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| Date: | Area/Room #: |
| Inspected by: | |

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| **Emergency and Hazard Information** | **Yes** | **No** | **N/A** |
| 1. Emergency procedures are posted and legible |  |  |  |
| 1. Monthly inspections posted and up-to-date |  |  |  |
| 1. Fire extinguisher present and accessible |  |  |  |
| 1. Fire extinguisher seal intact; date tested (annually) |  |  |  |
| 1. First Aid available and clearly marked |  |  |  |
| 1. First Aid log book/kit re-stocked |  |  |  |
| 1. Solvent recycling container clearly identified |  |  |  |
| 1. Hazardous products inventories up to date |  |  |  |
| 1. Flammable products are kept in fire proof cabinets |  |  |  |

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| **WHMIS 2015** | **Yes** | **No** | **N/A** |
| 1. Hazardous products clearly labelled  * Decanted product must display workplace label |  |  |  |
| 1. Staff has received WHMIS 2015 education and training (training records) |  |  |  |
| 1. Safety Data Sheets easily accessible to staff |  |  |  |

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| **Housekeeping** | **Yes** | **No** | **N/A** |
| 1. Bench tops and sink areas are tidy |  |  |  |
| 1. Tripping hazards are absent |  |  |  |
| 1. All exits and passageways are clear of obstruction |  |  |  |
| 1. Food and drink absent |  |  |  |
| 1. Step-ladder available for out-of-reach items (no wooden ladders) |  |  |  |
| 1. “No Eating/Drinking/Smoking” signs posted |  |  |  |
| 1. Burnt out light bulbs absent |  |  |  |
| 1. Floor free of slippery substances |  |  |  |

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| **Machine Safeguards** | **Yes** | **No** | **N/A** |
| 1. All hazardous moving parts of the machine, including auxiliary parts   have safeguards (gears, pulleys, flywheels and chain drives) |  |  |  |
| 1. Safeguards prevent workers’ hands, arms and other body parts from   making contact with dangerous moving parts |  |  |  |
| 1. Safeguards have not been tampered with, altered or removed |  |  |  |
| 1. Powered machinery/equipment  * Has stop and start controls located within easy reach of the operator * Has controls and switches where functions are clearly identified |  |  |  |
| 1. Physical hazards are marked in a manner that clearly identifies the hazard |  |  |  |

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| **Personal Protective Equipment PPE** | **Yes** | **No** | **N/A** |
| 1. PPE required is appropriate for the job  * Ear protection * Goggles/glasses * Respiratory * Footwear |  |  |  |
| 1. Staff are fit tested if respiratory equipment is required |  |  |  |
| 1. PPE expectations posted on entry doors to shop, and enforced |  |  |  |
| 1. Staff are trained on proper use, storage, cleaning and selection of PPE |  |  |  |

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| **Protective Equipment** | **Yes** | **No** | **N/A** |
| 1. Metal or wood chips, scrap, or turnings from machine tool work are contained |  |  |  |
| 1. Operators are dressed safely:  * no loose fitting clothes, hanging/dangling jewelry, lanyards * no flip flops, sandals, crocs * long hair controlled and will not interfere with safe operations |  |  |  |

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| **Welding** | **Yes** | **No** | **N/A** |
| 1. Staff use blinds/barriers when welding |  |  |  |
| 1. Staff use hand and arm protectors when welding |  |  |  |
| 1. Face shields are used when welding |  |  |  |
| 1. Acetylene and liquid gas tanks are used and stored securely in upright position |  |  |  |
| 1. Approved flashback devices on both hoses at the regulator end |  |  |  |
| 1. Welding cables/leads inspected and in good condition |  |  |  |
| 1. Space is properly ventilated |  |  |  |
| 1. Fire extinguisher nearby |  |  |  |
| 1. Fire watch available after 30 minutes of welding |  |  |  |

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| **Grinder** | **Yes** | **No** | **N/A** |
| 1. Staff ensure abrasive wheel is in good condition |  |  |  |
| 1. Staff never operate abrasive wheel without blotters, as per manufacturer’s recommendations |  |  |  |
| 1. Staff ensure flanges have an equal and correct diameter for the wheel |  |  |  |
| 1. Where a tool rest is attached to a fixed/bench grinder, is securely attached:  * compatible with the work * not set more than 3 millimeters from the face of the wheel or below the horizontal centre line of the wheel |  |  |  |
| 1. Staff not permitted to use sides of abrasive wheel unless wheel is designed for that use |  |  |  |
| 1. Staff is provided and uses the following PPE:  * Industrial eye or face protector * Hand and arm protection |  |  |  |
| 1. Staff are instructed in the potential hazards and safe use of the grinder |  |  |  |

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| **Circular Saw** | **Yes** | **No** | **N/A** |
| 1. Staff to ensure saw blade does not have a crack on outside diameter; if crack is found blade to be discarded immediately |  |  |  |
| 1. Staff to ensure saw blade does not have a crack from the eye or collar of the blade; if crack found blade discarded immediately |  |  |  |
| 1. Staff to ensure portable hand operated circular saw is equipped with a safeguard that automatically covers exposed blade during use and entire blade when not in use |  |  |  |
| 1. Staff are instructed in the potential hazards and safe use of a circular saw |  |  |  |

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| **Band Saw** | **Yes** | **No** | **N/A** |
| 1. Staff to ensure where a band saw blade develops a crack the depth of which is more than 5% of the width of the saw blade, the blade is discarded immediately or the width of the blade is reduced so as to eliminate the crack |  |  |  |
| 1. Staff to ensure band saw has automatic tension control device |  |  |  |
| 1. Staff are instructed in the potential hazards and safe use of a band saw |  |  |  |

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| **Metal Lathe** | **Yes** | **No** | **N/A** |
| 1. Staff to ensure safety glasses are worn at all times during operation |  |  |  |
| 1. Staff to ensure absolutely no loose clothing, jewelry, lanyards; long hair must be contained |  |  |  |
| 1. Floor free from obstruction and slip hazards |  |  |  |
| 1. Staff are instructed in the potential hazards and safe use of a metal lathe |  |  |  |

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| **Lock Out** | **Yes** | **No** | **N/A** |
| 1. Lock-out procedures are posted and used |  |  |  |
| 1. Machines are locked out from their power sources before repairs begin |  |  |  |
| 1. Effective means of verifying lock-outs are provided |  |  |  |

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| **Electrical and Air Supplies** | **Yes** | **No** | **N/A** |
| 1. There are no loose or damaged cords or connections |  |  |  |
| 1. Machines are properly grounded |  |  |  |
| 1. Air hose in good condition with end fittings secured |  |  |  |
| 1. Signage prohibiting the use of compressed air on worker or PPE |  |  |  |

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| **Ventilation** | **Yes** | **No** | **N/A** |
| 1. Dust extractors in good working order |  |  |  |
| 1. Exhaust fans functioning |  |  |  |

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| **Training** | **Yes** | **No** | **N/A** |
| 1. Workers are trained in work procedures and are available for the safe use of:  * Stationary power tools * Hand operated power tools * Hand tools * Compressed air tools |  |  |  |
| 1. Machines and equipment are operated in accordance with the manufacturer’s guidelines and instructions, should be easily accessible |  |  |  |