TAMU Environmental Health & Safety Department
Shop Inspection Checklist

1. Electrical Safety:
   A. Improper use of extension cords (i.e., as permanent wiring, small ampere cords)
   B. Unsafe placement of extension cords (i.e., cords in walkways, above ceiling tiles)
   C. Electrical cord is frayed/deteriorated (i.e., bare wires, cord crimped)
   D. Electrical outlet overloaded (i.e., multiple equipment plugs connected to wall outlet)
   E. Outlet cover plate, electrical panel cover, or pop-out missing
   F. Inadequate emergency shutdown equipment
   G. Ungrounded electrical equipment (i.e., ground wire removed from cord plug)
   H. Less than 30” clear space from electrical panel
   I. Improper use of electrical power strips (i.e., over current protector strips piggybacked, power strip connected to extension cord)
   J. Lockout/Tagout not in use or used incorrectly
   K. Other

2. Personal Protective Equipment:
   A. Hearing protection inadequate
   B. Face/eye protection inadequate
   C. Head protection inadequate
   D. Foot protection inadequate
   E. Hand protection inadequate
   F. Respirator use inadequate
   G. Other

3. Fire/Life Safety:
   A. Fire extinguisher needs servicing
   B. Fire extinguisher not mounted
   C. Fire extinguisher/fire hose cabinet not accessible
   D. Exit not marked/exit sign not illuminated
   E. Inadequate/inoperative emergency lighting
   F. Lack of adequate aisle/passageway clearance
   G. Sprinkler head damaged
   H. Storage less than 18” below sprinkler head.
   I. Storage restricting smoke sensor effectiveness (i.e., materials stored too close to ceiling)
   J. Improper/inadequate warning signs/markings
   K. Fire wall/floor penetration not fire rated
   L. Fire door/hardware inadequate (i.e., no door closure installed)
   M. Pull station is blocked/damaged/needed
   N. Smoke/heat detector is damaged/obstructed/needed
   O. Horn/light unit is damaged/needed
   P. Ceiling tiles are missing/not in place
   Q. Other
4. Compressed Gas Cylinders:
   A. Not secured properly
   B. Improper storage (i.e., empty and full cylinders stored together)
   C. Cylinder is not labeled/identified
   D. Valve protector cap missing when cylinder not in use
   E. Improper/damaged hose
   F. Other

5. Chemical Safety:
   A. Chemical container not properly labeled
   B. Open container of chemical liquid (i.e., container cap/drum bung is not secured)
   C. Unsafe placement of chemical container (i.e., flammable/combustible container stored near heat source, chemicals stored on high shelves)
   D. Excessive quantity of chemicals outside of storage cabinet/storage room (generally 50 gallons max.)
   E. Excessive quantity of flammable/combustible liquids in work area (generally 300 gallons max.)
   F. Improper disposal of waste materials
   G. Unsafe dispensing of flammable/combustible liquids (i.e., no grounding of containers)
   H. Inadequate emergency eyewash/shower equipment or current inspection expired
   I. Gasoline container not safety approved or stored inside a flammable storage cabinet
   J. Other

6. Occupational Health:
   A. Food/drinks are stored/consumed near chemicals
   B. Lack of ergonomic work practices (i.e., material handling, equipment placement)
   C. Inadequate sanitation facilities (i.e., lack of hand washing facility)
   D. Other

7. Machinery Safety:
   A. Belt guard not in place
   B. Unguarded point of operation
   C. Inadequate cleaning of equipment and floor around equipment
   D. Power/operating controls unsafe
   E. Inadequate supplemental safety device (i.e., kickback protection, spreader)
   F. Work rest of grinder more than 1/8" from wheel
   G. Grinding wheel guard missing or guard tongue more than ¼" from the wheel
   H. Lockout/Tagout not in use or used incorrectly.
   I. Other

8. General Safety:
   A. Inadequate ventilation of work area/work surface/storage area
   B. Compressed air greater than 30 psi used for personal cleaning
   C. Excessive storage of boxes/equipment/papers
   D. Oil on floor
   E. General housekeeping needed
   F. Handrail/guardrail/midrail is missing/improper/damaged
   G. Toe board is missing/damaged
   H. Unsafe stairs to above ground storage area
   I. Ladder deteriorated/unsafe use (i.e., metal/aluminum ladder used in electrical area)
   J. Unsafe use of heating device (i.e., used near flammable/combustible liquids)
   K. Smoking rules of University not followed
   L. Excessive noise in work area/lack of engineering controls to reduce noise or no hearing protection
   M. Inadequate signage to warn of safety hazards (i.e., radiation hazard, laser in use, low head clearance)
   N. Floor opening not covered/barricaded
   O. Fan blade guard opening more than ½"
   P. Inadequate ventilation for charging batteries
   Q. Improper storage of propane cylinder (i.e., cylinder stored inside building)
   R. Work clothing/jewelry use unsafe (i.e., loose clothing or jewelry worn when using machinery with rotating parts)
   S. Shop Security
   T. Other
9. Welding/Cutting:
   A. Fire resistant curtain/shield needed
   B. Local ventilation inadequate
   C. Oxygen and fuel gas cylinders not separated by at least 20 feet or fire rated wall
   D. Cylinder stored less than 20 feet from highly combustible materials
   E. Flashback protection not installed on regulators before hoses
   F. Acetylene cylinder not stored/used in upright position
   G. Cylinder not secured properly
   H. Other

10. Hoists/Cranes:
    A. Rope/chain has excessive wear and abrasions
    B. Hooks/ropes/chains are stretched/twisted/cracked
    C. Equipment needs inspection by qualified person
    D. Other

11. Hand/Portable, Tools/Equipment:
    A. Tools/equipment not properly stored
    B. Tools/equipment worn or deteriorated
    C. Tools/equipment not properly maintained
    D. Tools/equipment not grounded
    E. Other

12. Forklift Operations:
    A. Unattended forklift not shut off/load not lowered/brake not set/key in ignition unattended
    B. Backup warning device not operational
    C. Unsafe operation of forklift (i.e., person other than driver riding on forklift or forks)
    D. Ventilation of engine exhaust inadequate
    E. Propane powered forklift stored inside building when not in use
    F. Other

13. Dip Tanks:
    A. Tank not properly ventilated
    B. Tank uncovered/open when not in use
    C. Ignition sources near tank
    D. No fire suppression system on tank greater than 150 gallons
    E. Other

14. Spray Finishing Operations:
    A. Ignition sources within 20 feet of spraying area
    B. Work area needs cleaning
    C. Unsafe transfer of flammable/combustible liquids
    D. “No Smoking” signs not posted
    E. Sprinkler head not protected
    F. Inadequate work area ventilation
    G. Other

15. Magnetic Resonance System:
    A. Cryogenic liquids improperly stored/handled
    B. Access to magnet area not restricted/secured to authorized persons only
    C. 5 Gauss warning line not designated (10-15 feet from magnet)
    D. Inadequate safety for high voltage sources
    E. No “kill switch” for emergency use
    F. Inadequate warning signs

16. Other