



# NEW MEXICO MILITARY INSTITUTE

101 WEST COLLEGE BOULEVARD  
ROSWELL, NM 88201



## Shop Self-Inspection Checklist

This Checklist should be used on a quarterly basis by the Shop Supervisor or designee to conduct shop self-inspections. Conducting self-inspections helps eliminate workplace hazards, maintain safety requirements, and prepare the shop for inspections by the EH&S Safety Manager.

This Checklist is not all inclusive and should be modified to reflect the unique hazards that are present in different shops. Supervisors and employees should identify hazards that are not included and supplement the list in the Additional Hazards section (at the end of the Checklist) to ensure utmost worker safety.

|                                |  |
|--------------------------------|--|
| <b>Date</b>                    |  |
| <b>Shop</b>                    |  |
| <b>Inspection performed by</b> |  |
| <b>Job title</b>               |  |

| EMERGENCY AND FIRES   | Yes | No | N/A | COMMENTS |
|---|-----|----|-----|----------|
| Are emergency phone numbers posted near a phone?  |     |    |     |          |
| Do employees know where to gather in case of an evacuation?   |     |    |     |          |
| Do employees know where and how receive care for an injury?   |     |    |     |          |
| Are signs present for emergency safety equipment (eyewash, exits, etc.)?  |     |    |     |          |
| Are emergency evacuation drills regularly conducted?  |     |    |     |          |
| Are all exits and paths free of obstruction?  |     |    |     |          |
| Are first aid kits fully stocked and inspected monthly?   |     |    |     |          |
| Are fire extinguishers present and inspected within the past year?  |     |    |     |          |
| Are oily rags kept in a metal bin and removed from the shop daily?  |     |    |     |          |
| Are flammable materials in excess of 10 gallons stored in appropriate containers and storage cabinets?                    |     |    |     |          |
| SAFETY ADMINISTRATION   | YES | NO | N/A | COMMENTS |
| Have all employees received general safety training: MSDS, personal protective equipment (PPE), fire safety, back safety, |     |    |     |          |
| Have all employees been trained on the equipment that they  |     |    |     |          |
| Are all employees current on specialized training:  |     |    |     |          |
| Ladders   |     |    |     |          |
| Fall Protection   |     |    |     |          |
| First Aid   |     |    |     |          |
| Lock out/Tag out  |     |    |     |          |
| Forklift  |     |    |     |          |
| Materials Handling  |     |    |     |          |
| Respirators   |     |    |     |          |
| Injury and Illness Prevention   |     |    |     |          |
| Are all safety trainings documented and filed?  |     |    |     |          |
| Are regularly scheduled safety meetings conducted in the shop?  |     |    |     |          |
| Are safety meeting minutes posted and implemented?  |     |    |     |          |
| Do all employees have access to the shop safety guide?  |     |    |     |          |
| Is PPE provided and used whenever necessary?  |     |    |     |          |
| Do employees wear the appropriate attire in the shop?   |     |    |     |          |
| HOUSEKEEPING AND VENTILATION  | YES | NO | N/A | COMMENTS |
| Are all worksites clean and orderly?  |     |    |     |          |

|   |            |           |            |                 |
|---|------------|-----------|------------|-----------------|
| Are waste containers kept clean and emptied daily?  |            |           |            |                 |
| Is food kept in the designated area at all times?   |            |           |            |                 |
| Are all cabinets and shelves secured or anchored?   |            |           |            |                 |
| Are all machines secured or anchored?   |            |           |            |                 |
| Are floors in good condition and kept dry?  |            |           |            |                 |
| Are all light fixtures adequate and functioning properly?   |            |           |            |                 |
| Are filters changed routinely?  |            |           |            |                 |
| <b>ELECTRICAL SAFETY</b>  | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>COMMENTS</b> |
| Are all plugs, cords, and panels enclosed, free from splices with Insulation, and in good condition?                        |            |           |            |                 |
| Do all extension cords have grounding conductors?   |            |           |            |                 |
| Are extension cords used only temporarily? (Never link cords  |            |           |            |                 |
| Are cords secured so they do not run across pathways, under doors or through walls?   |            |           |            |                 |
| Is the breaker panel accessible with labels identifying the function of each switch?  |            |           |            |                 |
| Are ground fault circuit interrupters available for use in wet areas?   |            |           |            |                 |
| Are hand-tools effectively grounded or an approved double insulated type?   |            |           |            |                 |
| <b>MECHANICAL SAFETY</b>  | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>COMMENTS</b> |
| Is defective equipment promptly reported, labeled, and repaired?  |            |           |            |                 |
| Do all machines have guards to protect against points of operation, nip points, rotating parts, moving parts, flying chips, |            |           |            |                 |
| Are start, stop, emergency and other operating controls within the operator's reach?  |            |           |            |                 |
| Are written standard operating procedures (SOPs) for each machine available and executed by all employees?                  |            |           |            |                 |
| Are machines regularly cleaned and maintained?  |            |           |            |                 |
| Are maintenance records, calibrations, certifications of each machine kept on file?   |            |           |            |                 |
| Do only authorized employees perform repairs?   |            |           |            |                 |
| <b>PORTABLE TOOLS</b>   | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>COMMENTS</b> |
| Are all electrical hand tools in good operating condition?  |            |           |            |                 |
| Are tools free from cracks and broken parts?  |            |           |            |                 |
| Are ladders free from dents, splinters, grease, dirt, etc.?   |            |           |            |                 |
| Do the spreaders lock in place?   |            |           |            |                 |
| Are all safety feet on the ladder in good condition?  |            |           |            |                 |
| Is only approved welding equipment used?  |            |           |            |                 |
| Is all welding equipment properly insulated?  |            |           |            |                 |
| Are fuel gas hoses red, oxygen green, and inert gas black?  |            |           |            |                 |
| Are cylinders legibly marked?   |            |           |            |                 |
| Are cylinders and hoses free from cracks or dents?  |            |           |            |                 |
| Are cylinders secured upright with a double chain and valve protector caps?   |            |           |            |                 |
| <b>STORAGE, HAZARDOUS MATERIALS AND WASTE</b>   | <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>COMMENTS</b> |
| Are materials stored to prevent falls and spills?   |            |           |            |                 |
| Do signs designate storage areas?   |            |           |            |                 |
| Are all storage containers labeled with their contents?   |            |           |            |                 |
| Are storage racks free from sagging?  |            |           |            |                 |
| Are employees taught how to stock and un-stock shelves safely?  |            |           |            |                 |
| Are combustibles and chemicals kept in closed containers when not in use?   |            |           |            |                 |
| Do workers use the appropriate PPE when handling materials?   |            |           |            |                 |
| Has a current chemical inventory list been provided to EH&S?  |            |           |            |                 |
| Are chemicals separated by Hazard Class (acids, bases, etc.)?   |            |           |            |                 |
| Is chemical waste properly separated and stored with EH&S Hazardous Waste Tags?   |            |           |            |                 |
| Does EH&S pick up the hazardous waste at least 9 months from generation?  |            |           |            |                 |

## Additional Hazards

- What other hazards are present in the shop?
- Is there additional machinery in the shop not listed on the checklist?
- Are there additional chemicals?
- Are specialized processes or activities performed in the shop?
- Are other physical hazards present?
- Anything else?

[illegible]

|                               |  |
|-------------------------------|--|
| <b>Supervisor's Signature</b> |  |
| <b>Date</b>                   |  |