

UNIVERSITY OF CALIFORNIA, SAN DIEGO  
ENVIRONMENT, HEALTH & SAFETY

**SHOPS & STUDIO SAFETY INSPECTION CHECKLIST**

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
LOCATION/SHOP: \_\_\_\_\_ BLDG/RM NO: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_ PHONE/EMAIL: \_\_\_\_\_  
INSPECTOR: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

**VIOLATION POINTS**

Minor - 1 & 4  
Major - 8 & 16

**ELECTRICAL:**

- |   |  | Y                        |
|---|--|--------------------------|
| 1 | - All disconnects/breakers labeled - panels posted with Arc Flash warnings               | <input type="checkbox"/> |
| 1 | - Electrical cords across walkways protected   | <input type="checkbox"/> |
| 4 | - 36" minimum access clearance around circuit breaker panels                             | <input type="checkbox"/> |
| 4 | - Electrical cords inspected (not frayed, damaged, etc.)                                 | <input type="checkbox"/> |
| 4 | - Plug/Multi tap adapters use banned   | <input type="checkbox"/> |
| 4 | - Extension cords not used in place of fixed wiring                                      | <input type="checkbox"/> |
| 8 | - Energized/live parts of equipment are secured/not exposed                              | <input type="checkbox"/> |
| 8 | - Circuits grounded/Ground pins on plugs   | <input type="checkbox"/> |
| 8 | - Explosion proof equipment used where needed  | <input type="checkbox"/> |
| 8 | - GFCI's in use in wet areas (bathrooms, near sinks)                                     | <input type="checkbox"/> |
| 8 | - Open slots in circuit breakers panels secured  | <input type="checkbox"/> |
| 8 | - Covers in place on receptacles, boxes, switches  | <input type="checkbox"/> |
| 8 | - Electrical hand tools grounded or double insulated                                     | <input type="checkbox"/> |
| 8 | - Equipment approved, UL/FM listed   | <input type="checkbox"/> |
| 8 | - Spray Painting operations inside approved spray paint booths (outlets, light fixtures) | <input type="checkbox"/> |

**MACHINE OPERATIONS:**

- |   |   | Y                        |
|---|---|--------------------------|
| 1 | - Safety zones around shop equipment  | <input type="checkbox"/> |
| 4 | - Anti-restart on woodworking machinery   | <input type="checkbox"/> |
| 4 | - Abrasive wheels given "ring-test"   | <input type="checkbox"/> |
| 4 | - Push-sticks provided  | <input type="checkbox"/> |
| 4 | - Foot treadles guarded   | <input type="checkbox"/> |
| 4 | - On/Off switch accessible w/o reaching across Point of Operations                | <input type="checkbox"/> |
| 4 | - Air tanks >1.5 cubic ft (11.2 gal) capacity inspected/issued permit by Cal/OSHA | <input type="checkbox"/> |
| 4 | - Compressed air nozzles have relief ports to safely vent when orifice is blocked | <input type="checkbox"/> |
| 8 | - Barrier guards on moving machinery parts  | <input type="checkbox"/> |
| 8 | - Rotating shafts guarded   | <input type="checkbox"/> |
| 8 | - Point-of-operation (POO) & Pinch points guarded                                 | <input type="checkbox"/> |

- 8 - Fan blades adequately guarded (< 1/2" opening)
- 8 - Fixed machinery anchored to prevent movement
- 8 - Lower portion of blades guarded
- 8 - Belts/pulleys enclosed
- 8 - Bench grinders (1/8" tool rest, 1/4" tongue guard maximum clearances)
- 8 - Band saw blades guarded above guide rollers
- 8 - Jointer guards installed with auto return
- 8 - Radial arm saw blade guard/head auto return doesn't extend past end of table
- ? - Table saw-blade guard, splitter, anti-kickback
- 8 - Shop equipment have lockable disconnect
- 8 - Lockout/Tag Out used for equipment (maintenance/adjustments, repairs)
- 8 - Gas welding torches equipped with flashback arrestors
- 8 - Arc welders properly grounded

**GENERAL SAFETY/ADMINISTRATION/TRAINING:**

- 1 - Seismic securing of shelving equipment > 5'
- 1 - Good personal hygiene practices maintained
- 1 - Unstable storage practices/equipment
- 1 - Employees practice safe manual lifting procedures/techniques
- 1 - Hand trucks/carts available for moving heavy awkward items
- 1 - Are awkward postures assumed during work tasks
- 1 - Required literature posted (Cal-OSHA, WC, Annual Injury & Illness Summary)
- 4 - Aisles (minimum 44" pathway)/Building exit corridors clear/unobstructed
- 4 - Eyewash/Deluge Showers available where required (flushed/checked weekly)
- 4 - Personal protective equipment used and stored properly
- 4 - Appropriate fire extinguishers charged/mounted within 75' of all work stations
- 4 - Compressed gas cylinders properly stored and secured/capped
- 4 - Inspection performed of weight handling equipment (overhead cranes, hoists)
- 4 - Welding curtains used
- 4 - Space heaters have auto-tip-over switch
- 4 - Smoking in designated areas only (>25' from entrances, buildings, etc.)
- 4 - Approved first aid kit available and its location known to all employees
- 8 - Oxygen and Acetylene cylinder storage (minimum 20' separation)

**HAZARDOUS MATERIALS:**

- 1 - "No Smoking" signs posted & observed
- 1 - New/Initial hazardous materials purchases approved
- 4 - Hazardous Materials inventory list available and up to date
- 4 - Approved flammable lockers in use
- 4 - Maximum storage: Flammables 60 gal., combustible 120 gal
- 4 - Solvents >10-1 gallon containers stored in approved flammable lockers
- 4 - Manufacturer's label affixed/not defaced
- 4 - Only 1-day supply of flammable material kept outside flame locker
- 4 - Dispensing/secondary containers labeled

- 4 - Dispensing containers bonded to prevent static electricity
- 8 - Material Safety Data Sheet (MSDS) available & accessible
- 8 - Hazardous Waste properly managed
- 8 - Ventilation equipment available & used when required

**TRAINING**

- 4 - Mandatory Training current/documented (IIPP, HAZCOM, EAP)
- 4 - Shop specific safety training conducted/documented as required
- 4 - Confined Space Program in place where required
- 4 - Fall Protection Program in place where required
- 4 - Forklift Safety Training in place where appropriate
- 4 - Lockout/Tag Out program in place where required
- 4 - Inspection program for power tools/extension cords
- 4 - CPR training for required workers (Electrical Trades)

**WALKING/WORKING SURFACES:**

- 1 - Floors clean and dry
- 1 - Storage of materials/equipment not protruding and/or cluttered
- 1 - Soiled rags/trash disposed of daily
- 4 - Stairs safe (secure rails, treads)
- 4 - Trip hazards (electrical cords, debris) not present
- 8 - Ladders safe (safe feet, inspected, tight rungs)
- 8 - Guard rails installed around floor openings, lofts and catwalks to prevent falls > 30"
- 8 - Scaffolding- >5' have top/mid rails, toe-board, mud sills, wheels locked

**OMMITTED FROM FORM**

- ~~Compatible storage of hazardous materials~~
- ~~Proper storage/containment/separation of acids~~  (redundant)
- 4 - ~~Training provided (site specific)~~





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