

Shop/Work Site Safety Self-Assessment Form

(Retain a copy for your records)

Assessment Date:	Program Director:
Assessment by:	Department:
Accompanied by:	Location(s):

Page 1 of 3

Safety Guidelines/Requirements	Needs Attention	Priority Item	Specific Location	Comments/Observations
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Chemicals/Wastes

1	CW1	Chemical Inventory is accurate and recorded into EHSA database	**	P	
2	CW2	Compressed gases secured, labeled and quantities OK for the space; Capped when not in use	**	P	
3	CW3	Haz-Com Signage posted at entry	**	P	
4	CW4	Oily rags, etc. in fire resistant safety containers	**	P	
5	CW5	Wastes are labeled, have adequate container, and secondary containment	**	P	
6	CW6	Spill cleanup materials are available	**	P	
7	CW7	Personnel training in-place	**	P	

Confined Space

8	CSE0	Work in confined spaces or confined spaces permit required	Y^•D[
9	CSE1	Permit and Non-permit spaces identified; Permit spaces signed	**	P	
10	CSE2	Permit-required confined space entry procedures are in-place and personnel training in-place	**	P	

Electrical Safety

11	ELEC0	Work with or near high voltage electrical equipment?	Y^•D[
12	ELEC1	Electrical equipment in good repair; Insulation/Covers in-place	**	P	
13	ELEC2	> 600 volt rooms or enclosures are labeled and equipment guarded	**	P	
14	ELEC3	GFCI used when within 6' of water	**		
15	ELEC4	Written SOPs and Training in-place for high voltage equipment	**	P	

Ergonomics

16	ERG1	Work with tools that have increased motion and excessive vibration or require considerable force to operate	**		
17	ERG2	Work in confined areas near exposed beams, pipes, or machine parts	**		
18	ERG3	Repetitive motion, Awkward work postures, and Excessive heavy manual lifting is minimized	**		

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Fall Protection					
19	F0	Work in elevated areas?	Y^•D[
20	F1	Fall protection measures are in-place where needed	**	P	
21	F2	Fall protection equipment is regularly checked and in good condition	**	P	
22	F3	Portable ladders used appropriately; Are in good condition	**	P	
23	F4	Fixed ladders constructed appropriately; Are in good condition	**		
24	F5	Mezzanines and open-sided surfaces have adequate railing, mid-rail, toe-board	**		
25	F6	Roof access and Skylights protected	**	P	
26	F7	Scaffolding constructed and used appropriately	**	P	
27	F8	Personnel training in-place	**	P	
High Hazard Equipment/Processes/Systems					
28	HE0	Work with high hazard equipment, processes, or systems?	Y^•D[
29	HE1	EQUIPMENT: Cranes, Aerial lifts, Forklifts, Hydraulic presses, etc. -- Written SOPs and personnel training in-place	**	P	
30	HE2	PROCESSES: Written SOPs and personnel training in-place	**	P	
31	HE3	SYSTEMS: Electrical, Hydraulic, Pneumatic, etc. -- Written SOPs and personnel training in-place	**	P	
Housekeeping					
32	HK1	Workspaces, equipment, and tools are clean and orderly; Exits are kept clear	**		
33	HK2	Unused equipment/conditions not creating potential hazards	**		
34	HK3	Overhead loads secured from falling	**		
35	HK4	Floor openings and other trip hazards protected	**	P	
Indoor Air Quality					
36	AQ1	Adequate ventilation for the work being performed	**	P	
37	AQ2	Fumes, Mists, Dusts, and other particulate controls in-place	**	P	
Lock-out/Tag-out					
38	LT0	Equipment Specific LOTO procedures required?	Y^•D[
39	LT1	LOTO general Procedures and Equipment-Specific Procedures in-place and reviewed yearly	**	P	
40	LT2	LOTO Training completed	**	P	
Machine Guarding					
41	MG1	Cages and Interlocks in-place	**	P	
42	MG2	Guarding and safety shields in-place	**	P	

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Power Tools (portable and stationary)					
43	<i>PT1</i>	Guards in-place, Push-sticks used, Adequate room to work, Equipment secured to floor where needed	**	P	
44	<i>PT2</i>	Tools have adequate grounding	**	P	
45	<i>PT3</i>	Personnel training in-place	**	P	
Landscaping Power Equipment					
46	<i>LPE1</i>	Tractors, Trucks, Mowers, Edgers, etc. being maintained per manufacturer's recommendations	**	P	
47	<i>LPE2</i>	Appropriate PPE being used and training in-place	**	P	
48	<i>LPE3</i>	Chainsaw PPE and training in-place	**	P	
PPE & Safety Equipment					
49	<i>P1</i>	Appropriate PPE (e.g. hearing, eye, head, hand, respiratory, footwear, clothing) being used for the hazards present	**	P	
50	<i>P2</i>	Respirators stored/used properly and personnel trained	**	P	
51	<i>P3</i>	High noise areas are posted	**	P	
52	<i>P4</i>	Personnel enrolled in hearing conservation program as necessary	**	P	
53	<i>P5</i>	Eyewash tested weekly/Shower tested yearly; Unobstructed and Labeled	**		
54	<i>P6</i>	Fire extinguishers checked monthly and yearly; Unobstructed and Visible	**	P	
Stormwater Management					
55	<i>SW1</i>	Water runoff being managed to prevent non-storm water from entering storm drain	**	P	
Training					
56	<i>TR1</i>	Equipment/Work process - Specific training completed and documented for each employee	**		
Other					
57	<i>OTH1</i>	EH&S Narrative (Describe activities at this location):	**		
58	<i>OTH2</i>	EH&S Narrative (Describe activities at this location):	**		
59	<i>OTH3</i>	EH&S Narrative (Describe activities at this location):	**		
60	<i>OTH4</i>	EH&S Narrative (Describe activities at this location):	**		
61	<i>OTH5</i>	EH&S Narrative (Describe activities at this location):	**		
62	<i>OTH6</i>	EH&S Narrative (Describe activities at this location):	**		
63	<i>OTH7</i>	EH&S Narrative (Describe activities at this location):	**		
64	<i>OTH8</i>	EH&S Narrative (Describe activities at this location):	**		
65	<i>OTH9</i>	EH&S Narrative (Describe activities at this location):	**		