

Shop Safety Checklist

[See questions explanations here.](#)

Survey# _____ Survey Date: _____ Surveyor: _____
 Building: _____ Rooms Surveyed: _____
 RP: _____ Dept: _____
 Lab Contact: _____

#	Yes	No	N/A	Question	Survey Comments	Date Corrected
Administrative						
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the shop have a current version of the Department Health and Safety Plan (APP) that includes shop safety, or a specific Shop Safety Plan?		
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all shop personnel have access to written procedures for working with hazardous equipment that document safety procedures and tasks?		
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all shop accidents and near-misses reported using OARS?		
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a safety self-audit performed within the last 12 months?		
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the shop kept secure when unoccupied and effectively managed to prevent access by unauthorized personnel?		
Signage						
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are general safety signs posted and conspicuous?		
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are walkways, hazard zones, and restricted areas clearly indicated?		
Hazard Communication						
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the chemical inventory and contact information been reviewed and updated in MyChem within the last year?		
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can the shop readily access an MSDS/SDS for all chemicals?		
Training and PPE						
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a safety training assessment been completed for shop staff and users?		
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has EH&S general safety training been completed and documented for shop staff?		
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has shop specific training been completed and documented?		
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a PPE hazard assessment been completed for the shop?		
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all shop users been trained on the PPE hazard assessment and how to select, use, inspect, and maintain PPE?		
Emergency Supplies/Equipment/Management						
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the shop have a chemical spill kit?		
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the shop have a properly stocked first aid kit?		

17 Are eyewashes and showers accessible within 10 seconds travel (approx. 50 feet) from work areas that present exposure hazards?

18 Are eyewashes and showers maintained and routinely tested?

Engineering Controls

19 Do all machines have the proper guards to protect users from injury?

20 Does the shop have a procedure regarding taking defective equipment or tools out of service?

21 Are all hazardous pieces of machinery mounted to a bench top or the floor and secured?

22 Is all hot work adequately controlled in accordance with permit conditions?

23 Are processes that emit vapors, gases, or fumes adequately captured at the source by local ventilation (hoods, snorkel)?

24 Are incompatible compressed gas cylinders segregated when they are in storage?

25 Are gas cylinders labeled and are valve protection caps in place for gas cylinders not in active use?

26 Are compressed gas cylinders secured to prevent them from falling or tipping?

Housekeeping/Organization

27 Is PPE in good condition, properly stored, and easily accessible?

28 Is the shop adequately organized, orderly and clean to provide sufficient work space for operations without accidents or other preventable incidents?

29 Are the shop floors free of slip/trip hazards, clutter or obstructions to safe movement?

30 Are corridors and exits free of obstructions and hazardous materials/processes in accordance with the UW Corridor Policy?

Hazardous Materials Storage and Disposal

31 Are all shop chemicals and waste containers in good condition, compatible with contents, labeled correctly, and fully closed?

32 Are wastes (such as oily rags/contaminated shop towels) properly stored, and disposed of on a regular and routine basis?

33 Are all hazardous material quantities in storage and in use within limits allowed by the Fire Code?

Electrical Safety

34 Do all machines that are hardwired or have the potential to release stored energy have LOTO procedures?

35 Are electrical panels and breakers, and equipment shut off switches accessible and labeled?

36 Are extension cords used only as temporary wiring and not running under carpets, doors, or through walls and ceilings?

37 Is equipment with motors, heaters, and other high amperage needs plugged directly into wall receptacles?

Hoists and Lift Equipment

38 Are cranes maintained and inspected as required, and operators trained?

Fire Safety/Prevention

- | | | | | | | |
|----|-------------------------------------|--------------------------|--------------------------|--|--|--|
| 39 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Are fire extinguishers available, easily accessible, and free of obstructions?</u> | | |
| 40 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Have fire extinguishers been inspected in the last year and been fully charged?</u> | | |
| 41 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Can all shop users hear alarms or is there a process to notify users of alarms in high noise areas?</u> | | |

RP's Comments: