

Shop Inspection Checklist

Date of Inspection:	
Inspector's Name:	
Department:	
Trade shop:	

No.	Hazard Communication	Yes	No	N/A	Comments
1	Containers labeled with content and hazard warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Chemical storage cabinets properly labeled (flammable, corrosive, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Safety Data Sheets (SDS) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	All chemical containers are capped and sealed, except when actively adding or removing material from them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No.	Emergency Preparedness	Yes	No	N/A	Comments
5	Emergency information posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	NFPA placard posted outside of shop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Cabinets and bookshelves are secured to walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Overhead storage is minimized to prevent falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No.	Fire Safety	Yes	No	N/A	Comments
9	Adequate storage clearance from ceiling (18" if sprinklered, 24" if not sprinklered)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Fire extinguisher fully charged, identified, accessible and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Fire extinguisher inspected monthly and tag documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

No.	General Safety	Yes	No	N/A	Comments
12	Exits and aisles are clear and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Shower and eyewash station accessible and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Shower and eyewash station inspected monthly and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Compressed gas cylinders secured to a stable structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Compressed gas cylinder valve protection caps in place when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Compressed gas cylinders properly labeled with contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Hand washing supplies available (soap and paper towels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Heavy items stored on lower shelves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Desks, chairs and tables free from hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No.	Equipment Safety	Yes	No	N/A	Comments
21	Grinding, sanding, sawing and other rotating machines properly guarded and anchored to prevent tipping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Broken tools not observed in workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Ladders, step stools and stairs in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Lockout procedures observed for equipment repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Air compressor have automatic warning signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No.	Electrical Safety	Yes	No	N/A	Comments
26	At least 3' of clearance is kept in front of electrical panels/ breaker boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Extension cords are not used as permanent wiring and do not create a tripping hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Plugs, cords and electrical outlets in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

No.	Hazardous Waste	Yes	No	N/A	Comments
29	Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when hazardous waste is not being added or removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Waste is not stored for more than 90 days from the initial date of accumulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Waste tags are available and used on all hazardous waste containers (regardless of size of container)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Hazardous Waste containers are labeled with the initial date of accumulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No.	Personal Protective Equipment	Yes	No	N/A	Comments
33	Trades personnel provided required personal protective equipment (PPE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Areas requiring the use of PPE are adequately posted and enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	When not in use, PPE is properly maintained and stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No.	Housekeeping	Yes	No	N/A	Comments
36	Food and beverages not stored or consumed in an area where it may be contaminated by any toxic material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	All work areas are kept clean and organized and the environment is maintained to eliminate harmful exposures or unsafe conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Rags are stored in proper containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No.	Chemical Storage and Compatibility	Yes	No	N/A	Comments
39	Less than 10 gallons of flammables located outside of flammable storage cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Maximum of 60 gallons flammable liquids stored in each flammable storage cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Chemical storage cabinets properly labeled (flammable, corrosive, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Incompatible materials properly segregated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Chemical containers in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Corrosive chemicals stored below eye level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	Secondary containment is provided, as required/needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

