



**SAFETY INSPECTION CHECKLIST  
SHOPS**

DEPARTMENT \_\_\_\_\_ REPORT PREPARED BY \_\_\_\_\_ EXT. \_\_\_\_\_ DATE OF THIS REPORT \_\_\_\_\_

LOCATION OF INSPECTION \_\_\_\_\_ CHECK **ALL** ITEMS THAT APPLY IN **EACH** COLUMN BELOW

	YES	NO		YES	NO
1. EYE PROTECTION PROVIDED/REQUIRED			19. FLOORS CLEAN AND IN GOOD REPAIR WITH NO TRIPPING HAZARDS		
2. RESPIRATORS USED. EMPLOYEES TRAINED			20. STORAGE AREA CLEAN AND ORDERLY, MATERIALS STORED IN SAFE MANNER		
3. PERSONAL PROTECTIVE CLOTHING AVAILABLE			21. HEAVY ITEMS STORED ON LOWER SHELVES FOR EARTHQUAKE SAFETY		
4. LADDERS IN GOOD CONDITION			22. ACCESS TO ELECTRICAL PANELS UNOBSTRUCTED		
5. AIR COMPRESSORS HAVE AUTOMATIC WARNING SIGNS			23. CIRCUIT BREAKERS UNOBSTRUCTED		
6. LOCK-OUT PROCEDURES IMPLEMENTED DURING EQUIPMENT REPAIR			24. FIRE EXTINGUISHER AVAILABLE, OPERABLE AND IN GOOD CONDITION		
7. GAS CYLINDERS STORED UPRIGHT, SECURED AND IN GOOD CONDITION			25. EMPLOYEES TRAINED IN EMERGENCY PROCEDURES AND USE OF FIRE EXTINGUISHERS		
8. FORKLIFT OPERATORS HAVE BEEN PROPERLY TRAINED			26. FLAMMABLE MATERIALS STORED IN METAL CABINETS		
9. HEARING PROTECTION AVAILABLE			27. EMPLOYEES TRAINED IN SAFE USE OF EQUIPMENT		
10. SAFETY SIGNAGE POSTED			28. ALL HAZARDOUS MATERIAL CONTAINERS LABELED PROPERLY		
11. EMERGENCY PROCEDURES POSTED			29. HAZARDOUS WASTE DISPOSED OF PROPERLY		
12. CHAIRS AND TABLES IN GOOD REPAIR			30. ALL EMPLOYEES TRAINED ON EMERGENCY EVACUATION PROCEDURES/911 EMERGENCY REPORTING		
13. CABINETS AND SHELVES ABOVE 60" ARE ANCHORED TO THE WALL			31. BREAKERS AND EQUIPMENT PROPERLY LABELED		
14. FIRST AID SUPPLIES AVAILABLE AND ADEQUATE			32. ELECTRICAL PANEL COVERS ON		
15. LIGHTING ADEQUATE IN ALL AREAS			33. WORK AREA CLEAN, UNCLUTTERED		
16. HEATING AND VENTILATION ADEQUATE			34. DAMAGED ASBESTOS INSULATION REPORTED		
17. ALL PLUMBING FIXTURES IN GOOD REPAIR			35. WATER LEAKS OR OTHER TRIPPING HAZARDS REPORTED		
18. WINDOWS AND DOORS IN GOOD REPAIR, CLOSERS IN PLACE, NO STOPPERS USED					

**LIST EACH ITEM # MARKED "NO" ABOVE. EXPLAIN THE HAZARD AND HOW IT WILL BE CORRECTED.**  
(IF MORE SPACE IS NEEDED, USE THE FOLLOWING PAGE.)

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