



SCU SHOP INSPECTION CHECKLIST

Shop Supervisor: _____ Department: _____

Building: _____ Room: _____

Inspector(s): _____ Inspection Date: ___/___/___

*Provide an explanation or corrective action on reverse side of this page for responses. Be sure to retain all documentation regarding inspections, including findings **and** corrective actions taken for a minimum of 1 year. Contact Sean Collins, EHS Director, at ext 5078 for questions or additional information.*

Chemical Safety

Yes	No	N/A	Inspected Item
			1) Are all Chemical containers labeled and in good condition?
			2) Are flammables and combustibles stored in Flammable Cabinet?

Compressed Gas

Yes	No	N/A	Inspected Item
			3) Cylinders greater than 26" tall are secured to a rigid structure at 1/3 and 2/3 heights with metal chains?
			4) Cylinder valves are closed and valve caps in place when cylinders not in use?
			5) Are incompatible cylinders (i.e. oxygen and hydrogen) separated by distance or fire-resistant barriers, while in storage? (Welding carts holding restrained Oxygen and Acetylene cylinders are acceptable.)
			6) Are the compressed air nozzles Cal-OSHA compliant with their exit pressure at or below 30 psi?

Electrical Safety

Yes	No	N/A	Inspected Item
			7) Electrical Panels in Room?
			If yes: a) Is access to panel clear?
			b) Is the panel schedule complete and up to date?
			c) Are all of the interior breaker covers in place and intact?

Fire Safety

Yes	No	N/A	Inspected Item
			8) Usage areas of open flame/high heat tools have NO other potential fire hazards in the area?
			9) Is there a designated Hot Work Area? If YES, answer Question 26A.
			9A) Is there a fire extinguisher present, accessible and up to date on its inspections?

Forklift / Hoists

Yes	No	N/A	Inspected Item
			10) Is the forklift daily pre-use inspections being performed and documented?
			11) Are quarterly hoist inspections being performed and documented?
			12) Are hoist pre-use inspections being performed?

General Safety

Yes	No	N/A	Inspected Item
			13) Is there an eighteen-inch vertical clearance maintained from fire sprinkler heads (e.g., over shelves)?
			14) Are the cabinets, furniture, and equipment taller than 4 feet seismically anchored?
			15) Are any extension cords and power strips daisy chained and are there permanent extension cords in use?
			16) Is there exposed wiring or damaged electrical cords?
			17) Are floors dry with aisles and doorways unobstructed with 36 inches of clearance?
			18) If present, are exit signs visible?
			19) Exit doors can be opened from the inside without special knowledge, keys, slide bolts or locks?
			20) Are the appropriate warning signs posted on the shop doors?
			21) Is equipment present that requires machine guarding? If yes answer 21A and 21B
			21A) Are existing guards adequate to 1) prevent body parts from entering the danger zone, or 2) shut down operation if a body part enters the danger zone?
			21B) Does a new guard need to be designed or an existing guard modified and installed?

