

<i>Emergency and fires</i>	YES	NO	N/A
○ Are emergency phone numbers posted near a phone?			
○ Do employees know where to gather in case of an evacuation?			
○ Do employees know where and how receive care for an injury?			
○ Are signs present for emergency safety equipment (exits etc.)?			
○ Are all exits and paths free of obstruction?			
○ Are first aid kits fully stocked and inspected monthly?			
○ Are fire extinguishers present and inspected within the past year?			
○ Are oily rags kept in a metal bin and removed from the shop daily?			
○ Are flammable materials in excess of 10 gallons stored in appropriate containers and storage cabinets?			
<i>Safety Administration</i>	YES	NO	N/A
○ Have all employees received general safety training, personal protective, equipment (PPE), fire and back safety, etc.?			
○ Have all employees been trained on the equipment that they operate?			
○ Are all safety trainings documented and filed?			
○ Are safety meeting minutes posted and implemented?			
○ Do all employees have access to the shop safety guide?			
○ Do employees wear the appropriate attire in the shop?			
<i>Hazardous Materials and substances</i>	YES	NO	N/A
○ Are materials stored to prevent falls and spills?			
○ Do signs designate storage areas?			
○ Are all storage containers labeled with their contents?			
○ Are storage racks free from sagging?			
○ Are employees taught how to stock and unstock shelves safely?			
○ Are combustibles and chemicals kept in closed containers when not in use?			
○ Hazardous Waste Tags?			
○ Are running engines inside the shop prohibited?			
○ Are flammable liquids kept in tightly sealed containers?			
● Check/change - office/ Shop furnace Filters			

Electrical Safety	YES	NO	N/A
○ Are all plugs, cords, and panels enclosed, free from splices with Insulation, and in good condition?			
○ Do all extension cords have grounding conductors?			
○ Are extension cords used only temporarily?			
○ Are cords secured so they do not run across pathways, under doors or through walls?			
○ Is the breaker panel accessible with labels identifying the function of each switch?			
○ Are ground fault circuit interrupters available for use in wet areas?			
○ Are hand-tools effectively grounded or an approved double insulated			
First Aid	YES	NO	N/A
○ Is a certified first aid attendant on site?			
○ Is first aid training up-to-date?			
○ Is the first aid kit adequately stocked?			
○ Are all first aid incident accurately recorded in the treatment record book?			
○ Is there an adequate treatment area?			

Inspector :
Date :

NOTES:

