

Workshop Inspection Checklists

Housekeeping and Storage

- ☐ Are aisles (means of egress) properly marked and kept clear of materials and equipment?
- ☐ Are wet surfaces covered with non-slip materials?
- ☐ Are combustible scrap, debris and waste materials (i.e. oily rags) placed in covered metal receptacles and removed from the worksite by the end of the day?
- ☐ Are work areas clean and orderly?
- ☐ Does the racking or storage system appear in good condition?

Lighting/Ventilation

- ☐ Is adequate lighting provided in all work areas and walkways?
- ☐ Is the work area's ventilation system functioning and appearing in good condition.
- ☐ Is there a dust collection system for wood shavings?
- ☐ Are spray booths, dip tanks, and the like, cleaned regularly and maintained in accordance with the manufacturer's instructions?
- ☐ Is a fume hood available for work with toxic, corrosive or flammable materials?

Personal Protective Equipment (PPE)

- ☐ Is PPE provided and appears to be worn properly?
- ☐ Are hair, jewelry, loose clothing held back while machines are used?
- ☐ Is PPE readily available in areas where it is required?
- ☐ Is signage in place for the required PPE?
- ☐ If protective equipment is required, is it appropriate for the job, in good condition, kept clean and sanitary, and stored appropriately when not in use?
- ☐ Are approved safety glasses worn at all times in areas where there is risk of eye injury, such as impact, flying debris, chemical splash or light radiation?
- ☐ Are protective gloves, aprons, shields, or other means provided against cuts, abrasions, punctures, and chemicals?
- ☐ Is appropriate foot protection required where there is risk of foot injuries from hot, corrosive, poisonous substances, falling objects and crushing or penetrating actions?

Fire Safety

- ☐ Are fire extinguisher(s) free from obstructions?
- ☐ Is there a posted emergency evacuation plan?
- ☐ Are flammable materials stored properly?
- ☐ Are there control measures in place for hot work activities (ie. fire blankets, welding shields, dust extractor/smoke eaters)?
- ☐ Are chemicals stored within secondary containment and stored based on compatibility?

Electrical Safety

- ☐ Do extension cords in use have a grounding conductor?
- ☐ Are multiple plug adapters prohibited?
- ☐ Is exposed wiring and cords with frayed or deteriorated insulation repaired by a qualified electrician or replaced promptly?
- ☐ Are portable electrical tools and equipment grounded or of the double insulated type?
- ☐ In wet or damp locations, are electrical tools and equipment appropriate for the use or location, or otherwise protected (i.e., use of ground fault circuit interrupters)?
- ☐ Are all switches and circuit breakers labeled to indicate use or equipment served?
- ☐ Are electrical enclosures such as switches, receptacles, junction boxes provided with tight-fitting covers or plates?
- ☐ Is the breaker panel accessible and each circuit properly labeled?
- ☐ Are noncurrent-carrying metal parts of machines bonded and grounded?

Workshops with Machines

- ☐ Are machine tools and guards in proper condition and well maintained?
- ☐ Are mechanical power transmissions guarded?
- ☐ Are pinch points, in-running nip points and points of operation guarded?
- ☐ Are fixed guards secured in position?
- ☐ Are interlocked guards operative and in good condition?
- ☐ Are automatic and operator guards properly adjusted?
- ☐ Are operating controls guarded against inadvertent activation?
- ☐ Are operating controls locked and the key removed when not in use?
- ☐ Are emergency stop buttons operational, correctly positioned, labelled and colour-coded?
- ☐ Is isolation and lock-out provided for servicing, set-up, lubrication, etc.?
- ☐ Are guards provided for rotating parts, chips or particles, sparks, kickbacks, etc.?
- ☐ Are operator and service manuals available?
- ☐ Are safety interlocks appropriate for the operation?
- ☐ Are safety interlocks maintained intact (i.e., not bridged or by-passed)?
- ☐ Are sprockets and V-Belt drives within reach of platforms and passageways or less than seven feet from the floor, completely enclosed?
- ☐ Are required signs/notices posted?
- ☐ Are operating and maintenance records kept?
- ☐ Are standard operating procedures in place?