**Machine Shop Inspection Checklist**

|  |  |
| --- | --- |
| 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 |