

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 1/4" 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 1/2"
- 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