

Shop Inspection Checklist

Member: _____

Inspection: _____

Location: _____

Site Contact: _____

Position: _____

Inspection Date: _____

Observations

Above Ground Storage Tanks	Safe	Unsafe
1. ASTs marked on at least two sides to identify contents? Includes air tanks, propane tanks, used oil tanks, chemical tanks, etc.		
Comments:		

Air Tools, Air Hoses and Permanent Air Lines	Safe	Unsafe
1. Too retainer installed on equipment that may eject the tool?		
2. Compressed air hoses/connections meet manufacturer specs?		
3. Permanent compressed airlines meet standards?		
Comments:		

Trash Removal	Safe	Unsafe
1. Trash collected/hailed off site?		
2. Trash is burned in accordance with Nebraska Revised Statute 81-520.01.		
Comments:		

Cables, Chains, Boomers/Binders and Tow Ropes	Safe	Unsafe
1. Is an inventory and inspection of cables, chains, boomers and tow ropes conducted and documented?		
2. Are the proper strength cables, chains, boomers/binders and tow ropes being used?		
Comments:		

Compressed Gas Cylinder Storage	Safe	Unsafe
1. Cylinder valve protection caps in place when in storage?		
2. Cylinder storage areas posted with hazard class/name of gasses?		
3. Oxygen and Acetylene cylinders separated by 25 ft. or 2-hr. fire wall?		
4. Cylinders identified EMPTY or FULL?		
5. Cylinders stored in upright position and secured to prevent falling over?		
Comments:		

Electrical Panels	Safe	Unsafe
1. Electrical panels identified with signage identifying its location?		
2. Clear space of 36 inches maintained in each direction around panels?		
Comments:		

Electrical/Power Cords	Safe	Unsafe
1. Electrical cords inspected for bad connectors, both male and female?		
2. Cords discarded if insulation is cracked/rotten/aging?		
3. Extension cords not used as substitute for fixed wiring?		
4. Electrical cords not run through holes in walls, ceilings or floors?		
5. Permanent wiring meets NEC and/or NSFM code.		
Comments:		

Emergency Action Plan (EAP)	Safe	Unsafe
1. Emergency Action Plan in writing and training completed?		
2. EAP addresses weather, fire and medical emergencies?		
3. Emergency numbers posted near telephones/conspicuous location?		
Comments:		

Exits/Exit Routes	Safe	Unsafe
1. Exits and Exit Routes free from clutter and Unobstructed?		
2. Exits clearly visible and marked by a sign reading EXIT?		
3. Doors mistaken for exit marked NOT AN EXIT or similar designation?		
Comments:		

Eyewash, Shower/Drench Station	Safe	Unsafe
1. Eyewash station/shower accessible within 10 seconds as required?		
3. Eyewash station/shower provides constant flushing for 15 minutes at 20 gallons per minute? Normal showers do not qualify.		
3. Eyewash station/shower activated weekly and tested annually?		
4. Eyewash station/shower conspicuously marked by signage?		
Comments:		

Fire Extinguishers	Safe	Unsafe
1. Portable fire suppression equipment inspected monthly/documented?		
2. Portable fire suppression equipment maintained annually?		
3. Extinguishers unobstructed and identified with signage?		
4. Extinguishers mounted no higher than 5 ft. above floor?		
5. Extinguishers located near an exit or walkway for easy accessibility?		
6. Employees trained in use of fire extinguishers?		
7. Class A extinguishers distributed to limit travel distance to 75 feet?		
8. Class B extinguishers distributed to limit travel distance to 50 feet?		
Comments:		

First Aid Kits	Safe	Unsafe
1. First aid kits readily available?		
2. First aid kits properly stocked?		
3. First aid kits mounted/signed and easily identifiable?		
Comments:		

Fuel Depot	Safe	Unsafe
1. Bulk fuel tanks are not located inside of buildings?		
2. Exterior fuel tanks are not piped into building to fuel vehicles and equipment inside?		
3. NO SMOKING safety signs conspicuously posted?		
4. SHUT OFF ENGINE WHEN REFUELING sign posted?		
5. DO NOT USE ELECTRONIC EQUIPMENT sign posted?		
6. IDENTIFICATION OF CONTENTS ON TWO SIDES sign posted?		
7. LOCATION OF EMERGENCY SHUT OFF SWITCH sign posted?		
8. LOCATION OF FIRE EXTINGUISHER (WITHIN 50 FEET) sign posted?		
9. Fueling platforms provided to limit climbing onto machine while fueling?		
10. Electrical work on pumps/equipment done by licensed electrician?		
11. Barriers/posts provided to protect tank and pump from errant vehicles?		
12. Spill protection readily available?		
13. Extinguisher located within 50 ft. of fueling depot?		
14. Permanent fuel tanks vented 12 ft. above ground level?		

15. Emergency instructions posted?		
Comments:		

Grader Blades	Safe	Unsafe
1. Surplus, new or used blades flat on ground or secured in rack to prevent tipping over?		
Comments:		

Hand Tools	Safe	Unsafe
1. Are Hand Tools in good condition? Are punches, chisels and bars inspected for mushroomed head and dressed appropriately? Tape not used on handles?		
Comments:		

Housekeeping	Safe	Unsafe
1. Work area kept clean and orderly and in sanitary condition?		
2. Containers for flammable debris have lids and emptied frequently?		
3. Containers for combustibles (oily rags, etc.) have self-closing lid?		
4. Windows in place, not broken?		
Comments:		
Ladders	Safe	Unsafe

1. Damaged ladders discarded or tagged/marked DO NOT USE?		
2. Rungs kept free of grease, oil, dirt, mud?		
Ladders properly rated – Type I ladders required?		
Comments:		

Lockout/Tagout (LOTO)	Safe	Unsafe
1. A LOTO program in place and being used?		
2. There is a well-stocked LOTO station containing locks and tags?		
Comments:		

Machine Guarding	Safe	Unsafe
1. Machines for fixed location anchored to prevent walking/moving?		
2. Guard covers spindle end, nut, and flange projections on grinders?		
3. Work rest adjusted to within 1/8 inch of the wheel?		
4. Tongue guard adjusted to within ¼ inch of wheel?		
5. Abrasive wheels ring-tested before being installed?		
6. Belts/Pulleys within seven (7) feet of floor guarded?		
7. Guard/devices installed by manufacturer of machine in place?		
Comments:		

Motor Graders	Safe	Unsafe
---------------	------	--------

1. Orange flags installed on ends of mold boards and corners of drags?		
2. Graders/off road equipment have amber beacon and SMV triangle?		
3. DOT conspicuity tape added to rear of graders to increase visibility?		
Comments:		

No Trespassing Signs	Safe	Unsafe
1. NO TRESPASSING signs posted?		
Comments:		

Overhead Hoists	Safe	Unsafe
1. Load capacity marked on hoist or trolley unit and legible from floor?		
2. OH hoists/cranes inspected monthly by the operator?		
3. OH hoists/cranes inspected yearly and documented?		
Comments:		

Overhead Storage	Safe	Unsafe
------------------	------	--------

1. Overhead storage load limit posted in a conspicuous place?		
2. Open-sided floor/platform above 4 ft. guarded by standard railing?		
3. Railing height 42 inches with mid-rail and toe board?		
4. Sign "Not For Storage" posted near upper level if no storage is allowed?		
Comments:		

Oxy-Acetylene Torch	Safe	Unsafe
1. Flash-back protection installed at regulator/tank?		
2. Cylinder valves closed when work is finished/cylinders empty?		
3. Welding equipment/apparatus kept free of oil/greasy substances?		
Comments:		

Safety Data Sheets (SDS)	Safe	Unsafe
1. SDSs for each chemical is maintained at each location?		
2. SDS book, provided with tabs for each chemical, stored in readily accessible location?		
3. Employees trained on how to read and use an SDS?		
Comments:		

Safety Signing	Safe	Unsafe
-----------------------	-------------	---------------

1. Safety signs/instructions posted to warn employees/public of hazards?		
2. "Eye Protection Required" signs posted above grinder, drill press, battery charging station, tire repair station and other similar equipment?		
Comments:		

Slow Moving Vehicle (SMV'S) Signs	Safe	Unsafe
1. The SMV signs on vehicles that travel 25 mph or less on public roads?		
2. SMV signs inspected for fading or damage?		
3. SMV signs mounted on rear at height of 2-6 ft. above roadway?		
Comments:		

Trucks/Trailer	Safe	Unsafe
1. Pre-trip inspections of trucks and trailers completed?		
2. DOT conspicuity tape placed on all trucks and trailers?		
3. Load that can fall or blow out of vehicle or trailer are tarped?		
4. Properly rated safety chains and hooks available?		
5. Personnel trained on proper use of tire chains?		
6. Trailers have fenders for water spray suppression?		
Comments:		

Training	Safe	Unsafe
-----------------	-------------	---------------

1. Is quarterly safety training provided?		
Comments: 		

Tire Safety	Safe	Unsafe
1. Is a tire cage available and being used?		
2. Have employees been trained on safe tire repair practices?		
3. Are split rim tires taken to tire repair shop for repairs?		
Comments: 		