



Enter information electronically in shaded areas, name Word document file, and save to device.
Or print document to enter information manually.

Shop Safety Self-Inspection Checklist

Campus: _____ Unit/department: _____
 Facility: _____ Room(s): _____
 Shop coordinator: _____ Email address: _____
 Inspection conducted by: _____ Date: _____

Instructions: Complete the entire checklist when performing a self-inspection of each shop area/location. Note the item number and deficiencies at the bottom of the checklist. Document the corrective action(s), mitigation owner and timeline for implementation for each item. Please upload to blackboard once a semester or when lab is operational.

Administrative			Yes	No	N/A
1		Is the location required to have a shop safety plan? If yes, answer the sub-questions below	☐	☐	☐
	1a	Does the shop have a shop safety plan?	☐	☐	☐
	1b	Is the shop safety plan up to date?	☐	☐	☐
	1c	Is the shop safety plan accessible to all shop personnel?	☐	☐	☐
2		Is the location required to report near misses and accidents? If yes, answer the sub-questions below.	☐	☐	☐
	2a	Were all shop near-misses or accidents since previous Shop Safety Inspection reported?	☐	☐	☐
	2b	Are all shop near-misses and accidents reported to the University Claims Office? Claims Office - Eastern Kentucky University	☐	☐	☐
3		Was a safety self-audit performed within the last 4 months?	☐	☐	☐
4		Is the shop kept secure when unoccupied and effectively managed to prevent access by unauthorized personnel?	☐	☐	☐
5		While work is being completed in the shop, is food and drink prohibited in shop areas?	☐	☐	☐
6		Does the shop require safety training? If yes, answer the sub-questions below.	☐	☐	☐
	6a	Has an EH&S safety training assessment been completed and address hazards of shop staff and users?	☐	☐	☐
	6b	Has safety training (EH&S or equivalent) been completed and documented for shop staff and users?	☐	☐	☐
7		Is PPE required in the shop?	☐	☐	☐
	7a	Has a PPE hazard assessment been completed and documented? If yes, answer the sub-questions below	☐	☐	☐
	7b	Have all shop users been trained on the PPE hazard assessment and how to select, use, inspect, and maintain PPE?	☐	☐	☐
	7c	How many shop users have not been trained on the PPE hazard assessment and how to select, use, inspect, and maintain PPE?			
	7d	Is PPE in good condition, properly stored, and easily accessible?	☐	☐	☐
8		Other issues:	☐	☐	☐
Housekeeping			Yes	No	N/A
9		Is the shop adequately organized, orderly, and clean to provide sufficient workspace and are hazard zones clearly marked?	☐	☐	☐
10		Are the shop floors free of slip/trip/fall hazards, clutter, or obstructions to safe movement?	☐	☐	☐
11		Are dust collection systems present where needed and regularly emptied and maintained? [	☐	☐	☐
12		Are processes that emit vapors, gases, or fumes adequately captured at the source by local ventilation (hoods, snorkel)?	☐	☐	☐
13		Is soldering conducted in a well-ventilated area or with portable exhaust ventilation (i.e., a fume extractor)?	☐	☐	☐
14		Are high noise areas clearly labeled?	☐	☐	☐
15		Other issues:	☐	☐	☐

Shop Equipment Activities			Yes	No	N/A
16		Does all machinery, equipment, power tools, and/or hazardous activities have shop specific standard operating procedures (SOPs) or job hazard analysis (JHAs) completed?	☐	☐	☐
17		How many pieces of machinery, equipment, power tools, and/or hazardous activities are missing shop specific standard operating procedures (SOPs) or job hazard analysis (JHAs)?			
18		Have all users that operate shop machinery or equipment had hands on training with shop specific equipment and been trained on the SOPs or JHAs?	☐	☐	☐
19		Are all hand-operated tools free of defects (such as cracked handles, frayed or damaged cords, missing parts, missing guards, etc.) that make them unsafe?	☐	☐	☐
		Corrected on-site:	☐	☐	☐
20		Do all machines have proper engineering controls (manufacturer-supplied, fixed, or self-adjusting) machine guards on all pinch points, crush points, rotating parts, blades, tooling, and chucks?	☐	☐	☐
		Corrected on-site:	☐	☐	☐
21		Does the shop have a process to change out and / or sharpen tooling and drill bits when they become dull or damaged?	☐	☐	☐
22		Are there pressure systems, tanks, or vessels? If yes, answer the sub-questions below	☐	☐	☐
	22a	Have ASME vessels been registered?	☐	☐	☐
	22b	Do they have a pressure relief device?	☐	☐	☐
	22c	Does it discharge to a safe place?	☐	☐	☐
	22d	Are compressor air nozzles outfitted with pressure reducing devices?	☐	☐	☐
23		Is all machinery seismically restrained where required?	☐	☐	☐
24		Other:	☐	☐	☐
Hazardous Energy			Yes	No	N/A
25		Do employees engage in service, repair or maintenance operations on machines that are capable of being locked out (cord & plug exempt) and that expose them to hazardous energy from unexpected energization, startup, or release of stored energy? If yes, answer sub-questions below.	☐	☐	☐
	25a	Do all employees that conduct repairs, service, or maintenance on equipment and machines have lockout/tagout equipment? (locks, tags, group lockbox, lockout devices, etc.)	☐	☐	☐
	25b	Does all equipment and machines requiring repair, service or maintenance have equipment specific lockout/tagout (LOTO) procedures in place, if applicable?	☐	☐	☐
	25c	How many pieces of equipment and machines are missing repair, service or maintenance have equipment specific lockout/tagout (LOTO) procedures in place, if applicable?			
	25d	Has the equipment specific lockout/tagout procedure and authorized person been reviewed in last 1 year?	☐	☐	☐
26		Do all batteries have safe storage, charging and handling guidelines in place?	☐	☐	☐
27		Are electrical panels and breakers, and equipment shut off switches accessible and labeled? [	☐	☐	☐
28		Are extension cords used only as temporary wiring, with no daisy chaining involved, and not running under carpets, doors, or through walls and ceilings?	☐	☐	☐
29		Is equipment with motors, heaters, and other high amperage needs plugged directly into wall receptacles?	☐	☐	☐
30		Are controls in place for work on or near exposed energized parts of 50 volts or more AC or DC?	☐	☐	☐
31		Other issues:	☐	☐	☐
Cranes, Hoists, Powered Industrial Trucks & Other Heavy Equipment			Yes	No	N/A
32		Is there specialized equipment in the shop that requires skilled and trained operators (i.e., cranes and hoists, forklifts)? If yes, answer the sub-questions below.	☐	☐	☐
	32a	Are all heavy equipment operators trained on the task and the specific equipment?	☐	☐	☐
	32b	Does all heavy equipment have specific standard operating procedures or job hazard analysis completed?	☐	☐	☐
	32c	Are powered industrial trucks (e.g., forklifts) used and stored appropriately?	☐	☐	☐
	32d	Are cranes inspected frequently and periodically, and documented?	☐	☐	☐
	32e	How many cranes are not inspected frequently and periodically, and documented?			
	32f	Is rigging equipment in good condition and routinely inspected, and documented?	☐	☐	☐

	32g	How many pieces of rigging equipment are in poor condition and haven't been routinely inspected and documented?			
33		Other issues:	☐	☐	☐

	Hazardous Materials/Chemicals		Yes	No	N/A
34		Are there chemicals present in the shop? If yes, answer the sub-questions below.	☐	☐	☐
	34a	Are chemicals inventoried in Blackboard? Contact your CSO.	☐	☐	☐
	34b	Is the chemical inventory up to date in Blackboard and reviewed annually? Contact your CSO.	☐	☐	☐
	34c	Do all shop users have access to chemical SDS information?	☐	☐	☐
	34d	Are flammable chemicals properly stored?	☐	☐	☐
	34e	Is hazardous waste (such as oily rags/contaminated shop towels) properly stored and disposed of?	☐	☐	☐
	34f	Are all chemical waste containers, including batteries for recycling, properly tagged/dated/labeled with an original label or a UW Hazardous Waste Label?	☐	☐	☐
	34g	How many chemical waste containers, including batteries for recycling, are not properly tagged/dated/labeled with an original label or a UW Hazardous Waste Label			
	34h	Does the shop have a chemical spill kit?	☐	☐	☐
35		Does the shop use and store compressed gas cylinders? If yes, answer the sub-questions below.	☐	☐	☐
	35a	Are incompatible-compressed gas cylinders segregated when they are in storage and stored properly?	☐	☐	☐
	35b	Are gas cylinders labeled, secured, and have valve protection caps in place for gas cylinders not in active use?	☐	☐	☐
36		Other issues:	☐	☐	☐
	Hot Work/Welding		Yes	No	N/A
37		Is hot work performed in the shop? If yes, answer the sub-questions below.	☐	☐	☐
	37a	Is there a current fire permit for Hot Work, if required, and kept on file?	☐	☐	☐
	37b	If required, is a fire watch present during and after hot work?	☐	☐	☐
	37c	Since the last inspection, has the facility, room use, and hot work designated area remained the same and meets the conditions that impact the hot work permit?	☐	☐	☐
	37d	Are all combustibles (including paper, wood, textiles, etc.) and dust/debris on floors kept at least a 35-foot radius away from the hot work permissible area?	☐	☐	☐
38		Other issues:	☐	☐	☐
	Building, Fire Life, Safety		Yes	No	N/A
39		Does the shop have a properly stocked first aid kit?	☐	☐	☐
40		Are safety signs (PPE, Shop Rules, etc.) posted and conspicuous?	☐	☐	☐
41		Is an emergency washing device required? If yes, answer the sub-questions below.	☐	☐	☐
	41a	Are emergency washing devices accessible within 10 seconds travel (approximately 50 feet) from work areas that present exposure hazards?	☐	☐	☐
	41b	Are eyewashes and showers maintained and routinely tested?	☐	☐	☐
42		Are fire extinguishers available, easily accessible, and free of obstructions?	☐	☐	☐
43		Have fire extinguishers been inspected in the last year and been fully charged?	☐	☐	☐
44		Are the fire sprinklers unobstructed?	☐	☐	☐
		Corrected on-site:	☐	☐	☐
45		Other issues:	☐	☐	☐

Item #	Comments/Action Items