



Shop Safety Review Checklist

Stockton University Environmental, Health and Safety Shop Safety Review Checklist

Reviewer:

Date:

Shop Manager:

Phone:

Building:

Room Number(s):

Department:

Shop Name/Function:

Please check Yes, No, Serious Violation or Not Applicable for each item. All No responses require follow-up within 30 days, unless otherwise noted and all Serious Violations require 3 day follow-up.

#	Y	N	S	NA	ITEM
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DOCUMENTATION					COMMENTS	
1					Shop Safety Plan is current and has been reviewed.	
2					Building Emergency Evacuation Route posted in buildings two or more stories in height.	
3					Shop manager emergency contact information posted at entrance to shop.	
4					Department Illness and Injury Prevention Program available and up-to date.	
5					Emergency Action Plan available and up-to date.	
7					All Shop Hazard Assessment deficiencies corrected.	
8					Readily accessible Safety Data Sheets (SDS- hard copy or online).	
9					Periodic self-inspection complete.	
10					Staff aware of procedure to report exposures or concerns.	
11					Staff aware of procedure to report incidents and near misses.	
12					Written Safe Operating Procedures available and current.	

ELECTRICAL					COMMENTS
13				Electrical power tools not rated as double insulated are equipped with power cord attachment plugs that include a dedicated ground conductor (3-prongs).	
14				Appropriate clearance in front of electrical panelboards, switchboards, and switchgear : 36" in front, 30" in width (15" bilaterally from center of panel) and 78" above (to top of equipment or 78" – whichever is greater) .	
15				Electrical cords in use do not pose a trip hazard.	
16				Plugs, cords and receptacles in good condition.	
17				Extension cords used only temporarily (<90 days).	
18				No overloaded power outlets, no daisy-chained extension cords or relocatable power taps (RPT- aka power strips).	
19				GFCI devices used within 6' of water source.	
20				High voltage (>600V) rooms or enclosures clearly labeled.	
21				High voltage (>600V) equipment properly guarded.	
22				Motorized or high amperage equipment plugged directly into wall receptacle.	
EQUIPMENT					COMMENTS
23				Safe Operating Procedures posted on equipment / in shop.	
				Equipment properly guarded at point of operation and power transmission belts, pulleys, leadscrews, etc.	
25				All stationary machines restrained to prevent movement in accordance with the machine manufacturer's recommendations or sound engineering practices.	
26				Machines or equipment are located and guarded so that the product, waste stock or material being worked or processed does not endanger employees.	
FIRE-LIFE SAFETY					COMMENTS
27				Exits, aisles, and corridors free of obstruction.	
28				Fire alarm systems undergoing annual testing in accordance with NFPA.	
29				Fire extinguisher properly mounted.	
30				Fire extinguisher maintenance tag current.	
31				Fire extinguisher available as required.	
32				Fire extinguisher fully charged. Safety pin and tamper seal intact.	
33				Fire doors unobstructed and easily closed.	

34				18" of clearance between stored items and fire sprinklers.	
35				Maximum of 60 gallons flammable liquid per approved storage cabinet.	
36				Less than 10 gallons (in aggregate) of flammable liquids being stored outside flammable cabinet.	
37				Flammable solid wastes such as metal turnings and sawdust are being cleaned up promptly and stored in closed, non-combustible containers.	
38				Flammable liquid container volume no greater than 1 gallon each (2 gallon approved safety cans are allowed).	
39				First Aid Kit readily accessible and stocked with contents not past their expiration dates (not mandatory).	
COMPRESSED GASES					COMMENTS
40				Oxygen and acetylene cylinders in-service, are securely fastened in a suitable truck, secured in suitable racks, or secured to a rigid structure to prevent falling over.	
41				Compressed gas cylinders stored upright and adequately secured.	
42				Compressed gas cylinders labeled with contents and hazards.	
44				Cylinders of incompatible compressed gases are being stored with adequate separation (at least 20 ft.)	
45				Toxic gases properly stored in ventilated cabinet/fume hood.	
46				Compressed gas cylinders capped when not in use.	
HYGIENE					COMMENTS
47				High noise areas clearly posted.	
48				Hazardous airborne by-products of machine operations are being controlled to safe levels?	
49				UV exposures from welding and plasma cutting operations being prevented by appropriate barrier shields and welding goggles/helmets.	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					COMMENTS
50				Serviceable face shield available where required.	
51				Jewelry being removed and long hair being secured before using any rotating portable or stationary equipment.	
52				Long pants being worn as required.	
53				PPE being maintained in a safe, sanitary condition or is properly disposed of if defective.	
54				Respirator users have been evaluated by EH&S and included in campus respiratory protection program.	
55				Eye protection available and used as required.	

56				Adequate supply of specialty PPE available (i.e. UV/IR glasses, welding coat, cryogenic gloves, etc.).	
WASTE				COMMENTS	
57				Chemical waste containers compatible with contents and in good condition.	
58				Chemical waste containers closed except when in use.	
59				All hazardous waste disposed of by EH&S.	
60				Hazardous waste in secondary containment.	
61				Chemical waste containers properly tagged/dated/labeled for disposal.	
62				All wastes within being disposed of within regulatory time limits.	
63				Universal waste properly labeled/discarded/contained; < 1 year.	
Comments:					
Corrective Action Items:					
Follow Up:					
Shop Survey Conducted by:					
Shop Manager Signature:				Date:	