

# Shop & Studio Safety

## Official Inspection Report

Time In \_\_\_\_\_

Time Out \_\_\_\_\_

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/ /

Facility Name \_\_\_\_\_ Operator / Manager Name \_\_\_\_\_ Date \_\_\_\_\_

( ) -

Address \_\_\_\_\_ Mail Code \_\_\_\_\_ Phone \_\_\_\_\_

See attached pages for documentation concerning the exact nature of the violation(s) observed at the time of inspection

### Major Violations (Section 1)

(Point Value - 8 points per violation)

TRAINING		MACHINE OPERATIONS	
1	Mandatory training records current/documented (IIPP, HAZCOM, EAP)	21	Barrier guards on moving machinery parts
2	Shop specific safety training conducted/documented as required for equipment maintenance up keep	22	Radial arm saw blade guard/head auto return doesn't extend past end of the table
3	Lock out/Tag out program in place where required	23	Rotating shafts guarded
4	Inspection program for power tools/extension cords	24	Point-of-Operation (POO) and pinch points guarded
5	Confined Space Program in place where required	25	Fan blades adequately guarded (< 1/2" opening)
6	Fall Protection Program in place where required	26	Fixed machinery anchored to prevent movement
7	Forklift Safety Training in place where required	27	Lower portion of blades guarded
8	CPR training for required workers (electrical trades)	28	Belts/pulleys enclosed
WALKING/WORK SURFACES		29	Bench grinders (1/8" tool rest, 1/4" tongue guard maximum clearances)
9	Ladders safe (safe feet, inspected, tight rungs)	30	Band saw blades guarded above guide rollers
10	Guard rails installed around floor openings, lofts and catwalks to prevent falls >30"	31	Jointer guards installed with auto return
11	Scaffolding - >5' have top/mid rails, toe-board, mud sills and wheels locked	32	Table saw-blade guard, splitter and anti-kickback
ELECTRICAL		33	Shop equipment has lockable disconnect
12	Energized/live parts of equipment exposed	34	Lock out/Tag out used for equipment (maintenance/adjustments, repairs)
13	Circuits grounded/ground pins on plugs	35	Gas welding torches equipped with flashback arrestors
14	Explosion proof equipment used where needed	36	Arc welders properly grounded
15	GFCT's in use in wet areas (bathrooms, near sinks)	HAZARDOUS MATERIALS	
16	Open slots in circuit breakers panels secured	37	Material Safety Data Sheet (MSDS) available and accessible
17	Covers in place on receptacles, boxes and switches	38	Hazardous waste properly managed
18	Electrical hand tools grounded or double insulated	39	Ventilation equipment available and used
19	Equipment approved, UL/FM listed	GENERAL SAFETY	
20	Spray painting operations inside approved spray paint booths (outlets, light fixtures)	40	Oxygen and acetylene cylinder storage (minimum 20' separation)

### Minor Violations (Section 2)

(Point Value - 4 points per violation)

TRAINING		MACHINE OPERATIONS	
41	Mandatory training records current/documented (IIPP, HAZCOM, EAP)	60	On/off switch accessible w/o reaching across Point of Operations
42	Shop specific safety training conducted/documented as required for equipment maintenance up keep	61	Compressed air nozzles have relief ports to safely vent when orifice is blocked
43	Lock out/Tag out program in place where required	HAZARDOUS MATERIALS	
44	Inspection program for power tools/extension cords	62	Hazardous materials inventory list available and up to date
45	Confined Space Program in place where required	63	Approved flammable lockers in use
46	Fall Protection Program in place where required	64	Maximum storage exceeded: Flammables 60 gal., combustible 120 gal.
47	Forklift Safety Training in place where required	65	Solvents > 10-1 gal. containers stored in approved flammable lockers
48	CPR training for required workers (electrical trades)	66	HAZCOM labeling requirement met
WALKING/WORKING SURFACES		67	Only one (1) day supply of flammable material kept outside flame locker
49	Stairs safe (secure rails, treads)	68	Dispensing containers bonded to prevent static electricity
50	Trip hazards (electrical cords, debris) addressed	GENERAL SAFETY	
ELECTRICAL		69	Aisles (minimum 44" pathway)/building exit corridors unobstructed
51	36" minimum access clearance around circuit breaker panels	70	Eyewash/Deluge showers available where required (flushed/checked monthly)
52	Electrical cords inspected (frayed, damaged, etc.)	71	Personal protective equipment used and stored properly
53	Plug/multi tap adapters banned	72	Appropriate fire extinguishers charged/mounted with 75' of all work stations
54	Extension cords used properly	73	Compressed gas cylinders properly stored and secured
MACHINE OPERATIONS		74	Inspection performed of weight handling equipment (overhead cranes, hoists)
55	Anti-restart on woodworking machinery	75	Welding curtains used
56	Air tanks > 1.5 cubic ft (11.2 gal) capacity inspected/issued permit by Cal-OSHA	76	Space heaters have auto-tip-over switch
57	Abrasive wheels given "ring-test"	77	Smoking in designated areas only (> 25' from entrances, buildings, etc.)
58	Push sticks provided	78	Approved first aid kit available and its location known to employees
59	Foot treadles guarded		

### Minor Violations (Section 3)

(Points Value - 1 point per violation)

WALKING/WORKING SURFACE		HAZARDOUS MATERIALS	
79	Floors clean and dry	86	New/Initial hazardous materials purchases approved
80	Storage of materials/equipment not protruding and/or cluttered	GENERAL SAFETY	
81	Soiled rags/trash disposed of daily	87	Seismic securing of shelving equipment > 5'
ELECTRICAL		88	Good personal hygiene practices maintained
82	Disconnects/breakers labeled - panels posted with Arc Flash warnings	89	Proper storage practices/equipment anchored
83	Electrical cords across walkways protected	90	Employees practice safe manual lifting procedures/techniques
MACHINE OPERATIONS		91	Hand trucks/carts available for moving heavy awkward items
84	Safety zones around shop equipment	92	Proper body mechanics exhibited
HAZARDOUS MATERIALS		93	Required literature posted (Cal-OSHA, WC, Annual Injury & Illness summary)
85	"No Smoking" signs posted and observed		

#### NUMBER OF VIOLATIONS

Section 1: \_\_\_\_\_

Section 2: \_\_\_\_\_

Section 3: \_\_\_\_\_

**Total:** \_\_\_\_\_

#### RETURN TO COMPLIANCE BY:

Major Violations: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Minor Violations: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

