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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
 |  |  |  |