2016 Shop Safety Inspection Questions

1. Have all safety related issues found during the shop safety self-inspection been resolved?

2. Are all staff trained on the use of the Hazard Communication Plan (orange flip chart)?

3. Are staff PPE assessments documented? This can be done using a series of templates available in the Shop Safety Program.

4. Does the shop, as a minimum, use a written procedure to limit access to the shop and use of the tools/equipment to authorized users? Example: Attachment A of the Shop Safety Program

5. EI/LOTO: Aside from the exceptions described below, does the shop have written procedures to set up, clean, adjust, service, un-jam, or otherwise access equipment, machinery, or powered tools (electrical, mechanical, hydraulic, pneumatic, etc.)?

   Exceptions are minor tool changes, adjustments, and other small service activities that

   a.) Take place during normal production operations and are routine, repetitive, and integral to the use of the equipment; or

   b.) Use cord and plug connected electrical equipment which can be unplugged from the energy source and kept under the exclusive control of the employee performing the work.

6. EI/LOTO: If the answer to number 5 is “yes”, does the shop have a process for periodic inspection of the energy control procedure(s) at least once a year to evaluate their continued effectiveness and to update the written procedure(s), if needed?

7. Are all energized electrical conductors and components protected from physical contact with personnel, tools, falling items, or liquids?

8. Does the shop have SOPs for any work that disturbs (sands, melts, cuts, machines, etc.) lead or lead-containing materials?

9. Have all of your safety concerns been brought to the attention of an EH&S specialist?