

MLML Injury and Illness Prevention Program

Shop & Mechanical Areas Safety Self-Inspection Guidelines

Checklists should be customized for each specific work site and conditions. Use the space provided or more sheets if necessary.

Y = Satisfactory Situation N = Needs Correction or Improvement N/A = Not Applicable

Y N N/A

General safety

- Are all employees and students aware of the hazards associated with their jobs?
- Is at least one employee in each area trained in First Aid and CPR?
- Are goggles, gloves and other Personal Protective Equipment (PPE) provided to employees and students?
- Are employees and students required to wear appropriate PPE?
- Are aisles that pass close to operating machinery arranged so that employees can pass freely without being subjected to hazards?
- Are all walking surfaces kept free of debris, grease oil, etc. ?
- Is housekeeping adequate?
- Are grates and similar openings well-spaced to preclude employee injuries?

Ladders

- Are all ladders maintained in good condition?
- Are all portable metal ladders legibly marked with signs reading "CAUTION" "Do NOT use Around Electrical Equipment" ?
- Are all employees trained to use ladders properly? Do they understand ladder ratings and limits?

Electrical

- Is all electrical machinery properly grounded?
- Are multiple plug adapters prohibited?
- Are electrical cords free of cuts, splices, tape, or frayed areas?
- Are electrical cords placed so they do not pose a trip hazard?
Are they placed so they are not damaged during operations?
- Are all switches and circuit breakers labeled with use, voltage, and amperage?

Machinery and Equipment

- Are there "Lock Out - Tag Out" (LOTO) supplies readily available?
- Have all employees and students been trained to follow LOTO practices and procedures?
- Is there adequate space for each piece of equipment to ensure that work can be performed safely?
- Is the power shutoff switch for each piece of equipment within the operator's normal reach?
- Are emergency shutoffs clearly marked in RED?
- Are belts, pulleys and moving chains properly guarded?
- Is all heavy equipment bolted to the floor?
- Are all hand tools in good condition?
- Do all grinders, saws etc. have proper guards and are they properly used?
- Are operating manuals available for each piece of equipment?
- Are sanders provided with exhaust hoods?

Forklifts

- Are only trained personnel allowed to operate forklifts?
- Is forklift training documented?
- Are required forklift rules and safety procedures posted and enforced?
- Does each forklift have a warning horn, whistle, or noise device which can be clearly heard above the normal noise in the area where operated?

Welding

- Are employees and students who perform welding properly trained? Is it documented?
- Are proper precautions taken before welding operations begin?
 - Remove flammables
 - Flash shields
 - Fire extinguisher nearby
 - Gas cylinders adequately secured
- Are cylinder valves closed tightly when not in use?
- Are precautions taken to prevent mixture of air and oxygen with flammable gases, except at a burner or standard torch?
- Is proper welding PPE available and used?
- Are other employees and students in the area aware of the hazards associated with the welding operation?

Are signs reading “DANGER – NO SMOKING, MATCHES OR OPEN LIGHTS” or the equivalent posted?

Is welding equipment inspected regularly? Is the inspection documented?

Flammable and combustible material

Are flammable liquids dispensed from approved safety cans or drums?

Are safety cans or drums in good condition with flame arresters?
➤ Drums equipped with approved hand pumps or self-closing valves
➤ Drums equipped with approved vents
➤ Grounded and bonded properly

Are forklifts refueled outside?

Are flammable liquids stored in separate, dedicated flammable storage cabinets?
➤ Less than 10 gallons in each area
➤ Flammable solvents in glass containers in secondary containment
➤ Confined area away from electrical motors

Are combustible scrap, debris, and waste materials (i.e. oily rags) stored in labeled, covered, metal receptacles and removed from the work site promptly?

Noise

Is hearing protection used in noisy areas?

Are employees and students aware of safe levels of noise and exposure, effects of noise on their health, and use of personal protection?

Other

COMMENTS

COMMENTS

7/27/2004

DATE OF INSPECTION: _____

AREA INSPECTED (BUILDING, ROOM #): _____

INSPECTED BY: PRINT NAME: _____

SIGNATURE _____