

**SELF-INSPECTION CHECKLIST: SHOPS/TRADES**

Supervisors should file this form and do new inspections at least annually

Under California law (*OSHA Injury and Illness Prevention Program*), and campus policy, campus **supervisors** are responsible for ensuring that regular safety inspections are documented. This is not a list of every possible hazard, but should be considered guidelines. There are separate checklists for laboratories and office areas. Questions on this program should be directed to your Department Safety Representative (DSR), or EH&S (x-4899).

**General Safety**

- Have all employees received documented safety training per the items on the **Employee Training Checklist: Shops/Trades Areas?** (see footer)
- Are fire extinguishers provided and maintained annually (green tag indicates service date)?  
Is the area in front of fire extinguishers and electrical panels free of obstructions?
- Are exit ways (doors, aisles, hallways) free of obstacles and combustible storage?
- Are tools and materials properly stored after use?
- Does maintenance include eliminating dust levels, and keeping areas around machines free of debris, spilled out, chemicals and water?
- Are food and beverages prohibited in machine area?
- Are Material Safety Data Sheets (MSDSs) and an inventory sheet of all hazardous materials used in the workplace on file and accessible to employees?
- Do work areas have adequate ventilation and illumination?
- Are combustible materials kept 35 ft away from welding areas?
- Are appropriate signs posted requiring use of protective eyewear when operating machinery?
- Are flammable materials stored in closed metal safety cans or cabinets whenever possible?
  - Are flammable liquids always stored in cabinets when in excess of 10 gallons?
  - Are flammable liquids stored away from sources of heat, ignition, electrical equipment or sources of static electricity, machinery with moving parts, and areas for mixing chemicals?
  - Are covered metal containers provided for oily and paint-soaked waste?
- Are compressed gas cylinders protected from external heat sources and stored in well protected, well-ventilated, and dry locations away from highly combustible materials?
  - Are tanks dated (less than five years old) and properly labeled?
  - Are incompatible gases stored separately?
  - Are cylinders stored so that they will not be damaged by falling objects?
  - Are cylinders secured with chains and brackets bolted to a wall, bench or other secure object (no C-clamps)?
  - Are protective caps in place while cylinders are not in use?
- Has the manufacturer been contacted with regard to any modifications made to the safety features on shop equipment?
- Is the location of manuals /instructions for each piece of equipment known?

- Are all ladders and hand trucks maintained in safe operating condition?
- Are chemicals properly labeled to identify contents and hazards?
- Are chemicals stored according to hazard classification (acids, bases, flammables, etc.)?

**Personal Protective Equipment**

- Are employees provided with and trained in the proper use and selection of respiratory protection?
- Are employees provided with and using hearing protection for noise-hazardous equipment (noise level above 85dBA)?
- Are employees provided with and using safety goggles/face shields when needed?
- Are workers provided with and using protective clothing (gloves, apron, coveralls, steel-toed shoes)?

**Shop Tools and Machinery**

- Are there procedures and training in place to lockout/blockout/tagout energized equipment while it is being serviced, cleaned or adjusted?
- Are guards and safety shields in place for machine/equipment with rotating or moving parts?
- Are tools such as chisels, punches, wrenches, etc., reconditioned or replaced as necessary?
- Are broken or fractured handles on tools replaced promptly?
- Are cutting edges of tools kept sharp?
- Are radial arms saws provided with an anti-kickback device, spreader and automatic return?
- Is equipment provided with adequate point of operation, rotating parts, nip points and v-belt guards?
- Are all equipment and machines kept clean and properly maintained?

**Electrical Safety**

- Are employees instructed not to use extension cords in place of permanent wiring?
- Are extension cords prevented from running through walls, ceiling or doors?
- Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?
- Are extension cords 12 feet or less in length, 14 gauge (heavy-duty) at a minimum, and servicing only one appliance or fixture?
- Are cord guards provided across an aisle or other passageway?
- Are multiple outlet strip cords 6' or under, and does the strip have a circuit breaker?
- Do cube taps have no more than 3 outlets?
- Is clear access (36" clearance) provided to electrical panels?
- Are electrical cover plates provided on all electrical switches or outlets?

- Is electrical equipment inspected (with power off and unplugged) for frayed cords and damaged connections? Are these hazards reported and repaired by appropriate people?
- Is all electrical equipment grounded (three-prong plugs) or double insulated?
- Are 3-prong plugs only used for 3-prong receptacles, and never altered to fit into an outlet?
- Is the altering or removal of safety features of high voltage equipment prevented?
- Are all electrical boxes, panels and receptacles covered to protect against electrocution or shock?
- Are control switches, circuit breakers and electrical panels free of obstructions (36" clearance)?
- Are high voltage control panels and doors posted and closed with safety interlocks?

**Seismic Bracing and Earthquake Preparedness**

- Are furnishings and machine tools over 42" high braced? (e.g., file cabinets, bookcases, drill presses)
- Is all shelving secured?
- Are heavy items or plants below head level or restrained?
- Are all chemicals secured on shelves with lips or straps?

Document here the corrective actions taken on identified unsafe conditions or work practices.

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Location(s) of inspected areas: \_\_\_\_\_  
 Auditor Signature \_\_\_\_\_ Audit Date \_\_\_\_\_