

INTERDEPARTMENTAL WORKSHOP (IDW) INSPECTION CHECKLIST

Inspected by: _____

Date Inspected: _____

Y	N	N/A	General
			1. Has the risk associated with shop activities been assessed and adequately controlled?
			2. Is there a clear means of egress that is clear of materials and equipment?
			3. Materials, including scrap and debris, are contained in a manner that does not create a hazard.
			4. Are the work areas (including equipment and machinery) clean and orderly?
			5. Is the area free of any tripping hazards (open drawers, doors, hoses, wires or equipment).
			7. Are cabinets, furniture and equipment taller than 4 feet braced or anchored?
			8. Are all drives belts and other rotating equipment properly guarded to prevent entanglement?
			9. Are Material Safety Data Sheets accessible (in print or electronic form) and current within 3 years?
			Fire Safety
			10. Are emergency telephone numbers posted where they can be readily found in case of an emergency?
			11. Are the fire extinguishers, pull alarms free from obstructions or blockage?
			12. Are portable fire extinguishers fully charged and do their tags confirm annual inspection?
			13. Are flammable materials stored properly?
			Electrical Safety
			15. Electrical outlets are not overloaded.
			16. Do extension cords have a grounding conductor, and intact ground pin?
			17. All electrical service cords are free of frayed or deteriorated insulation.
			18. Are portable electrical tools and equipment grounded or of the double insulated type?
			19. The power to each machine can be locked out for repair or security?
			20. Are the non-current-carrying metal parts of electrically operated machines grounded?
			Personal Safety
			21. Is the first aid kit accessible and properly stocked?
			22. Emergency eyewash is available and in good order.
			23. Ear protection is available.
			24. Eye protection is available.

