

Shop Safety Management Certification & Annual Self-Inspection

Instructions

You will receive an RSS checklist assignment from IS@eh&s.ucsb.edu
All sections must be completed and submitted within **60 days** of assignment.

1. Prior Findings Verification

- Review all findings from prior audit(s)
- Mark each item as:
 - ✓ = **Completed**, or
 - X = **In Progress** (with a defined timeline and interim controls)

Items identified as “In Progress” are expected to include a documented action plan consistent with the RSS checklist format, including:

- Issue Identified
- Corrective Action
- Interim Controls (if applicable)
- Responsible Person
- Target Completion Date

Corrective actions are expected to be actively tracked and managed through departmental supervision until closure.

Attachments are expected for completed items (e.g., corrected condition, updated SOP, training record, photo verification)

2. Safety Management Verification

Confirm that core safety management elements are implemented and in use:

- Training (with supporting records or Training Needs Analysis)
- Hazard Identification and Control (JHAs / SOPs actively used in the shop)
- Emergency Preparedness (postings and awareness)
- Hazard Communication (SDS access and chemical inventory)
- PPE Assessment and Use
- Preventative Maintenance
- Machine Guarding (required guarding identified, implemented, and functional)

- Lockout/Tagout (LOTO) (applicable procedures, documented training, and devices are in place and in use)

Attach representative examples that reflect current practice, such as completed JHAs/SOPs, training records, maintenance records, equipment-specific LOTO procedures, machine guarding hazard assessments, or other applicable documentation.

3. Self-Inspection Walkthroughs

Conduct a physical walkthrough of your shop to verify that safety requirements identified through Safety Management Verification are reflected in actual shop conditions and practices, including:

- Fire/life safety and egress
- Machine guarding, LOTO, and equipment condition
- Electrical safety and GFCIs
- Chemical and compressed gas safety
- PPE use
- Equipment, shelving, and storage stability
- General housekeeping and organization

Mark each item as ✓ = Acceptable (or X = Needs Attention with a timeframe to completion).

Items marked as “Needs Attention” are expected to include a documented action plan consistent with the RSS checklist format, including:

- Issue Identified
- Corrective Action
- Interim Controls (if applicable)
- Responsible Person
- Target Completion Date

Corrective actions are expected to be actively tracked and managed through departmental supervision until closure.

Include observations and photos where helpful.

4. Additional Hazard Screening

Complete the Additional Hazard Screening Questions to identify operations, equipment, personnel, or exposures that may require additional safety requirements or program-specific controls.

A “Yes” response may identify the need for additional evaluation, training, permits, inspections, exposure assessments, certifications, documentation, or other applicable controls.

Contact EH&S for guidance or support when additional requirements are identified or assistance is needed.

5. Submission

- Review all responses prior to submission
- Ensure attachments are included to support responses
- Ensure corrective actions and action plans are documented where applicable
- Submit the completed Shop Safety- Departmental Management Certification & Self-Inspection through RSS
- **Direct Supervisor review and approval is required prior to final submission**

Important Note on Documentation

Providing clear, representative documentation (written examples, records, and photos) helps demonstrate that safety programs are actively implemented.

More complete submissions may reduce the need for additional EH&S follow-up or in-person, risk-based auditing.