**UCSB Shop Self-Inspection Checklist**

The Shop Supervisor should use this Checklist to conduct a shop self-inspection at least once per year. Conducting self-inspections helps eliminate workplace hazards, maintain safety requirements, and prepare the shop for annual inspections by the Shop Safety Program Administrator.

This Checklist is not all-inclusive and should be modified to reflect unique hazards that may be present in your shop(s). Additional hazards identified should be listed in the Additional Hazards section (at the end of the Checklist) to help ensure all shop hazards are identified and controlled.

| **Date** |  |
| --- | --- |
| **Department / Shop Name** |  |
| **Shop Location** |  |
| **Inspection performed by/Contact Information** |  |
| **Shop Manager/Contact Information** |  |

|  | **Yes** | **No** | **N/A** | **Mitigation Plan** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| **Emergency & Fires** |  |  |  |  |  |
| Are emergency phone numbers posted in a conspicuous location? |  |  |  |  |  |
| Is safety equipment (safety shower, eyewash, fire extinguisher) inspected regularly and accessible/unobstructed? |  |  |  |  |  |
| Are all exits and walkways free of obstructions? |  |  |  |  |  |
| Are first aid kits readily available and fully stocked? |  |  |  |  |  |
| Are fire extinguishers present and inspected within the past year? |  |  |  |  |  |
| Are oily rags kept in a closed metal bin and removed from the shop regularly? |  |  |  |  |  |
| **Safety Documentation and Training** |  |  |  |  |  |
| Is an up-to-date list of Authorized Users readily available for the shop? |  |  |  |  |  |
| Are completed liability waiver forms available for all unpaid students, visitors, and volunteers? |  |  |  |  |  |
| Have documented Job Hazard Analyses (JHAs) and Personal Protective Equipment (PPE) Assessments been conducted for all shop activities? |  |  |  |  |  |
| Have all shop users and employees received necessary documented safety training using the UCSB Training Needs Analysis (TNA) form or equivalent (including shop-specific tools and equipment)? |  |  |  |  |  |
| Do all shop users and employees know where to access the UC Shop Safety Manual? |  |  |  |  |  |
| Is an up-to-date chemical inventory readily available for each shop? |  |  |  |  |  |
|  | **Yes** | **No** | **N/A** | **Mitigation Plan** | **Comments** |
| Are manufacturer-specific Safety Data Sheets (SDSs) readily available for all hazardous substances? |  |  |  |  |  |
| Are proper material handling techniques utilized including handling materials 50 lbs. or more with assistive devices, such as pallet jacks, hand trucks, etc.? |  |  |  |  |  |
| **Personal Protective Equipment** |  |  |  |  |  |
| Do shop users and employees wear appropriate clothing for the associated hazards? |  |  |  |  |  |
| Is proper PPE provided where required and are all shop users and employees trained on its proper use? |  |  |  |  |  |
| Do all shop users and employees use proper PPE where required? |  |  |  |  |  |
| **Housekeeping and Ventilation** |  |  |  |  |  |
| Are boundaries of “Restricted Areas” clearly marked using signage, paint-striping, etc.? |  |  |  |  |  |
| Are all worksites free of excess clutter? |  |  |  |  |  |
| Are food and other personal items kept out of Restricted Areas?  |  |  |  |  |  |
| Are all cabinets above 5 feet secured or anchored? |  |  |  |  |  |
| Are all machines anchored appropriately? |  |  |  |  |  |
| Are floors free of slip, trip, and fall hazards? |  |  |  |  |  |
| Do all work areas have adequate ventilation and task-specific ventilation where applicable? |  |  |  |  |  |
| **Electrical Safety**  |  |  |  |  |  |
| Are all cords in good condition? |  |  |  |  |  |
| Is equipment properly grounded where required? |  |  |  |  |  |
| Is the breaker panel properly labeled and accessible with a clearance of 3 feet on each side? |  |  |  |  |  |
| Is all facility wiring properly shielded or enclosed? |  |  |  |  |  |
| Are ground fault circuit interrupters (GFCI) available for use in wet areas? |  |  |  |  |  |
| **Mechanical Safety**  |  |  |  |  |  |
| Do all machines have guards to protect against points of operation, nip points, rotating parts, moving parts, flying chips, sparks, etc.? |  |  |  |  |  |
| Are written standard operating procedures (SOPs) and/or Job Hazard Analyses (JHAs) available for each machine and utilized by all shop users and employees? |  |  |  |  |  |
| Are machines regularly cleaned and maintained per the manufacturer's recommendations? |  |  |  |  |  |
|  | **Yes** | **No** | **N/A** | **Mitigation Plan** | **Comments** |
| Are maintenance records, calibrations, and certifications of each machine kept on file? |  |  |  |  |  |
| Do only properly trained and authorized personnel perform maintenance? |  |  |  |  |  |
| Have written Lockout/Tagout (LOTO) procedures been developed and are they followed? |  |  |  |  |  |
| Is necessary LOTO equipment (locks, tags, etc.) available where required? |  |  |  |  |  |
| **Portable Tools and Equipment** |  |  |  |  |  |
| Are all available tools in proper working order? |  |  |  |  |  |
| Has unsafe equipment been properly locked and/or tagged out? |  |  |  |  |  |
| Do all ladders and ladder use meet the requirements of the UCSB Ladder Safety Program? |  |  |  |  |  |
| Are cylinders and hoses free from cracks or dents? |  |  |  |  |  |
| Does compressed gas hosing have proper fittings? |  |  |  |  |  |
| Are cylinders secured upright with a double chain and valve protector caps? |  |  |  |  |  |
| Are proper “hot work” procedures in place for all welding, soldering, brazing, cutting, and other hot work operations? |  |  |  |  |  |
| **Chemical Storage, Hazardous Materials and Waste** |  |  |  |  |  |
| Are all hazardous materials properly labeled? |  |  |  |  |  |
| Are chemicals and hazardous waste stored appropriately (i.e. in cabinets and not on counters/floors)? |  |  |  |  |  |
| Is Chemical Waste stored waste in secondary containment? |  |  |  |  |  |
| Is Chemical Waste properly labeled with EH&S Hazardous Waste Tags? |  |  |  |  |  |
| Does EH&S pick up hazardous waste at least every 270 days? |  |  |  |  |  |
| Are flammables in excess of 10 gallons stored in appropriate flammable cabinets  |  |  |  |  |  |
| Are flammables/combustibles stored away from ignition sources? |  |  |  |  |  |
| Are flammable gas cylinders/material kept at least 20 feet from compressed oxygen cylinders or separated by a fireproof barrier? |  |  |  |  |  |
| Is a spill kit present and PPE supply readily available (safety glasses, gloves)? |  |  |  |  |  |
| **TOTALS 🡪** \*Total “No” Responses indicates number of corrective items needed |  |  |  |  |  |

| **Additional Hazards Noted:** |
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| **Hazard** | **Mitigation Plan** |
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| **Supervisor’s Signature** |  |
| --- | --- |
| **Date** |  |