

Safety Program Administration

1. Shop, Department & Building Identification

[Click here to see a list of UVM Building Numbers](#)

Shop Supervisor:	<input type="text"/>
Department:	<input type="text"/>
Building Name & Room #:	<input type="text"/>
Building #:	<input type="text"/>
UVM Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>
Inspection Date:	<input type="text"/>
Other Participants:	<input type="text"/>

2. Are training records maintained to indicate which faculty, staff & students are trained & qualified to use each power tool, piece of equipment or machine?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

3. Is an operator's manual, Job Hazard Analysis or other written safe operating procedure available for each power tool, piece of equipment or machine?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

4. Are building evacuation routes clearly posted, and are all exits marked with exit signs?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

Housekeeping

5. Are work areas (including equipment & machinery) kept clean & orderly, so as to prevent trip & fire hazards?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

6. Have faculty, staff & students been advised that they are not to consume food or drinks in shop areas unless there is a designated clean area?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

7. Are floors & work surfaces kept dry and/or made slip-resistant?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

8. Are there procedures for immediate clean-up of all spilled materials?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

9. Are shelves, file cabinets & furniture over 42" tall adequately secured to prevent tipping or falling?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

10. Do all work areas have adequate ventilation, particularly for hazardous operations (i.e. welding, soldering, spray coating, use of solvents, other chemicals or particulate such as dust)?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

11. Do all work areas have adequate lighting, both quantity & type?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

12. Is there a procedure for removing dangerous (damaged, broken, unguarded) tools or equipment from service?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

13. Is there a labeled, puncture-resistant container for used blades/sharps and broken glass?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

14. Are all ladders maintained in safe operating condition & properly stored?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

Fire & Emergency Safety

15. Are fire alarm pull boxes clearly identified & unobstructed?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

16. Are fire hose stations & portable extinguishers clearly identified & unobstructed?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

17. Are portable fire extinguishers tagged with annual inspection dated within the last 12 months and checked with monthly inspections?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

18. Are fire escapes, exit doors, stairwells & corridors kept clear & unobstructed?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

19. Is emergency lighting tested monthly?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

20. Are the emergency eye washes in the shop tested (flushed) monthly, with the tests documented?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

21. Are all eyewash & emergency shower stations free of obstructions that would prevent quick access by someone temporarily blinded?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

22. Are flammable materials kept to a minimum and stored in approved safety containers or safety cabinets?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

23. Are flammable gas cylinders & oxygen cylinders separated by a fire-rated wall or at least 20' apart?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

24. Are covered metal containers used to store oily or paint-soaked materials until they are collected as hazardous waste?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

25. Are combustibile materials kept at least 35' away from welding operations or is a fireproof covering provided?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

Electrical Safety

26. Is access to electrical panels unobstructed a minimum of 36" and are circuit breakers clearly labeled?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

27. Is all electrical shop equipment and power tools properly grounded or double-insulated (ensure that the grounding pin has not been removed and that 3-pin to 2-pin adapters are not used)?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

28. Are extension cords & power strips in good condition (i.e. no breaks or exposed wiring), used only as temporary wiring (<30 days) and not connected in series?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

29. Are electrical tools & appliances used in or near wet areas (such as sinks) protected with a GFCI (Ground Fault Circuit Interrupter)?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

Personal Protective Equipment

30. Have faculty, staff and students who work around inhalation hazards (i.e. chemical vapors, welding fumes or dust) been monitored to determine whether they need to be enrolled in a respiratory protection program?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

31. Have faculty, staff and students who work around noise been monitored to determine whether they need to be enrolled in a hearing conservation program?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

32. Are faculty, staff and students provided with eye & face protection such as safety glasses & face shields where needed?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

Hand & Power Tools

33. Are hand tools free of defects (i.e. cracked or splintered handles, loose parts or jagged edges) that make them unsafe?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

34. Are rotating or moving parts of equipment or tools guarded (i.e. hand-held grinder wheel)?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

Shop Equipment & Machinery

35. Is the campus lockout/tagout program in place to prevent accidental energizing of equipment, machines or electrical systems that are being repaired, adjusted or undergoing changes?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

36. Are abrasive wheel grinders equipped with a work rest adjusted to within 1/8" of the wheel, side-guards that cover the spindle, nut, flange & at least 75% of the wheel diameter?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

37. Do table saws have a hand guard, spreader & anti-kickback device for use when applicable?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

38. Are all pieces of equipment & machinery provided with adequate guarding (i.e. rotating parts, nip points & belts must be guarded)?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

39. Are all pieces of equipment & machinery securely anchored to the floor or a bench?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

40. Are all powered industrial truck (forklift) operators certified and trained within the last three years?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

41. Are crane & hoist operators (including I-beam mounted equipment) trained and qualified?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

42. Are documented daily inspections of forklifts, cranes and hoists kept on file?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

Welding

43. Are welders provided appropriate personal protective equipment (i.e. eye protection, gloves, flame resistant clothing, leathers, including screens or curtains to protect the vision of other people passing through the area)?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

44. Are welders provided with a fire extinguisher within 10' of their working area?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

45. Are all compressed gas cylinders adequately secured with non-combustible restraints to keep the cylinder(s) from falling and are they all capped when not in use?

Yes (Satisfactory)

No (Needs Correction)

N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

Hazardous Materials

46. Are all faculty, staff & students familiar with the contents of the Material Safety Data Sheets (MSDS) for each chemical they use in the shop?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

47. Are all containers of chemicals labeled with the contents and primary physical & health hazards?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

48. Are incompatible chemicals stored separately (i.e. acids separate from bases, oxidizers separate from flammables) and kept out of the regular trash?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

49. Has shop updated the on-line chemical inventory within the last 12 months or when amounts changed more than 10%?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary:

50. Is the emergency contact information door sign current?

- Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Explain Corrective Action that will be taken if necessary: