

# QUARTERLY SHOP SAFETY SURVEY

Name (print) Manager/Supervisor	Org. Code
Bldg/Location	Ext.
	Date

PERSONNEL SAFETY	Yes	No	N/A	Date Fixed	HOUSEKEEPING, EGRESS, WALKING SURFACES	Yes	No	N/A	Date Fixed
Personnel are trained to recognize hazards in their work place.					Evacuation routes are posted conspicuously and employees have received emergency evacuation instructions.				
Safety rules are clearly communicated and enforced.					Evacuation plans exist to assist employees with disabilities.				
Safety glasses and other eye protection are available and used.					Work area, corridor & stairways are clear of clutter, debris, obstacles & electrical debris.				
Hearing protection equipment is available and used.					Floors are kept free of oil, water, and other slip/trip hazards.				
Employees are trained in the selection and use of Personal Protection Equipment (PPE).					Material is not stored on top of cabinet where it could fall.				
PPE (e.g., safety glasses & ear plugs) are provided to visitors.					Emergency lighting is provided, maintained, and periodically tested.				
<b>MACHINE &amp; HAND TOOL SAFETY</b>					Exits are unobstructed and marked with "EXIT" signs.				
Bench-top grinders are secured to the bench.					Employees have received Ergonomics training.				
Bench-top grinders have properly adjusted tool rests and tongue guards.					<b>ELECTRICAL SAFETY</b>				
Bench-top grinders with uneven, loaded, or grooved wheels are dressed or replaced.					Electrical outlet receptacles located within 6 feet of water fixtures are protected with ground-fault circuit interrupters (GFCI).				
Power tools are fitted with appropriate guards.					Extension cords are not used in place of permanent wiring (not to exceed 6-feet in length).				
Machine tools are secured to the floor.					Extension cords are not frayed, spliced, cut, or otherwise in poor condition.				
Machine tools are locked/tagged out before blade change or repairs.					Ground conductors on three-prong plugs are in place.				
Hand tools are kept in good working condition.					Live wires, fuses, and busses are not exposed.				
Tools are not used in ways that are inconsistent with their design.					Electrical junction boxes and wire-ways have covers in place.				
<b>CRANES &amp; LIFTING EQUIPMENT</b>					Circuit breakers are labeled to indicate which breaker controls which circuit.				
Daily inspections of overhead cranes are documented by the user					Three feet of clear space is maintained in front of electrical panels.				
Annual inspection of overhead cranes are conducted and documented by an attached tag. (Contact Code 540 – Recert) to arrange for maintenance or inspection service).					<b>FIRE PROTECTION</b>				
Only trained operators are authorized to operate cranes.					Fire extinguishers are readily available in the work area.				
<b>FLAMMABLE/HAZARDOUS CHEMICALS</b>					Fire extinguishers are fully charged and in good condition.				
Flammable wastes (e.g., oil or solvent rags) are discarded into an approved flammable waste container.					Fire extinguishers have been fully inspected within the last 12 months. (Check date on extinguishers. If greater than 12 months old, notify Safety Office).				
Material Safety Data Sheets (MSDS) are available to employees for each hazardous chemical in the work area.					Items are not stored within 18 inches of sprinkler heads.				
Flammable liquid quantities >10 gallons are stored in UL/FM-approved flammable liquid cabinets.					Fire doors are not propped open.				
Incompatible materials (e.g., acids & bases) are not stored together.									
Emergency eye washes and showers are readily accessible wherever corrosive or toxic materials are present.									
<b>COMPRESSED GASES &amp; COMPRESSED AIR</b>									
Compressed gas cylinders are secured									
Compressed gas cylinders not in use have valve protection covers in place.									
Incompatible gas cylinders are adequately separated (e.g., flammables separated from oxidizers).									
Compressed air nozzles are provided with pressure reducing devices that restrict nozzle pressure to less than 30 psi.									

**All items checked "NO" need to be corrected as soon as reasonable and then dated.**

Signed: Manager/Supervisor	Date:
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**FILE IN SAFETY ACCOUNTABILITY BINDER (Section 8)**