

# School of the Arts Hazard Assessment Checklist

## Shop and Workroom Safety Inspection Checklist

Location: \_\_\_\_\_ Area: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

*Quarterly inspections are recommended. Annual inspections are required. Document the inspections using this checklist. Mark potential hazards according to your judgment. Check all items that apply, and make comments when warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA).*

Fire Prevention, Emergency Exits, Emergency Response		Yes	No	N/A	Corrective Action/Date Completed
1	Emergency phone numbers (including EH&S injury hotline) are posted near a phone.				
2	Exit doors are visible and free of obstructions on both sides of the doors.				
3	Exits are properly marked and illuminated.				
4	Fire extinguishers are mounted, accessible, fully-charged and serviced within the last 12-months.				
5	Fire extinguishers, alarm pulls, sprinkler risers, and sprinklers heads are free of obstructions.				
6	Intercom or emergency communication equipment is operational.				
7	Evacuation maps are posted.				
8	Eyewash/shower stations are accessible, operational and properly maintained.				
9	First aid kits are fully supplied and sanitary.				
10	Flammable and combustible materials are stored away from ignition sources.				
11	Sawdust collection system is inspected and emptied regularly.				
12	Space heaters are absent.				
Tools & Machines		Yes	No	N/A	Corrective Action/Date Completed
13	Sharp and pointed tools are shielded to prevent accidental contact.				
14	All machine guards are in place to prevent contact with point of operation or in-running nip point.				
15	Grinding wheel guards are in place and adjusted properly (tool/work rest 1/8 inch, tongue guard 1/4 inch; flanges in place and properly adjusted).				
16	Only Type I and Type II rated ladders are utilized and labels are in place.				

**School of the Arts Hazard Assessment Checklist - Shop and Workroom Safety Inspection Checklist (continued)**

<b>Tools &amp; Machines</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
17	Tools and equipment are in good condition.				
18	Operating permits for all air compressors are current and posted.				
<b>Hazardous Materials</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
19	Safety Data Sheets for the chemicals in use are accessible to personnel.				
20	Primary and secondary chemical containers are labeled to identify the contents and specific hazard warnings.				
21	Flammable and combustible materials are stored in NFPA-approved containers/ cabinets.				
22	Spill response kits are available in hazardous and industrial material storage areas.				
23	No noticeable leaks or spills are present.				
24	Waste containers are closed and properly labeled regarding waste and accumulation dates.				
25	Work areas where chemicals are present are free of open beverages and food.				
26	Ventilation systems are in use for welding, spraying, and dry powder dispensing operations.				
27	NFPA Hazardous Materials Diamond signs are posted on the exterior of the building where hazardous materials are used or stored, and the signs display the appropriate hazard ratings.				
<b>Personal Protective Equipment (PPE)</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
28	Personnel are wearing appropriate PPE for tasks being completed (gloves, clothing, face shield, etc.).				
29	Eye protection is available (glasses, goggles) and worn when needed.				
30	Hearing protection is provided (ear plugs, ear muffs) and worn appropriately when needed.				
31	Signs warning employees to wear PPE are posted.				
<b>Electrical Hazards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
32	Power cords, extension cords, and plugs are in good condition; no exposed internal wires or taped wires.				
33	Extension cords are only used temporarily.				

**School of the Arts Hazard Assessment Checklist - Shop and Workroom Safety Inspection Checklist (continued)**

<b>Electrical Hazards</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
34	No multi-extension cord or extension cord to surge device usage.				
35	Outlets and switches cover plates are present.				
36	Electrical panels are free of obstructions have a clearance of 30" to each side and a clearance of 36" in front.				
<b>Welding Operations</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
37	Compressed gas cylinders are secured in an upright position with chains or straps.				
38	Welding ventilation systems are operational and clean and filters regularly changed				
39	Welding curtains are available and used when appropriate.				
40	Welding rod holders are empty and properly stored when not in active use.				
<b>General Safety and Housekeeping</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
41	Work tables, desks, and chairs are in good condition.				
42	Step stools and ladders are available to facilitate reaching items stored overhead.				
43	Shops are neat, clean, and orderly.				
44	Aisles and work areas are free of trip and fall hazards.				
45	Floors are clean, dry, and free slippery materials.				
46	Shops and workrooms are free of apparent hazards and safety concerns.				
<b>Walking Surfaces, Stairways, and Ramps</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
47	Entrance mats are in place at exterior doors, and extended mats are used during wet weather.				
48	Carpets and rugs are secure and in good condition.				
49	Stairways, ramps, and corridors are illuminated.				
50	Stairways, ramps, and corridors are clear and free of stored materials.				
51	Stair treads are in good condition.				
52	Ramps have non-slip surfaces.				
53	Handrails and guardrails are present where required and are in good condition.				

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<b>Loading Docks</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
54	There is a warning stripe or barrier at the edge of the loading dock area.				
55	Wheel chocks or dock locks are present to secure vehicles being loaded/unloaded.				
56	Handrails are present on dock access stairs.				
<b>Material Handling Equipment</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
57	Cal/OSHA Powered Industrial Truck Guidelines posters are displayed adjacent to the vehicles' storage area.				
58	Aerial work platforms are secured to prevent unauthorized use.				
59	Personnel authorized to operate the forklift and/or aerial work platform equipment have received the Cal/OSHA required training.				
60	Forklifts and aerial work platforms are inspected prior to use.				
<b>Storage, and Hanging Objects</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
61	Storage shelves are not overloaded.				
62	Storage shelving units and cabinets are secured from tipping.				
63	File drawers are closed when not in use.				
64	Materials are stored to minimize unnecessary climbing, reaching, and bending.				
65	No storage is within 18" of sprinkler heads (24" from ceiling when no sprinklers).				
<b>Other</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action/Date Completed</b>
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