

Workshop Inspection Checklists

Housekeeping

- Are aisles (means of egress) properly marked and kept clear of materials and equipment?
- Are wet surfaces covered with non-slip materials?
- Are combustible scrap, debris and waste materials (i.e. oily rags) placed in covered metal receptacles and removed from the worksite by the end of the day?
- Are work areas clean and orderly?

Lighting/Ventilation

- Is adequate lighting provided in all work areas and walkways?
- Is the work area's ventilation system appropriate for work being performed (e.g. dusts, fumes, vapors, grinding, buffing, painting)?
- Is there a dust collection system for wood shavings?
- Are spray booths, dip tanks, and the like, cleaned regularly and maintained in accordance with the manufacturer's instructions?

Personal Protective Equipment

- Is required personal protective equipment posted?
- Is training provided to each employee who is required to use personal protective equipment with training records kept in a training log?
- If protective equipment is required, is it appropriate for the job, in good condition, kept clean and sanitary, and stored appropriately when not in use?
- Are operators dressed safely for the job (e.g., no loose fitting clothing, jewelry, long hair, or open-toed shoes)?
- Are approved safety glasses worn at all times in areas where there is risk of eye injury, such as impact, flying debris, chemical splash or light radiation?
- Are protective gloves, aprons, shields, or other means provided against cuts, abrasions, punctures, and chemicals?
- Is appropriate foot protection required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects and crushing or penetrating actions?

Fire safety

- Are fire extinguisher(s) in your area free from obstructions?
- Is there a posted emergency evacuation plan?
- Are gas connections that need to be turned off in case of emergency clearly marked?
- Are flammable materials stored properly?

Electrical Safety

- Do extension cords in use have a grounding conductor?

- Are multiple plug adapters prohibited?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired by a qualified electrician or replaced promptly?
- Are flexible cords, cable, and raceway connections free of splices or taps and otherwise intact and secure?
- Are portable electrical tools and equipment grounded or of the double insulated type?
- In wet or damp locations, are electrical tools and equipment appropriate for the use or location, or otherwise protected (i.e., use of ground fault circuit interrupters)?
- Are all switches and circuit breakers labeled to indicate use or equipment served?
- Are electrical enclosures such as switches, receptacles, junction boxes provided with tight-fitting covers or plates?
- Is the breaker panel accessible and each circuit properly labeled?
- Are noncurrent-carrying metal parts of machines bonded and grounded?

Workshops with Machines

- Are machine tools and guards in proper condition and well maintained?
- Are mechanical power transmissions guarded?
- Are pinch points, in-running nip points and points of operation guarded?
- Are fixed guards secured in position?
- Are interlocked guards operative and in good condition?
- Are automatic and operator guards properly adjusted?
- Are operating controls guarded against inadvertent activation?
- Are operating controls locked and the key removed when not in use?
- Are emergency stop buttons operational, correctly positioned, labelled and colour-coded?
- Is isolation and lock-out provided for servicing, set-up, lubrication, etc.?
- Are guards provided for rotating parts, chips or particles, sparks, kickbacks, etc.?
- Are operator and service manuals available?
- Are safety interlocks appropriate for the operation?
- Are safety interlocks maintained intact (i.e., not bridged or by-passed)?
- Are sprockets and V-Belt drives within reach of platforms and passageways or less than seven feet from the floor, completely enclosed?
- Are required signs/notices posted?
- Are operating and maintenance records kept?
- Are standard operating procedures in place?