



SOP No	1.014
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

SHOP SAFETY INSPECTIONS

1 PURPOSE

- 1.01 This document details the procedures and forms to be used when performing safety inspections for shops.

2 EXPECTATIONS

- 2.01 Shops and storage closets will be kept in a safe and clean condition by those employees who occupy or are assigned to them.

3 RESPONSIBILITIES

- 3.01 *Technicians:* will ensure they keep their shops in a clean and safe condition at all times.
- 3.02 *Supervisors / Leads:* will ensure a Shop Safety Inspection is performed monthly and recorded. Inspections may occur at any time without prior communication.

4 PROCEDURES

- 4.01 Monthly Inspections are to be performed and documented. The Shop Supervisor / Lead is responsible to ensure this is complete correctly but may delegate the responsibility of performing this inspection to another Technician in the shop. The Supervisor / Lead is responsible to report any necessary corrections to the Appropriate Administrator immediately.
- 4.02 These forms will be inspected by the Appropriate Administrator during any Shop Meetings in which they are in attendance.
- 4.03 Below is the:
- 4.03.1 Shop Safety Inspection Form
- 4.03.2 Custodial Closet Inspection Form



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SHOP SAFETY INSPECTION FORM						
Shop:						
Date of Inspection (complete same day):						
Inspector (please print):						
<p>Instructions: Inspections are to be completed by someone in the Shop. The Shop Supervisor / Lead is responsible to ensure it is completed accurately and documented in the Shop Safety Binder. Inspections are to be completed monthly. Inspector must answer questions at the time of the inspection. This means if something is out of compliance as of the time of the inspection that specific item fails. Correction may (and should) take place immediately, with the date corrected being recorded in the "Date Corrected" column.</p>						
Inspection Item	Y	N	N/A	Corrective Action/ Comments	Corrected at time of Inspection	Date Corrected
EMERGENCY AND FIRES						
Are emergency phone numbers (including EH&S) posted near a phone?					<input type="checkbox"/>	
Do employees know where to gather in case of an evacuation (list location in Comments Section)?					<input type="checkbox"/>	
Do employees know where and how to receive care for an injury?					<input type="checkbox"/>	
Do employees know how to report an injury?					<input type="checkbox"/>	
Are signs present and visible for emergency safety equipment (ex. Eyewash Stations, Safety Showers)?					<input type="checkbox"/>	
Are Eyewash Stations clean, inspected/tested within the last month by someone in the shop?					<input type="checkbox"/>	
Are all exits and paths of egress free of obstacles?					<input type="checkbox"/>	
Are first aid kits fully stocked and inspected monthly by someone in the shop?					<input type="checkbox"/>	
Are fire extinguishers located and visible in the shop and are they inspected within the last month by someone in the shop?					<input type="checkbox"/>	
Are oily rags kept in metal bin and removed from the shop daily?					<input type="checkbox"/>	
Are flammable materials stored in appropriate containers and storage cabinets and sealed?					<input type="checkbox"/>	
SAFETY ADMINISTRATION						
Have all employees been trained on the equipment they are operating?					<input type="checkbox"/>	
Are all employees current on specialized training?					<input type="checkbox"/>	
1. Ladder Safety					<input type="checkbox"/>	
2. Fall Protection					<input type="checkbox"/>	
3. First Aid					<input type="checkbox"/>	
4. Lockout/Tagout					<input type="checkbox"/>	
5. Forklift					<input type="checkbox"/>	
6. Materials Handling					<input type="checkbox"/>	
7. Respirators					<input type="checkbox"/>	



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8. Injury and Illness Prevention					<input type="checkbox"/>	
Are monthly shop safety tailgates conducted and documented?					<input type="checkbox"/>	
Is PPE provided, inspected and in clean and working condition?					<input type="checkbox"/>	
Is PPE used whenever necessary?					<input type="checkbox"/>	
HOUSEKEEPING AND VENTILATION						
Are all worksites/benches/tables clean and orderly?					<input type="checkbox"/>	
Are waste containers kept clean and emptied?					<input type="checkbox"/>	
Is food kept in the designated area at all times?					<input type="checkbox"/>	
Are all cabinets and shelves secured or anchored?					<input type="checkbox"/>	
Are floors in good condition and kept dry?					<input type="checkbox"/>	
Are stairwells clean and treads secure?					<input type="checkbox"/>	
Are all stationary machines/equipment secured or anchored?					<input type="checkbox"/>	
Are light fixtures adequate and functioning properly?					<input type="checkbox"/>	
Is the ventilation system(s) adequate for the work being performed?					<input type="checkbox"/>	
Are ventilation system(s) filters inspected and clean?					<input type="checkbox"/>	
ELECTRICAL SAFETY						
Are all plugs, cords, free from splices with insulation in good condition?					<input type="checkbox"/>	
Do cords not in good working condition have the plug removed and does the equipment have an "out of order" sign clearly legible and directly attached?					<input type="checkbox"/>	
Do extension cords have grounding conductors and free of links?					<input type="checkbox"/>	
Are extension cords used only temporarily?					<input type="checkbox"/>	
Are cords secured so they do not run across pathways or under doors/walls?					<input type="checkbox"/>	
Is the breaker panel accessible with labels identifying the function of each switch?					<input type="checkbox"/>	
Are ground fault interrupters available for use in wet areas?					<input type="checkbox"/>	
Are hand-tools effectively grounded or an approved double insulated type?					<input type="checkbox"/>	
MECHANICAL SAFETY						
Is defective equipment promptly reported, labeled, and repaired?					<input type="checkbox"/>	
Do all machines/equipment have guards to protect against points of operation, nip points, rotating parts, moving parts, flying chips, sparks, etc?					<input type="checkbox"/>	
Are start, stop, emergency and other operating controls within the operators reach?					<input type="checkbox"/>	
Are written standard operating procedures (SOPs) for each machine available and executed by all employees?					<input type="checkbox"/>	
Are machines regularly cleaned and maintained?					<input type="checkbox"/>	



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Are maintenance records, calibrations, certifications of each machine kept on file in the Supervisors / Leads office?					<input type="checkbox"/>	
Do only authorized employees perform repairs?					<input type="checkbox"/>	
PORTABLE TOOLS						
Are electrical hand tools in good operating condition?					<input type="checkbox"/>	
Are tools free from cracks and broken parts?					<input type="checkbox"/>	
Are ladders free from dents, splinters, grease, etc?					<input type="checkbox"/>	
Do the ladder spreaders lock in place?					<input type="checkbox"/>	
Are all safety feet on the ladder in good condition?					<input type="checkbox"/>	
Are only approved welding equipment used?					<input type="checkbox"/>	
Are all welding equipment properly insulated?					<input type="checkbox"/>	
Are fuel gas hoses red, oxygen green, and inert gas black?					<input type="checkbox"/>	
Are cylinders legibly marked?					<input type="checkbox"/>	
Are cylinders and hoses free from cracks or dents?					<input type="checkbox"/>	
Are cylinders secured upright with a double chain and valve protector caps?					<input type="checkbox"/>	
STORAGE, HAZARDOUS MATERIALS AND WASTE						
Are materials stored to prevent falls and spills?					<input type="checkbox"/>	
Do signs designate storage areas?					<input type="checkbox"/>	
Are all storage containers labeled with their contents (original label, no handwritten labels allowed)?					<input type="checkbox"/>	
Are storage racks free from sagging?					<input type="checkbox"/>	
Are combustibles and chemicals kept in closed containers when not in use?					<input type="checkbox"/>	
Do workers use the appropriate PPE when handling materials?					<input type="checkbox"/>	
Do workers know where the MSDS binder is located and what information is contained in it?					<input type="checkbox"/>	
Are chemicals separated by hazardous class (acids, bases, etc)					<input type="checkbox"/>	
Is chemical waste properly separated and stored (not stacked, containers free from rust, containers closed, etc)?					<input type="checkbox"/>	
CARTS						
Carts are clean and parts/materials are secured in lockers?					<input type="checkbox"/>	
Tires, lights, wipers, horn, windows, mirrors are all in working condition?					<input type="checkbox"/>	
Do workers perform daily inspections of carts before use?					<input type="checkbox"/>	
Do workers report problems with carts immediately?					<input type="checkbox"/>	
Are carts properly charging?					<input type="checkbox"/>	



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CUSTODIAL CLOSET INSPECTION FORM				
Closet Location (Building/Floor/Room No.):				
Date of Inspection (complete same day):				
Inspector (please print):				
Instructions: Inspections are to be completed by a Manager or Lead. Inspections are to be completed monthly. Inspector must answer questions at the time of the inspection. This means if something is out of compliance as of the time of the inspection that specific item fails. Correction may (and should) take place immediately, with the date corrected being recorded in the "Date Corrected" column.				
Description	Rating UN – Unsatisfactory S – Satisfactory E – Exceptional	Corrective Action / Comments	Corrected at time of Inspection	Date Corrected
Closet: clean, organized, and in order.			<input type="checkbox"/>	
Equipment Upkeep: clean, working, and maintained.			<input type="checkbox"/>	
Chemicals: labeled and in correct containers.			<input type="checkbox"/>	
Sink: Clean and clog free.			<input type="checkbox"/>	
Cart: Clean, orderly, properly equipped, and properly stocked.			<input type="checkbox"/>	
Misc: absence of personal items, cans, bottles, food, etc.			<input type="checkbox"/>	
Supplies: properly supplied and stored.			<input type="checkbox"/>	
Additional Comments:				