

## Shop Safety Assessment Form

Date:	Shop Manager/Shop Contact:
Building:	Department:
Room:	Assessment Completed by:

The following list includes requirements from [29 CFR Part 1910: Occupational Safety and Health Standards](#), [OAR Chapter 437 Division 2: General Occupational Safety and Health Rules](#), the [OSU Safety \(SAF\) Manual](#), and/or [EH&S](#).  
This list is not exhaustive and may not address all potential hazards in your shop. Conversely, some items may not be applicable.  
All machinery, equipment, and tools are collectively referred to as equipment.

Documentation and Postings		✓ Action Needed	Days	Comments
1	Shop Hazard/Contact Information sign is current and clearly posted at entrance(s)	<input type="checkbox"/>	30	
2	General Shop Rules clearly posted	<input type="checkbox"/>	30	
3	Shop-specific Safety Program developed, implemented and accessible	<input type="checkbox"/>	30	
4	OSU Safety Programs implemented as needed (hot work, respiratory protection, etc)	<input type="checkbox"/>	30	
5	Manufacturer's manuals and/or other applicable equipment operating instructions are maintained and accessible	<input type="checkbox"/>	30	
6	Equipment inspection, service, & maintenance program developed and implemented	<input type="checkbox"/>	30	
7	Standard Operating Procedures (SOPs) for equipment operations requiring specialized knowledge and/or skills developed and implemented	<input type="checkbox"/>	30	
8	Safety Data Sheet (SDS) information accessible	<input type="checkbox"/>	30	
9	Chemical Inventory recorded into EHS database	<input type="checkbox"/>	30	

Employee Training				
10	General Shop Information & Safety Training completed and documented for each employee (incl. Hazard Communication, Lab Hazard Awareness, Universal & Hazardous Waste)	<input type="checkbox"/>	30	
11	Equipment-specific training completed and documented for each employee	<input type="checkbox"/>	30	

Housekeeping				
12	Workspaces are kept clean and orderly, tools safely stored in designated areas	<input type="checkbox"/>	7	
13	Materials are organized in a manner that minimizes hazards (e.g. anchored storage cabinets and shelving)	<input type="checkbox"/>	30	
14	Ventilation and/or dust collection systems are working properly	<input type="checkbox"/>	30	
15	Eyewash is tested <i>at least</i> weekly by shop and is unobstructed	<input type="checkbox"/>	7	
16	Safety shower, fire alarm pull station, and/or fire extinguishers are unobstructed	<input type="checkbox"/>	7	
17	Exit routes are permanent, unobstructed, clearly labeled and have adequate lighting	<input type="checkbox"/>	7	
18	Food and Drink kept only in designated areas	<input type="checkbox"/>	7	

Medical & First Aid				
19	First-aid kit available and suitable supplied	<input type="checkbox"/>	30	

PPE				
20	Appropriate PPE (e.g. hearing, eye, and splash protection) provided as necessary	<input type="checkbox"/>	7	

<b>Walking / Working Surfaces</b>		<b>✓ Action Needed</b>	<b>Days</b>	<b>Comments</b>
21	Ladders are in good condition and regularly inspected	<input type="checkbox"/>	30	
22	Floors/mezzanines are placarded with maximum approved load rating	<input type="checkbox"/>	30	
23	Open-sided surfaces, 4 feet or higher, have standard railings consisting of a top rail (42"), mid-rail & toe board (persons below, moving machinery, or falling materials could otherwise create a hazard)	<input type="checkbox"/>	30	
24	Stairs with 4 or more risers are equipped with a stair rail (top rail 30-34").	<input type="checkbox"/>	30	

<b>Machinery, Guarding, &amp; Power Tools</b>				
25	Lockout/Tagout (LOTO) utilized prior to set-up, maintenance or repair of any equipment where an unexpected activation could cause harm	<input type="checkbox"/>	30	
26	LOTO SOP developed and implemented for multi-source/stored energy equipment set-up, maintenance or repair that could create hazards for other people	<input type="checkbox"/>	30	
27	Guarding and safety shields adequate and appropriate to the task being performed	<input type="checkbox"/>	7	
28	Guides and rests are in place and adequately secured	<input type="checkbox"/>	7	
29	Control mechanisms are legible and in good working condition	<input type="checkbox"/>	7	
30	Emergency stop mechanisms are easily identified and within the operator's reach	<input type="checkbox"/>	7	
31	Manufacturer's warning and safety labels are on the equipment, intact and legible	<input type="checkbox"/>	30	
32	Equipment safeguarded against automatically starting when power is restored after a power failure or shutdown	<input type="checkbox"/>	30	
33	Fixed position equipment is securely anchored to prevent walking or moving	<input type="checkbox"/>	30	
34	Sufficient clearance is provided around and between equipment to allow for safe operations, set-up and servicing, material handling, and waste removal	<input type="checkbox"/>	30	
35	Electrical cords in good condition, grounded, and protected from damage	<input type="checkbox"/>	7	
36	Electrical panels have a minimum 36" clearance; circuit breakers labeled	<input type="checkbox"/>	7	

<b>Material Handling &amp; Storage</b>				
37	Cranes, hoists, forklifts, and related equipment and tools visually inspected before each use for obvious defects	<input type="checkbox"/>	7	
38	The rated working load of equipment is legibly marked	<input type="checkbox"/>	7	
39	Controls are plainly marked to indicate the direction of travel or motion	<input type="checkbox"/>	7	
40	Hooks have safety latches; chains, chokers and/or slings are appropriately rated	<input type="checkbox"/>	7	
41	When hoisting material or equipment, provisions are made to assure no one will be under the suspended load	<input type="checkbox"/>	7	

<b>Powered Platforms</b>				
42	Passive (guardrails) and/or Personal Fall Protection in good working condition	<input type="checkbox"/>	7	
43	Manufacturer's operating manual is kept on the equipment	<input type="checkbox"/>	7	

<b>Compressed Gas &amp; Compressed Air Equipment</b>				
44	Gas cylinders secured with chain/straps; protective caps on those not in use	<input type="checkbox"/>	7	
45	Gas cylinders are appropriately marked with contents, including empties	<input type="checkbox"/>	7	
46	Gas cylinders, regulators, hoses and related appliances are maintained in good working condition	<input type="checkbox"/>	7	
47	Compressed air for cleaning purposes < 30 psi or fitted with dead-end relief device	<input type="checkbox"/>	7	
48	LPG tanks in good condition and properly stored	<input type="checkbox"/>	30	

<b>Chemical Safety</b>		<b>✓ Action Needed</b>	<b>Days</b>	<b>Comments</b>
49	Employees are trained on the chemical hazards in the shop and appropriate protective measures	<input type="checkbox"/>	7	
50	Containers clearly labeled with chemical name(s) and HMIS or NFPA hazard rating	<input type="checkbox"/>	7	
51	Containers compatible with the chemical; container integrity maintained	<input type="checkbox"/>	7	
52	Containers closed when not in use	<input type="checkbox"/>	7	
53	Shelf life has not expired	<input type="checkbox"/>	7	
54	Flammable materials, aerosols, and paints kept in appropriate storage	<input type="checkbox"/>	30	
55	Chemical storage cabinets properly labeled	<input type="checkbox"/>	7	
56	Chemical storage shelves are in good condition and are equipped with a restraint lip or other system	<input type="checkbox"/>	30	
57	Flammable bulk drums are grounded	<input type="checkbox"/>	30	
58	Eye washes/safety showers provided in areas where corrosives are handled	<input type="checkbox"/>	30	

<b>Waste Management</b>		<b>✓ Action Needed</b>	<b>Days</b>	<b>Comments</b>
59	Waste materials placed in compatible containers upon initial filling	<input type="checkbox"/>	7	
60	Waste containers appropriately labeled	<input type="checkbox"/>	7	
61	Waste containers closed when not in use	<input type="checkbox"/>	7	
62	Waste oil drums labeled as "Used Oil" or "Spent Oil"	<input type="checkbox"/>	7	
63	All solvent wastes, oily rags, and flammable liquids are kept in fire resistant covered containers	<input type="checkbox"/>	7	
64	Spill control materials available and adequate	<input type="checkbox"/>	7	

**Additional Recommendations/Observations:** \_\_\_\_\_

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