

SHOP AREA INSPECTION CHECKLIST

Building & Room:	Inspected By:
Shop Supervisor:	Date:

All locations with shop machinery must be inspected at least quarterly. For each item check Yes, No, or N/A. Be sure to retain all documentation regarding inspections, including findings **and** corrective actions taken for any “No” responses, for a minimum of 3 years. Contact EH&S at 723-0448 for questions or additional information.

Y	N	N/A	GENERAL SAFETY
			1. Area around fire extinguishers, pull alarms, emergency showers, and electrical panels kept clear?
			2. Eighteen-inch vertical clearance maintained below fire sprinkler heads (e.g., over shelves)?
			3. Cabinets, furniture, and machinery taller than 4 feet braced or anchored?
			4. No food and drink stored or consumed in shop area?
			5. Extension cords and power strips not daisy chained and no permanent extension cords in use?
			6. No exposed wiring or damaged electrical cords?
			7. Machinery has adequate clearance for safe operation?
			8. Floors dry; bench tops and machinery kept reasonably clean and free of dust and debris?
			9. All shop tools and chemicals returned to storage locations after use or at the end of the day?
			10. Machinery and tools periodically inspected and maintenance/repairs provided as needed?
USER SAFETY			
			11. All users have reviewed SU Safe Operation of Shop Machinery ?
			12. All users have completed documented site-specific shop machinery training?
			13. All users wearing appropriate street clothing and personal protective equipment, including confining long hair/beards and no jewelry (e.g., rings, necklaces, dangling earrings)?
			14. All users operating only equipment and tools they have been trained and authorized to use?
			15. All users notified they cannot work alone (another authorized user must be present) unless prior approval is obtained? See Shop Machinery Guidelines for Supervisors for additional guidance.
			16. Access to shop machinery controlled to prevent unauthorized use?
			17. All injuries, incidents, and near misses reported to supervisor and documented using SU-17 form?
HAZARDOUS CHEMICALS & WASTES			
			18. Chemical containers (including household products) and chemical wastes legibly labeled with full chemical or trade name (note: abbreviations/formulas are not adequate)?
			19. Incompatible chemicals properly segregated (see Stanford’s Storage Group Classification System)?
			20. Chemical and waste containers in good condition and kept closed except during use (no funnels)?
			21. Hazardous chemicals and oil pumps stored in secondary containment free of spilled material?
			22. Oily rags managed appropriately in oily waste cans?
			23. Flammable solvents and waste stored in flammable liquid storage cabinets?
			24. No hazardous chemicals near sinks or drains unless secondary containment is provided?
			25. “Chemical Waste Compliance” poster posted in locations where hazardous waste is accumulated?
			26. Emergency contacts, chemical storage maps, and chemical inventory in life safety box are current?
			27. Hazardous material spill cleanup kits and first aid kits available (recommended)?
			28. All chemical wastes collected in compatible containers with completed waste tags attached and kept for no longer than 9 months from “accumulation date” on waste tag?
COMPRESSED GASES			
			29. Cylinders listed on chemical inventory, positioned so that contents label is visible, and stored in a dry, well-ventilated location protected from heat sources?
			30. Cylinders > 26” tall secured to a rigid structure at 1/3 and 2/3 height with metal chains and a maximum of 2 cylinders per pair of chains (one restraint for cylinders <26” and dewars)?
			31. Cylinder valves closed and valve caps in place when cylinders not in use?

Comments & Additional Findings