

## Shop Safety Survey Checklist

This document is a self-survey checklist for shop personnel to complete periodically. Consult the Iowa State University (ISU) [Shop Safety Manual](#) for further information on the criteria listed below. 'Yes' = satisfactory, 'No' = unsatisfactory or enter N/A in the 'Notes' column if not applicable. Correct all unsatisfactory items after surveys are completed. Documentation of these surveys must be kept on file for at least three years. Address questions and concerns to ISU Environmental Health and Safety: [ehsinfo@iastate.edu](mailto:ehsinfo@iastate.edu) or 294-5359.

Name of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Location Surveyed: \_\_\_\_\_

### Documentation

Criteria	Notes	Yes	No	Date Corrected
<a href="#">Chemical/biological</a> materials inventory is current and on file with EH&S		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Emergency action plan</a> is customized, updated, and posted on the inside of shop exit(s)		<input type="checkbox"/>	<input type="checkbox"/>	
All necessary signs/posters are present on the entry door and within the shop, including <a href="#">contact information</a> , <a href="#">permits</a> , <a href="#">NFPA sign</a> , <a href="#">PPE requirements</a> , and other warnings/notifications		<input type="checkbox"/>	<input type="checkbox"/>	
Current safety manuals are accessible to all shop personnel ( <a href="#">Shop safety manual</a> , etc)		<input type="checkbox"/>	<input type="checkbox"/>	
Current safety training records are available, including <a href="#">certificates</a> for <a href="#">EH&amp;S training</a>		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Standard Operating Procedures</a> have been developed and updated for all hazardous materials, processes, and equipment.		<input type="checkbox"/>	<input type="checkbox"/>	
Training on all applicable SOPs is documented for all shop personnel		<input type="checkbox"/>	<input type="checkbox"/>	
Periodic shop <a href="#">safety surveys</a> are conducted by shop personnel		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Hazard inventory</a> form (occupational medicine) has been completed by all shop employees		<input type="checkbox"/>	<input type="checkbox"/>	
Safety Data Sheets (SDS) are available for all hazardous chemical/biological materials present		<input type="checkbox"/>	<input type="checkbox"/>	

### Fire & Life Safety

Criteria	Notes	Yes	No	Date Corrected
Fire doors are kept closed		<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are charged and accessible		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Electric</a> items are in good condition		<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are only used for less than three days		<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are not used for high-voltage or large equipment (oven, refrigerator, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Notes	Yes	No	Date Corrected
Power strips are only used for sensitive equipment and office equipment		<input type="checkbox"/>	<input type="checkbox"/>	
Power strips/cords are not daisy-chained together		<input type="checkbox"/>	<input type="checkbox"/>	
Exits and aisles are unobstructed		<input type="checkbox"/>	<input type="checkbox"/>	
Shop is clean and uncluttered		<input type="checkbox"/>	<input type="checkbox"/>	
Emergency equipment is accessible (eyewash, safety shower, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
Eyewash is flushed and documented by shop personnel every month		<input type="checkbox"/>	<input type="checkbox"/>	

## General Safety

Criteria	Notes	Yes	No	Date Corrected
Doors are locked when shop is unoccupied		<input type="checkbox"/>	<input type="checkbox"/>	
Work practices are performed safely and SOPs are followed		<input type="checkbox"/>	<input type="checkbox"/>	
Food, beverages, tobacco, and cosmetics are absent from the shop		<input type="checkbox"/>	<input type="checkbox"/>	
Sink, soap, and paper towels are available in the shop		<input type="checkbox"/>	<input type="checkbox"/>	
Spills are reported to the supervisor, and cleaned up quickly and appropriately		<input type="checkbox"/>	<input type="checkbox"/>	
PPE is available, in good shape and stored properly		<input type="checkbox"/>	<input type="checkbox"/>	
PPE is worn in the shop		<input type="checkbox"/>	<input type="checkbox"/>	
Disposable PPE (such as gloves) is not reused		<input type="checkbox"/>	<input type="checkbox"/>	
PPE is removed before leaving the shop		<input type="checkbox"/>	<input type="checkbox"/>	
Hands are washed before leaving the shop		<input type="checkbox"/>	<input type="checkbox"/>	

## Equipment

Criteria	Notes	Yes	No	Date Corrected
<a href="#">Spill control kit</a> is available and fully stocked. Appropriate neutralizer for acids/bases is available		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">First aid kit</a> is available and fully stocked		<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation is operational		<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerators are properly labeled (no food/drink, no volatile chemicals, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
Machine and power tools are fitted with appropriate guards		<input type="checkbox"/>	<input type="checkbox"/>	
Ladders are maintained and inspected regularly		<input type="checkbox"/>	<input type="checkbox"/>	
Machines are securely anchored when designed		<input type="checkbox"/>	<input type="checkbox"/>	
Tools are in good condition and used properly		<input type="checkbox"/>	<input type="checkbox"/>	
Specific lockout/tagout procedures are available for covered equipment		<input type="checkbox"/>	<input type="checkbox"/>	

Criteria	Notes	Yes	No	Date Corrected
Compressor air nozzles have relief device to restrict pressure to 30 psi.		<input type="checkbox"/>	<input type="checkbox"/>	

## Chemicals and Storage

Criteria	Notes	Yes	No	Date Corrected
Containers are properly labeled with names spelled out, and closed when not in use. If abbreviations are used, a list of these abbreviations must be posted in an easily viewed location in the shop		<input type="checkbox"/>	<input type="checkbox"/>	
Incompatible chemicals are separated, and all chemicals are <a href="#">stored by hazard compatibility</a> (not alphabetically)		<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids are stored appropriately. If there are more than 10 gallons stored in the shop, the excess must be stored in a flammables cabinet		<input type="checkbox"/>	<input type="checkbox"/>	
Secondary containment is used for all hazardous liquids and mercury-containing equipment		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Peroxide formers</a> are labeled and tested appropriately. They are dated and disposed of by their expiration date		<input type="checkbox"/>	<input type="checkbox"/>	
Compressed <a href="#">gas cylinders</a> are secured, away from heat sources, and capped when not in use		<input type="checkbox"/>	<input type="checkbox"/>	

## Hazardous [Waste Accumulation](#) and Disposal

Criteria	Notes	Yes	No	Date Corrected
Hazardous <a href="#">waste</a> accumulation area is labeled with an orange SAA sign		<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers are closed when waste is not actively being added		<input type="checkbox"/>	<input type="checkbox"/>	
Oily rags are collected in a metal waste container with lid		<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers are labeled with an orange label. The label is completely filled out when waste accumulation begins.		<input type="checkbox"/>	<input type="checkbox"/>	
Full waste containers are <a href="#">picked up by EH&amp;S</a> at regular intervals or as-needed when they are full		<input type="checkbox"/>	<input type="checkbox"/>	
Sharps disposal containers are leak proof, puncture proof, and have a lid		<input type="checkbox"/>	<input type="checkbox"/>	