

## ENGINEERING LAB INSPECTION CHECKLIST

Inspected by: \_\_\_\_\_ Date Inspected: \_\_\_\_\_ Room \_\_\_\_\_  
mm/dd/yy

Y	N	N/A	General
			1. Has the risk associated with shop activities been assessed and adequately controlled?
			2. Are all exits unobstructed?
			3. Are floors clear, dry and free of slip hazards?
			4. Is the area free of any tripping hazards (open drawers, doors, hoses, wires or equipment).
			5. Are Material Safety Data Sheets accessible (in print or electronic form) and current within 3 years?
			6. Are bench tops and fume hoods reasonably organized, free of clutter and clean?
			7. Are cabinets, furniture and equipment taller than 4 feet braced or anchored?
			<b>Fire Safety</b>
			8. Are emergency telephone numbers posted where they can be readily found in case of an emergency?
			9. Are portable fire extinguishers fully charged and do their tags confirm annual inspection?
			10. Are fire extinguishers and pull alarms unobstructed?
			11. Is a minimum of 18" vertical clearance maintained from fire sprinkler heads (e.g. over shelves)?
			12. Is the emergency propane gas shut off marked and accessible?
			<b>Electrical Safety</b>
			13. Electrical outlets are not overloaded.
			14. Do extension cords have a grounding conductor, and intact ground pin?
			15. All electrical service cords are free of frayed or deteriorated insulation.
			16. Are portable electrical tools and equipment grounded or of the double insulated type?
			17. Are the non-current-carrying metal parts of electrically operated machines grounded?
			18. Are electrical panels unobstructed?
			19. Are all disconnecting switches and circuit breakers labelled to indicate use or equipment served?
			20. In wet or damp locations, are electrical tools and equipment appropriate for the use or location, or otherwise protected (e.g. use of ground fault circuit interrupters)?
			<b>Personal Safety</b>
			21. Is the first aid kit accessible and properly stocked?

