CAL POLY SAFETY INSPECTION CHECKLIST

Shop Area Safety

Date:_____ Department:_____ Building:_____ Room(s):_____

Site Manager*: _____Inspector: _____

Dept. Safety Coordinator: _____

*Site manager is defined as:lab/space owner, Principal Investigator, Cognizant Individual, etc. This is NOT the department or college Safety Coordinator.

Instructions:

- On a yearly basis, one of these inspection forms is to be completed for each laboratory.
- Copies of the completed self-inspection form shall be sent to the department chair/head and site manager
- The site manager and Dept. Chair/Head must sign and date receipt of the inspection form below
- Items requiring corrective action shall be completed within 30-days and the updated inspection form shall be sent to the department chair/head and safety coordinator to close out the deficiencies
- This completed inspection form shall be available during an audit
- The department chair/head or designee shall submit a Facilities Service Request for corrective actions requiring maintenance service (extension 5555)

Questions regarding specific compliance requirements should be directed to Tom Featherstone, Hazardous Materials Specialist, Environmental Health & Safety at extension 6661 or email at tfeather@calpoly.edu.

Department Chair:_____ Date: _____

Site Manager: _____ Date:_____

Do NOT leave any line item blank. If not applicable, please put N/A in comments box.

EMERGENCY & SAFETY EQUIPMENT	YES	NO	COMMENTS
Are emergency notification procedures, contacts, and phone numbers posted? (see EH&S website under General Safety for templates)			
Do employees and students know where and how to receive care for an injury?			
Are emergency eyewash and/or safety shower stations accessible and functioning?			
Are eyewashes and safety showers inspected and (both) tested monthly and records of testing available?			
Is a first aid kit readily accessible and adequately stocked?			

EMERGENCY & SAFETY EQUIPMENT	YES	NO	COMMENTs
Is a fire extinguisher readily accessible (within 75 feet) and inspected within the last month?			
Is a chemical fume hood(s) available and certified for use?			
HEALTH & SAFETY TRAINING			
Have all employees who handle Hazardous Materials been trained in either Hazard Communication or Laboratory Safety (Chemical Hygiene Plan), with documentation?			
Are all employees who handle Hazardous Waste trained with documentation?			
Have all employees been trained on the equipment they operate?			
Are all safety trainings documented and filed?			
Is PPE provided and used when necessary?			
HOUSEKEEPING AND VENTILATION	**YES**	**NO**	**COMMENTS**
Are all work sites clean, orderly and free of trip hazards?			
Are oily rags and combustible wastes kept in metal bin and removed from the shop daily?			
Are waste containers kept clean and emptied regularly?			
Is food kept in designated area at all times?			
Are all cabinets and shelves above 60” secured or anchored?			
Are all machines secured or anchored?			
Are floors in good condition and kept dry?			
Are all light fixtures adequate and functioning properly?			
Is the ventilation system adequate for the work being performed?			
No heavy items stored above shoulder height?			
ELECTRICAL SAFETY	**YES**	**NO**	**COMMENTS**
Are all plugs, cords, and panels enclosed, free from splices with insulation in good condition?			
Do all extension cords have grounding conductors?			
Are extension cords used only temporarily? **Never link cords together!**			
Are cords secured so they do not run across pathways, under doors or the walls?			

ELECTRICAL SAFETY (CONT.)	YES	NO	COMMENTS
Is the breaker panels accessible (30” x 30” clearance in front of all panels and circuit breaker boxes) with labels identifying the function of each switch?			
Are ground fault circuit interrupters available for use?			
Are hand tools effectively grounded or an approved double insulated type?			
MECHANICAL SAFETY	**YES**	**NO**	**COMMENTS**
Is defective equipment promptly reported, labeled, and repaired?			
Do all machines and grinders have guards to protect against points of operation, nip point, rotating parts, moving parts, flying chips, sparks, etc.?			
Are written standard operating procedures (SOPs) or job hazard or job safety analysis (JHA, JSA) for each machine available and executed by all employees?			
Are machines regularly cleaned and maintained?			
Are lock-out procedures followed and appropriate tags in place?			
Do only authorized employees perform repairs?			
PORTABLE TOOLS	**YES**	**NO**	**COMMENTS**
Are all electrical hand tools in good operating condition?			
Are tools are free from cracks and broken parts?			
Are ladders free from dents, splinters, grease, dirt, etc.?			
Do the spreaders lock in place?			
Are all safety feet on the ladder in good condition?			
Are only approved welding equipment used?			
Are all welding equipment properly insulated?			
Are **fuel gas hoses red** , **oxygen green** , and **inert gas black**?			
Are gas cylinders legibly marked?			
Are gas cylinders and hoses free from cracks or dents?			
Are gas cylinders secured in an upright position by two steel chains or steel cables?			

STORAGE, HAZARDOUS MATERIALS AND WASTE	YES	NO	COMMENTS
Are materials stored to prevent falls and spills?			
Are storage racks free from sagging?			
Are combustibles and chemicals kept in closed containers when not in use?			
Do workers use the appropriate PPE when handling materials?			
Is a complete, current Chemical Inventory readily available?			
Are Safety Data Sheets (SDSs) readily available for all hazardous materials listed on the rooms Chemical Inventory?			
Are **all** containers clearly labeled with the contents and applicable hazard(s) (e.g., flammable, corrosive, etc.)? This includes containers of stock solutions and non-hazardous materials, e.g., DI Water.			
Are chemicals segregated and stored by compatibility?			
Is hazardous waste stored in proper containers that are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when hazardous waste is not being added or removed?			
Are all hazardous waste containers labeled with the required information: initial date of accumulation, the words "Hazardous Waste", the contents of the container, the physical state, the hazard(s) and the name and address of the University?			
Are incompatible hazardous wastes segregated to prevent hazardous reactions in the event of a spill and placed in secondary containers for spill containment?			
Is documentation of prior safety inspections and corrections maintained and available?			