

UNIVERSITY OF
NORTHERN COLORADO

Machine Shop Inspection Checklist

Date:		Inspection (Name):			
Building/Room:		Department:			
			Yes	No	N/A
A. Housekeeping					
1. Shop is maintained in a clean and orderly manner					
2. Shop is free from slip/trip/fall hazards					
3. All walkways and exits are free from obstruction					
B. Chemical Safety					
1. Chemical containers and cylinders are clearly labeled					
2. Chemical containers are in good condition					
3. Chemical containers are properly stored and separated					
C. Personal Protective Equipment					
1. PPE is available and used where necessary					
2. Eye protection					
3. Hand protection					
4. Hearing protection					
5. Foot protection					
6. Respiratory protection					
7. Eyewash/shower stations are labeled, accessible and regularly tested					
D. Fire Protection					
1. Exits are clearly marked					
2. Fire extinguishers are labeled and accessible					
3. Fire extinguishers are properly mounted					
4. Fire extinguishers serviced in the last 12 months					
5. All emergency pull stations are easily accessible					
6. Fire sprinklers have at least 18 inches of clearance					
7. Oily rags and combustible wastes are stored properly					
8. Flammable liquids are properly stored					
E. Electrical Safety					
1. Equipment is free from frayed or exposed wiring					
2. At least 3 feet of clearance in front of electrical panels					
3. All electrical openings are covered					
4. All switches and outlets equipped with tight fitting covers					
5. All extension cords are equipped with grounding connectors					
6. Portable tool wires are grounded or double-insulated					

	Yes	No	N/A
F. Equipment/Machinery			
1. All equipment, machinery, and tools have the proper guarding in place as per manufacturers requirements			
2. Machine guarding is in proper working order			
3. Emergency stop mechanisms are adequately identified and working			
4. Equipment controls are clearly labeled			
5. Warning stickers are legible			
6. Equipment is arranged to prevent unsafe access during operation			
7. Compressed air used for cleaning is at less than 30 psi			
8. Equipment is capable of being locked out for service			
9. All hands tools are in proper working condition			
G. Material Storage and Handling			
1. Materials are stored in a safe manner			
2. Compressed gas cylinders are properly secured			
3. Cylinders not in use are stored with protective caps			
4. Means for lifting heavy materials are present			
5. Protection from falling stored materials is in place			
H. Occupational Health			
1. Adequate ventilation exists for the work being conducted			
2. Exhaust ducts are in good condition			
3. Noise levels are maintained at a safe level			
4. Lighting is adequate for safe operation			
5. First aid supplies are maintained and stocked			
I. Hazardous Waste			
1. Waste materials are placed in appropriate containers			
2. Waste is removed routinely			
3. Waste containers are correctly labeled			
4. Spill cleanup supplies are available			

<u>Name of Inspector (Print):</u>	<u>Signature of Inspector:</u>	<u>Date:</u>

Note any other inspection items:
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