



PSU SHOP SAFETY INSPECTION FORM

Date:		Inspector(s):			
Building:		Department:			
			Yes	No	NA
A. HOUSEKEEPING:					
(1) Does the area have a clean and orderly appearance?					
(2) Is the shop free from trip/slip hazards?					
B. CHEMICAL SAFETY:					
(1) Are all chemical containers and cylinders clearly labeled as to their contents?					
(2) Are containers in good condition?					
(3) Are incompatible materials properly segregated?					
C. PERSONAL PROTECTIVE EQUIPMENT:					
(1) Is appropriate PPE available and used where required?					
(a) Eye protection?					
(b) Hand protection?					
(c) Hearing protection?					
(d) Foot protection?					
(e) Respiratory protection?					
(2) Are showers/eye wash stations labeled, accessible, and routinely inspected?					
D. FIRE PROTECTION:					
(1) Are exits clearly identified and accessible?					
(2) Are fire extinguishers available and clearly accessible?					
(3) Are all fire extinguishers mounted to the wall?					
(4) Have all fire extinguishers been serviced within the past 12 months?					
(5) Are emergency pull stations visible and clearly accessible?					
(6) Do sprinkler heads have at least 18 inches of vertical clearance?					
(7) Are oily rags and combustible wastes kept in closed metal containers?					
(8) Are flammable liquids properly stored in approved containers/cabinets?					
E. ELECTRICAL SAFETY:					
(1) Is the area free from exposed wiring/frayed cords?					
(2) Are all disconnecting means labeled to indicate their use or equipment served?					
(3) Is at least three feet of clear space provided in front of all electrical panels?					
(4) Are all electrical openings (knockouts) covered?					
(5) Are electrical enclosures (switches, outlets, etc) equipped w/ tight-fitting covers?					
(6) Are all extension cords equipped with a grounding conductor?					
(7) Are portable tools either grounded or double-insulated?					

	Yes	No	NA
F. EQUIPMENT/MACHINERY:			
(1) Is equipment free from any exposed moving parts/pinch points?			
(2) Is machine guarding in good condition and working properly?			
(3) Are emergency stop mechanisms identified and working properly?			
(4) Are all equipment controls clearly labeled?			
(5) Are all warning stickers legible?			
(6) Are all extension cords equipped with a grounding conductor?			
(7) Is equipment adequately secured against "walking" or moving while in operation?			
(8) Are bench/pedestal grinders adequately guarded and equipped with a work rest? (Work rest must be adjusted to within 1/8" of the grinding wheel).			
(9) Is the adjustable tongue on the grinder kept adjusted within 1/4 inches of the wheel?			
(10) Is compressed air pressure adequately controlled to protect area personnel? (Pressure at tip of air guns must be limited to < 30 p.s.i. if dead-ended).			
(11) Is all equipment capable of being locked out during servicing?			
(12) Are all hand tools in good condition? (i.e. no broken/cracked handles or parts)			
G. MATERIAL STORAGE AND HANDLING:			
(1) Is all material stacked in a stable manner?			
(2) Are compressed gas cylinders properly secured?			
(3) Are protective caps placed on all cylinders that are not in use?			
(5) Are mechanical devices available for use with heavy loads (> 50 pounds)?			
(6) Are load ratings clearly marked on all hoisting equipment?			
H. OCCUPATIONAL HEALTH:			
(1) Does ventilation have adequate flow (no excessive fumes/dust accumulation)?			
(2) Are exhaust ducts in good condition?			
(3) Is local ventilation used where required?			
(4) Are noise levels not excessive?			
(5) Is lighting adequate?			
(6) Are there any repetitive motion concerns or awkward work postures?			
(7) Are first aid supplies kept in accordance with PSU Policy SY21 ?			
I. HAZARDOUS WASTE:			
(1) Are waste materials placed in the proper receptacles?			
(2) Is waste removed on a routine basis?			
(3) Are waste containers properly labeled?			
(4) Are spill cleanup materials available?			

J. MISCELLANEOUS:

Note any other miscellaneous hazards not covered by checklist:

COMMENTS:

Note any comments related to specific hazards uncovered during the inspection: