**Machine Shop Inspection Checklist**

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| Room or Area: | Department: | |
| Inspector Name: | Date: | |
| **Area 5S** | | |
| Workstations are clear of clutter and debris. | | Yes  No |
| Trash cans are available at each workstation and cleaned out regularly. | | Yes  No |
| All tools and machines have a designated storage location. | | Yes  No |
| Shop floors are cleaned regularly and free of trip hazards. | | Yes  No |
| 5S layout is posted for workers to reference when cleaning up the shop. | | Yes  No |
| Broken and red-tagged equipment has a designated staging area. | | Yes  No |
| Storage locations (shelves, cabinets, etc.) are in working condition. | | Yes  No |
| **Health Hazards** | | |
| Shop is well ventilated according to the task performed in the space. | | Yes  No |
| Workers have access to appropriate respiratory PPE (if needed). | | Yes  No |
| Hazardous waste receptacles are available, clearly labeled, and routinely emptied. | | Yes  No |
| Workspace air filters are replaced regularly. | | Yes  No |
| **Electrical and Fire Hazards** | | |
| Cables and cords are securely fastened away from high-traffic work areas. | | Yes  No |
| Electrical panels are easily accessible and labeled properly for workers to use. | | Yes  No |
| Outlet and light switch covers are securely fastened. | | Yes  No |
| Fire extinguishers are accessible within the machine shop and routinely inspected. | | Yes  No |
| First aid kits are stocked with materials to treat burns. | | Yes  No |
| Flammable and combustible materials are stored away from hot work areas. | | Yes  No |
| Employees have easy access to a sanitary eye wash station. | | Yes  No |
| **Mechanical Hazards** | | |
| Shop has a designated storage location for red-tagged equipment and tools. | | Yes  No |
| Machine guarding complies with OSHA standard 1910.212. | | Yes  No |
| Employees have access to standard operating procedures for each machine. | | Yes  No |
| Lockout/tagout procedures are in place and followed consistently. | | Yes  No |
| Warning labels on dangerous equipment are visible. | | Yes  No |
| Safety guards prevent materials from falling into machine parts. | | Yes  No |
| Fixed machine guards require considerable effort to remove. | | Yes  No |
| Hand tools are free of cracks, bends, and other signs of damage. | | Yes  No |
| Compressed gas cylinders are in working condition and regularly inspected. | | Yes  No |
| **Training** | | |
| Workers are trained to: | | |
| Red tag broken or damaged equipment | | Yes  No |
| Safely store, access, and refill flammable liquids and combustible materials | | Yes  No |
| Lock and tagout hazardous machinery before performing repairs | | Yes  No |
| Notice signs of unsafe machine guarding | | Yes  No |
| Identify workplace hazards and remove them or escalate them to management | | Yes  No |
| Wear appropriate PPE for each task within the machine shop | | Yes  No |