet (MSDS) available & accessible
8 - Hazardous Waste properly managed
8 - Ventilation equipment available & used when required

**TRAINING**

4 - Mandatory Training current/documentated (IIPP, HAZCOM, EAP)
4 - Shop specific safety training conducted/documentsed as required
4 - Confined Space Program in place where required
4 - Fall Protection Program in place where required
4 - Forklift Safety Training in place where appropriate
4 - Lockout/Tag Out program in place where required
4 - Inspection program for power tools/extension cords
4 - CPR training for required workers (Electrical Trades)

**WALKING/WORKING SURFACES:**

1 - Floors clean and dry
1 - Storage of materials/equipment not protruding and/or cluttered
1 - Soiled rags/trash disposed of daily
4 - Stairs safe (secure rails, treads)
4 - Trip hazards (electrical cords, debris) not present
8 - Ladders safe (safe feet, inspected, tight rungs)
8 - Guard rails installed around floor openings, lofts and catwalks to prevent falls > 30"
8 - Scaffolding- >5' have top/mid rails, toe-board, mud sills, wheels locked

**OMMitted FROM FORM**

- Compatible storage of hazardous materials
- Proper storage containment/separation of acids (redundant)
4 - Training provided (site specific)