

Machine Shop Safety Checklist

Area Checked by:	Date:
Department:	Building/Room:

UMaine SEM has developed this checklist to assist University of Maine System-wide employees with conducting safety self-audits.

Yes	No	NA	Training and Documentation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Responsibility Sign posted at the entrance to the area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Emergency Action Plan (EAP) current and available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have employees completed basic safety training (www2.umaine.edu/SEM)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the supervisor (or designee) conducted Department Annual Safety Training?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are training requirements documented with records maintained within the work area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are written standard operating procedures current and available for any equipment or operation that include associated hazards & required protective measures?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If fire extinguisher use is authorized, has training been completed within last three years?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Satellite Accumulation Area inspection records available for the previous year?
Yes	No	NA	Housekeeping and Egress
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the area free from accumulation of rubbish or trash?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has an area been provided & designated for eating or drinking, away from hazardous materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are shelves and overhead storage areas loaded safely, within their load capacity?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all lofts or mezzanines been load rated and labeled by a structural engineer?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are aisles, pathways, and secondary corridors at least 28 inches wide?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all exits clearly labeled as exits? (Contact Facilities Management if signage is needed).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are eyewashes, emergency showers, fire extinguishers, & electrical panels accessible?
Yes	No	NA	Hazardous Materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is eating/drinking prohibited in areas where hazardous chemicals are used or stored?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a current inventory of hazardous chemicals accessible within the work area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are current MSDS's available to all workers in the shop?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all containers labeled to identify their contents and any applicable hazard warnings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemicals stored according to compatibility of materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable liquids stored in flammable storage cabinets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are oil/solvent-contaminated rags stored in fire resistant receptacles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hazardous wastes stored in SAA's away from drains or in secondary containment?
Yes	No	NA	Personal Protective Equipment (PPE)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have PPE hazard assessments been conducted for job tasks that require PPE?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is PPE available for all employees that work in the shop?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is reusable PPE maintained and stored in clean and serviceable condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is Steel-toed foot wear required while working in the shop?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do workers use all necessary personal protective equipment, while performing tasks?
Yes	No	NA	Respiratory Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are respirator users up-to-date with required fit testing, training, & medical approvals?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a cartridge change-out schedule been developed for the employees using respirators?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all respirators properly stored (away from sunlight, moisture, dust, & contaminants)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have the respirable contaminant(s) been identified and exposure monitoring been conducted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you attempted to control the respirable contaminants through engineering controls?
Yes	No	NA	Hearing Conservation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have noise evaluations been performed for all loud tasks and/or equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees exposed to loud noises receive annual audiograms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have employees exposed to loud noises received annual hearing conservation training?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have the names of all employees exposed to loud noises been submitted to SEM?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hearing protection devices properly rated for the current noise levels and are they available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you attempted to control all loud noises through engineering controls?

Yes	No	NA	
			Welding Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is welding equipment used in accordance with manufacturer recommendations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are welding screens used to protect by-standers from flying sparks & UV radiation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are combustibles stored at least 35 feet from welding, cutting, and brazing activities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a "Fire Watch" utilized when combustibles cannot be protected from heat/sparks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are "Hot-work Permits" developed & maintained during specific welding operations?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the proper welding shield available for the type of welding you are performing?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are compressed gas lines and fittings inspected for damage or defect on a regular basis?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all compressed gas cylinders properly labeled, secured, and stored?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When not in use, are oxygen and acetylene cylinders stored at least 20 feet apart?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is local ventilation provided when welding indoors?
			Electrical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do electrical boxes (breakers boxes) have at least 3' of clearance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all flexible cords protected from damage (severe bends, pinching, & intact prongs)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords only used temporarily, and not in place of permanent wiring?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the ground plug still attached to the three-prong electrical cord?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all electrical outlets near a water source GFCI protected?
			Shop Equipment and Machinery
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all machine guards intact and in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all open belts, gears, chains, rotating shafts, and pulleys adequately guarded?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is machinery properly guarded (e.g., in-going nip points, rotating parts, flying particles, sparks)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is all machinery designed for a fixed location properly secured to prevent "walking"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do table saws have hoods, a spreaders, and non-kickback fingers or "dogs"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the drill press have a chip guard?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a ring test performed on the abrasive wheel prior to mounting it to the bench grinder?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the bench grinder's spindle speed \geq the maximum operating speed for the abrasive wheel?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the work rest adjusted to no greater than 1/8" & the adjustable tongue is adjusted to no greater than 1/4" from the abrasive wheel on the bench grinder?
			Cranes and Hoists
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the crane system & support structure been rated & labeled by a structural engineer?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are frequent and periodic inspections of overhead cranes performed and documented?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are crane slings inspected, and are the findings of such inspections recorded?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all crane or hoist operators properly trained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have overhead cranes been placed in a preventative maintenance programs?
			Lockout Tagout (LOTO)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is equipment/machinery maintenance in compliance with the UMaine LOTO program?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees utilize written LOTO procedures for pieces of equipment or machinery?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all employees who perform LOTO been trained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees utilize LOTO devices that meet all LOTO program requirements?
			Powered Industrial Trucks (Forklifts)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all industrial truck operators trained with training certifications on file?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have industrial trucks been placed in a preventative maintenance program?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you conduct a daily pre-use inspection of the industrial truck prior to use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your industrial truck have a data plate that is legible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you provide an appropriate location for changing and charging batteries, including fire protection, ventilation, neutralizing electrolyte, and emergency eyewash or shower?
			Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have workers been trained to visually inspect a ladder just prior to using it?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are damaged ladders labeled "Do Not Use" and removed from service when found?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are compressed air spray nozzles equipped with safety tips?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a properly maintained emergency eyewash facility available in the work area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the eyewash station inspected and flushed on a weekly basis?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do sprinkler heads have at least 18" of unobstructed clearance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are spill kits adequate for the work being performed?