

Program: _____

Conducted by: _____

Date: _____

Requirement	Reference 29 CFR 1910.	Yes	No	Comments
Means of Egress/Escape				
Are exits provided to permit the prompt escape of occupants in case of fire or other emergency?	36 (b) (1)			
Is every exit, way of approach, and way to travel from the exit continuously maintained free of all obstructions or impediments?	36 (d) (1) 37(l)(1)			
Are exits marked so as to provide free and unobstructed egress or escape when room is occupied?	36(b)(4)			
Does the area have two exits if one exit could be blocked because of fire, smoke, or other emergency?	36(b)(8)			
Is access to exits marked by readily visible signs and arrows when the way to reach it is not immediately visible?	37(q)(1)			
Portable Fire Extinguishers and Fire Protection				
Are portable fire extinguishers fully charged, operable, and kept in designated places at all times?	157 (c)(4)			
Are portable fire extinguishers inspected monthly?	157 (e)(2)			
When employees are expected to use fire extinguishers, have they been trained in the general principles of fire extinguisher use and the hazards involved with the incipient stage of firefighting?	157 (g)(1)			
Is the fire alarm system tested annually?	155			
Emergency Evacuation				
Are written emergency and fire prevention plans made available to building occupants for review?	164; 165; 38			
Have occupants been trained in emergency evacuation of the building?				
Are emergency drills conducted on a routine basis?				

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Medical Services & First Aid				
Are medical personnel readily available for advice or consultation on work related health issues?	151 (a)			
Is at least one person available who is adequately trained to render first aid?	151 (b)			
Are adequate first aid supplies readily available?	151 (b)			
Are suitable facilities for the quick drenching of eyes or body (safety eyewash or shower) available in work areas where the eyes or body may be exposed to corrosive materials?	151 (c)			
Do all employees or students handling blood or body fluids in an emergency follow universal precautions? (Blood Borne Pathogens)	1030			
Are emergency phone numbers posted?				
Are all injuries reported and filed on record with the Health Office and promptly investigated for cause				
Personal Protective Equipment				
Has a hazard assessment been conducted in the work place to identify possible hazards that would require the use of PPE?	132			
Based upon the hazards assessment, has PPE been selected for all appropriate individuals?	132 (d)(1)(i)			
Do employees and students use the selected PPE?	132 (d)(1)(i)			
Is PPE maintained in a sanitary and reliable condition?	132 (a)			
Is defective or damaged PPE removed from service immediately?	132 (e)			
Has each individual who is required to use PPE been provided with training?	132 (f)(1)			
Is protective footwear used when there is an identified danger of foot injury?	136 (a)			

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Personal Protective Equipment (cont)				
Are appropriate protective gloves used whenever there is the danger to the hands of exposure to hazards?	138 (a)			
Do all protective eye and face devices comply with ANSI Z87.1-1989 or ANSI Z.87.1-2003?	133 (b)			
Are all shop entrances, areas, and equipment requiring the use of PPE devices posted with a sign indicating this requirement?	145(c)(3)			
Is required PPE provided to visitors to the work area when needed?				
Are all students wearing proper work clothing?				
Hazard Communication				
Has a written hazard communication program been developed, implemented, and maintained at the worksite?	1200			
Has a list of known hazardous chemicals been prepared?	1200 (e)(1)(i)			
Are all containers of hazardous chemicals in the shop labeled, tagged or marked with product identifier; signal word; hazard statement(s); pictogram(s); precautionary statement(s); and, name, address, and telephone number of the chemical manufacturer, importer, or other responsible party?	1200 (f)(6)			
Is safety data sheet (SDS) on hand for each chemical used and identified on the hazardous chemical list?	1200 (g)(1)			
Are safety data sheets kept in the facility and made readily accessible to employees and students?	1200 (g)(10)			
Are information and training on hazardous chemicals in the shop provided upon initial assignment and whenever new chemicals are introduced into the shop?	1200 (h)(1)			
Are the records of above training for students kept for at least three year or as long as the students remain at HCC?				

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Chemical Storage & Handling				
Are chemical liquids kept in closed containers when not in use?	106			
Are gasoline and other flammable liquids stored in approved containers?				
Is combustible waste material stored in covered metal receptacle and disposed of daily?				
Are all chemical containers appropriately labeled?				
Are storage cabinets for flammable liquids labeled "FLAMMABLE – KEEP FIRE AWAY"?				
Are spills of flammable and combustible liquids cleaned up promptly and properly?				
Housekeeping				
Are work areas kept clean and orderly?	22			
Are equipment and materials kept out of aisles?				
Are all areas adequately illuminated?				
Are wet or greasy areas covered with non-slip materials?				
Are platforms, storage lofts, balconies, etc. that are more than four feet above the floor protected with standard guard rails?				
Are portable ladders, stools adequate for their purpose, in good condition, and provided with secure footing?				
Do portable ladders have non-slip bases?				
Is trash and waste collected in an adequate container and removed daily?				
Are scrap wood-bins emptied on a regular basis?				

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Portable Hand & Power Tools				
Are all hand or power tools maintained in a safe condition?	1926.300 (a)			
Are power tools equipped and used with guards whenever possible?	1926.300 (b)(1)			
Is all necessary personal protective equipment provided whenever the use of hand and power tools could create falling, flying, or splashing debris, or harmful dusts, fumes, mists, vapors or gases?	1926.300 (c)			
Are all hand-held power drills; tappers; fastener drivers; horizontal, vertical and angle grinders; disc sanders; belt sanders; reciprocating saws; saber saw, scroll, jig saws; and other similarly power tools equipped with a constant pressure switch or control?	243 (a)(2)(ii)			
Are all portable power driven circular saws (with blade diameter greater than 2 inches) equipped with guards above and below the base plate or shoe?	243 (a)(1)(i)			
On hand-held tools, is the operating control located so as to minimize the possibility of accidental operation?	243 (a)(2)(iv)			
Does the upper guard on a circular saw cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts?	1926.304 (d)			
Are all portable, electrically powered tools properly grounded or double insulated?	243 (a)(5)			
Are the wooded handles of tools kept free of splinters or cracks and are they fixed tightly in the tool?	1926.301 (d)			
Are all tools stored in a safe and neat controlled area?				

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Machines: General, Woodworking, & Others				
Are all machines regularly checked and maintained for safety?	211; 212; 213			
Are all machines guarded to protect the operator and other people in the work area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks?				
Are guards given adequate maintenance and repair?				
Are fixed machines securely anchored to prevent movement?				
Are all machines provided with a power cut-off switch that can be reached from the operating position?				
Are all machine operating controls easily reachable from the standard operating position and away from any hazardous point of operation?				
Is each machine provided with a disconnect switch that can be locked in the "off" position?				
Is each circular hand-fed rip saw, hand-fed crosscut saw, circular saw, self-fed circular saw, and cutoff saw guarded with a hood that completely encloses the portions of the saw that are above the table and above the material being cut?				
Is each hand-fed circular saw furnished with a spreader to prevent material from squeezing the saw or being thrown back on the operator?				
Note: See the following page for additional information on machine guarding.				

Machine Guarding:

<i>Table saw</i>	Ensure blade guards, splitter and anti-kickback fingers are installed. Drive belts & pulleys are enclosed. Push sticks & feather boards provided.
<i>Radial arm saw</i>	Ensure blade guard, and anti-kickback fingers are in place. Saw must return to start position when released. Saw must have a stop to prevent blade from extending beyond front of table.
<i>Hand circular saw</i>	Blade guard in place.
<i>Band saw</i>	Ensure blade is guarded. Only the blade at point of operation should be exposed. Drive pulleys & belts covered.
<i>Drill press</i>	Drive belts & pulleys enclosed.
<i>Jointers</i>	Self-adjusting guard over cutter head. Push blocks provided.
<i>Planers/Moulders</i>	Barriers prevent contact with point of operation.
<i>Lathes</i>	Drive belts & pulleys enclosed. Guard chuck and use spring-loaded keys. Guards provided to protect operators from chips and cutting oils. Lead screw guarded to prevent entanglement of hair or clothing.
<i>Sanders</i>	Unused portion of belts & discs enclosed. Nip points at roller/belt interface enclosed. Sanding belts replaced when they become worn.
<i>Grinders</i>	Only the point of operation of the grinding wheel is exposed (25%) the remainder is enclosed. Tool rest positioned within 1/8-inch of the wheel, tongue guard positioned within 1/4-inch of the wheel. Wheels ring tested prior to use. Speed rating of wheel matches grinder.
<i>Pneumatic nailers/staplers</i>	Equipped with device that only allows operation when pressed against work surface.