

SAFETY INSPECTION FORM – APPENDIX 1

Building/Area: _____ Date Inspected: _____ Inspected By: _____

Item	Description	Condition		Comments	Follow-up	
		Acceptable	Unacceptable		Action Taken	Date Work Completed
1.	Access and Corridor					
1.1	The access and exit doors to shop room are clear and operate satisfactorily					
1.2	Walkways and corridors are defined and accessible safely					
1.3	Stairs, if any, are clear and in safe condition					
1.4	Stair landings are free of storage items					
2.	Housekeeping Conditions					
2.1	Storage units are in near and acceptable condition					
2.2	Equipment is stored neatly					

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		Acceptable	Unacceptable		Action Taken	Date Work Completed
2.3	Equipment is not stored to interfere with fire alarms sprinklers or electrical panels/equipment					
2.4	Storage does not present any tripping or overhead bumping hazards					
2.5	Walkways, stairs and storerooms are clean and tidy					
2.6	Work areas are neat and tidy					
3.	Equipment					
3.1	First aid station and kit are satisfactory					
3.2	Eye wash is present if required					
3.3	P.P.E. is in place for special equipment operation					
3.4	Appropriate safety warning signs are in place					

Item	Description	Condition		Comments	Follow-up	
		Acceptable	Unacceptable		Action Taken	Date Work Completed
3.5	An equipment (u-belt, etc.) guards are in place					
3.6	Shop equipment, grinders, saws, drills, etc. are in safe condition					
4.	Environmental Conditions					
4.1	Lighting is sufficient for tasks performed					
4.2	Equipment noise levels are within safe limits					
4.3	Heating/cooling is adequate for tasks performed					
4.4	Exits, emergency lighting, etc. are satisfactory and marked					
5.	General					
5.1	List any other observed unsafe conditions					
5.2	Are emergency plans and phone numbers in place and posted?					
5.3	List any other general comments below					