

## Documentation and Training

Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Required training completed	All training has been completed and is up to date. All training is documented in the shop. Additional unrequired training has been done as well.	All shop users have completed the training required based on shop activities, but no extra effort has been extended to organized training records or obtain additional training.	Some shop users lack the necessary training to work in the shop.	Few to none of the shop users have been trained for high risk activities.	
SOPs written for highly hazardous chemicals or non-standard procedures	SOPs are prominently displayed. Consistency is used in the SOP format. All SOPs have recent revision dates (within the last year).	SOPs have been written but may not be consistent in format. Some may be several years old, but must still represent the process accurately. SOPs signed by shop users.	SOPs may be present, but do not represent all the processes being used. Some may not be signed by all shop users.	SOPs not present for extremely hazardous work.	No hazardous or non-standard activities in the shop.
Current chemical inventory available	Chemical inventory available and consistently kept up to date.	Chemical inventory available and updated at least once per year.	Chemical inventory not available or incomplete.	<del>XXXXXXXXXX</del>	
SDS available	All SDSs are up to date as well as organized in a compliant manner.	Hard copies or electronic copies on a central computer immediately available. The process is well-organized.	Incomplete availability of SDSs.	No attempt to make SDSs available in a shop that uses hazardous chemicals.	
SDS location known to employees	All shop users can provide the SDS for a given chemical quickly and efficiently.	All shop users can obtain the SDS for a given chemical in an appropriate amount of time (<15 minutes).	A shop user is unable to obtain a requested SDS for a given chemical.	No attempt to make SDSs available in a shop that uses hazardous chemicals.	

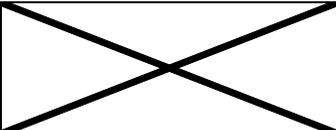
## Emergency Information and Fire Safety

Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Emergency procedure sign posted and up to date	<del>XXXXXXXXXX</del>	Emergency sign is displayed and up to date	Emergency sign is not posted	<del>XXXXXXXXXX</del>	
Hazards properly characterized on door sign	<del>XXXXXXXXXX</del>	All hazards present in the shop are properly characterized on the signage	Not all hazards that are present in the shop are characterized on the signage	<del>XXXXXXXXXX</del>	
Items not stored too close to the ceiling	No items stored in proximity of the ceiling nor anything within 18" of a sprinkler head.	Only a few items near the ceiling, but nothing combustible (no cardboard, paper, chemicals, etc.). Nothing stored within 18" of a sprinkler head.	Items stored near ceiling that are combustible or items stored within 18" of a sprinkler head.	Many sprinkler heads blocked or many combustible items stored within 24" of the ceiling.	

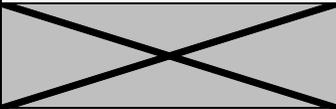
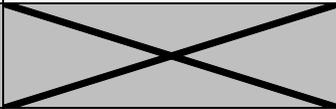
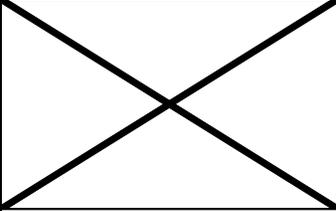
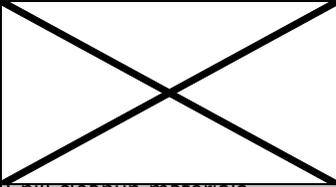
Fire extinguisher present and not obstructed (where necessary)	Fire extinguisher(s) not obstructed from view in any part of the room or signage indicates the location(s) visible from anywhere in the room. Fire extinguishers are accessible with nothing in the general area (approximately 3 feet).	Fire extinguishers are not physically obstructed, and are accessible without moving anything.	Fire extinguishers are physically obstructed, but still accessible within 15 seconds.	Fire extinguishers are not accessible without moving items that will take greater than 15 seconds to move.	
Fire extinguisher inspection up to date (where necessary)		Blue tag on the extinguisher has the date punched within the last 12 months	Blue tag on the extinguisher has a date punched that is not within the last 12 months		

### Personal Protective Equipment (PPE)

Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Proper PPE worn based on hazards	PPE is personalized, clean in appearance, and is worn at the appropriate time. A hazard assessment is done in the shop to indicate the necessary PPE or an SOP based job hazard analysis has been conducted to base PPE on the hazard of the procedure being performed. The PPE indicated in the job hazard analysis is used.	PPE is worn when necessary. Long pants and closed-toe shoes are worn by all.	PPE is not worn when necessary.	PPE is not worn when performing a highly hazardous activity or no PPE is available in the shop where highly hazardous activities are performed.	
Eye or face protection available	Personalized eye protection is available either prior to entering the shop or at the shop entrance, just inside the door. Additional eye protection is available for visitors.	Eye protection is available within the shop when required by hazard assessment.	Eye protection not available when required by a hazard assessment or in the absence of a hazard assessment.	No eye protection available in a shop where eye injuries are likely to occur.	Eye protection not required in the shop.
Gloves compatible with hazard available	Gloves of all sizes are available. A variety of material types are available to ensure protection from all types of chemical, biological, radiological, and physical hazards.	Gloves compatible with the hazards present in the shop are available.	Hazards present in the shop for which the appropriate glove is not present.	Gloves not present in a shop where activities with a high consequence if skin exposure occurs are being performed.	Gloves not required in the shop.
Other PPE available (as needed)	A documented hazard assessment and SOPs present outlining the activities that require additional PPE and that PPE is used appropriately.	Required additional PPE available.	Required additional PPE not available.	Additional PPE required for a process where absence of said PPE could cause exposure of high consequence not available.	Additional PPE not required in the shop.

Respirators not in use unless authorized		Respirators not present or, if present, users are authorized (fit tested, under medical surveillance, etc.).	Unauthorized personnel are using respirators (including dust masks).	Unauthorized personnel are using respirators for a hazardous process for which engineering controls are more appropriate.	
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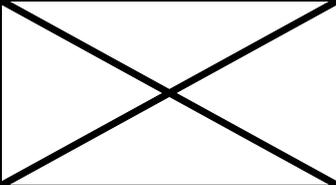
**General Safety**

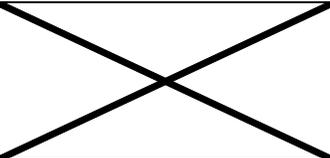
Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A
First aid materials available	First aid is easily available, well stocked, and clearly visible	First aid is easily available and well stocked	First aid is available but not stocked well or hidden	First aid is not available	
Aisles and exit paths/doors are free of obstructions	Aisle spaces are wide and clear (in most cases > 48").	Minimum required clearance is maintained (> 36").	Minimum required clearance is not maintained.	Exit paths or exit doors are completely blocked.	
Shop access controlled (if necessary)		Equipment must be individually locked out and shop doors are not left open.	Equipment is not individually locked out and shop doors are open/not locked.		
Safety shower/eyewash present		Eyewash present when corrosives are present in the shop. Safety shower or drench hose available when hazardous chemicals are present.	Eyewash/drench hose or shower not present when corrosives are used in the shop.	Combination safety shower/eyewash not present in a shop where serious eye and/or skin injury by chemicals is likely.	No corrosive chemicals or chemicals that can cause eye and/or skin injury present.
Eyewash and shower not obstructed (16" radius)	Shower/eyewash visible from all places in the shop or a sign indicating its location visible from anywhere in the shop and no obstructions.	Shower/eyewash not obstructed 16" in any direction.	Shower/eyewash is obstructed, but accessible within 15 seconds.	Shower/eyewash obstructed with permanent or semipermanent fixtures in a highly hazardous shop.	No shower/eyewash present
Eyewash and shower testing up to date		Documentation indicating the test of the eyewash weekly and the safety shower monthly during times when the shop is in use are present and up to date.	Safety shower/eyewash testing is not up to date.	No effort is made to flush the shower/eyewash equipment.	No shower/eyewash present
Spill cleanup materials present	Spill cleanup materials necessary as explained by the safety manual are not only present, but their location is also well labeled so as to be known by anyone entering the shop.	Spill cleanup materials appropriate for the hazards are present in the shop.	Spill cleanup materials are not present in the shop or are incomplete.	Spill cleanup materials are not present in a highly hazardous shop.	

Gas cylinders secured properly	All gas cylinders are not only secured, but they are secured with fire resistant materials (such as a metal chain).	All gas cylinders are secured.	All in use gas cylinders are secured, but perhaps one that has its cap is missed. In use cylinder on a cart is not counted as fully secured without expressed permission from EHS.	Multiple cylinders or any cylinder missing its cap is not secured.	No gas cylinders are present.
Gas cylinders properly stored		All gas cylinders are secured and capped when stored and properly segregated.	Cylinders not segregated where required.	Segregation not present with highly hazardous gases or cylinders not segregated are also not secured and capped.	No gas cylinders are present.
Lighting adequate		Lighting is adequate.	Lighting is not working and portions of the shop are dim, but no serious injury would occur because of this.	Lighting is not working and portions of the shop are too dark to see clearly. A serious injury could occur from the lack of lighting.	
Sinks for handwashing available		Sink is available.	Sink is not available.		
Soap available for handwashing		Soap is available.	Soap is not available.		
No tripping or slipping hazards	Good effort is made to keep aisle spaces neat and clean and this is clear to the inspector. No slipping or tripping hazards are present.	No slipping or tripping hazards are present.	Slipping or tripping hazards exist but are easily passable.	Slipping or tripping hazard is found and is likely to result in an injury if not corrected.	

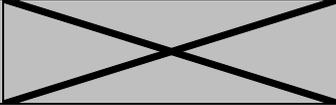
Housekeeping					
Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A
No food or drink except in designated areas		No food or drinks in work areas of the shop. Repurposed food containers have the food names marked out/covered so that the container cannot be mistaken for food storage.	Open food or drinks in close proximity to work stations/hazards. Repurposed food containers do not have the original food names marked out/covered.	Food or drinks found in shop areas where hazardous work is being conducted.	
No chemical storage on floor (unless secondarily contained)	No chemicals, hazardous or otherwise, are stored on the floor or outside of secondary containment.	No hazardous chemicals are stored on the floor or, if stored on the floor, in secondary containment.	Hazardous chemicals are stored on the floor outside of secondary containment.	Many hazardous materials are stored on the floor or large bottles (>1L) are stored on the floor without secondary containment.	

Overall housekeeping good	Everything or nearly everything is put away unless it is currently in use. Open work bench space is >70% clear unless that much space is currently in use. Equipment is regularly cleaned, floors and aisle spaces are well maintained over and above that required for compliance.	While not everything is put away, there is space on the benches to put items. There is little potential for items to be knocked off the benches. The floors, equipment, and aisle spaces are clear and relatively clean. No obvious evidence of spills.	Very cluttered bench top with little or no room to put items down. Items are near the edge where they can be knocked off the bench. Equipment and/or floors are dirty. There are evidence of spills that were not cleaned up.	Evidence of regular spills of hazardous materials exist. Bench tops are full of glassware and chemicals causing an imminent threat of an incident or injury.	
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Chemical Safety, Storage and Compatibility					
Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Chemical storage in good condition	No visible damage to storage cabinets or shelves. Shelves and cabinets are not overloaded. Chemical cabinets are closed unless in use or lipped. All shelves have the lips as suggested in the safety manual. All hazardous chemicals and large containers of any chemicals are stored on lower shelves.	No visible damage to storage cabinets or shelves. Shelves and cabinets are not overloaded. Cabinets of hazardous chemicals are closed unless a chemical is being removed. No hazardous chemicals are stored on shelves above shoulder level.	Shelves or cabinets are damaged and/or overloaded. Hazardous chemicals are stored too high.	Storage spaces for highly hazardous materials in bad shape (shelves unable to hold weight, cabinets unable to be closed, or integrity is compromised, etc.).	
Chemical storage cabinets labeled	All cabinets containing chemicals are labeled as chemical storage and hazardous chemicals have signage appropriate to the class of the hazard (acids, bases, flammable solvents, etc.).	Cabinets containing hazardous chemicals have a sign appropriate to the class of the hazard.	Chemical storage cabinets are not labeled.	Cabinets containing highly hazardous chemicals are not labeled properly.	No chemical storage cabinets
No large containers stored too high		All large containers are stored low to the ground, and light, smaller containers are stored near the top.	Large containers are stored too high up, but they do not contain any hazardous material. No serious injury would occur if they fell from the height they are stored at.	Large containers are stored too high up, and they either contain hazardous materials or a serious injury would occur if they fell from the height they are stored at.	
Less than 10 gallon of flammables outside flammable storage cabinets (including waste)	All flammable chemicals in flammable storage cabinet unless a container is actively being used.	Less than 10 gallons outside flammable storage cabinets.	More than 10 gallons outside flammable storage cabinets.	More than 20 gallons outside of flammable storage cabinets or flammables outside of storage cabinets in a situation where they are likely to be ignited.	No flammable chemicals in the shop.

Less than 10 additional gallons of flammables in approved safety cans outside storage cabinets (including waste)	All safety cans are 2-gallon size or smaller and less than 10 gallons total are in safety cans in the shop outside of flammable storage cabinets.	Less than 10 gallons in safety cans in the shop are outside of flammable storage cabinets.	More than 10 gallons in safety cans in the shop are outside flammable storage cabinets or unapproved safety cans used.		No flammable chemicals in the shop or no safety cans.
Less than 60 gallons of flammables in approved safety cabinets (including waste)		Less than 60 gallons of flammables total exist in the entire shop.	More than 60 gallons total exist in the entire shop or the capacity of a single cabinet is exceeded.	More than 100 gallons found in a single shop without permission.	No flammable chemicals in the shop.
Chemicals segregated and stored based on compatibility	Chemicals are very well organized. Particular chemicals are very easy to find based on organizational scheme used. All chemicals are stored exactly as outlined on the chemical storage chart or some equivalent. All chemicals are stored except those in use.	Chemicals are well organized. Incompatible materials are not stored together. While a few bottles may be present in the open, an obvious effort is given to make sure chemicals not in use are put away. Chemicals are stored by hazard class first.	Chemicals are poorly organized or no organization is employed. Many chemical bottles that are not in use are present in the open. Incompatible materials are stored together or no segregation strategy is employed.	Incompatible materials that can have an imminent adverse result (should they mix) are stored together. More than shop-scale quantities of hazardous chemicals are found in the shop.	
Containers properly labeled	Labels on containers in their original container can be easily read. If a label is old, it is relabeled clearly. Secondary chemical containers or containers with solutions made by shop users are clearly labeled with the contents and the date on which it was transferred or made. If the chemical or solution is hazardous, the hazard is indicated on the label.	While a bottle may be missing a label, a good effort is made to label every container. In a case where a label or two is missing, shop users can immediately identify the chemical and label it on the spot.	Chemicals not properly labeled. More than a few chemicals or any hazardous chemicals have faded and/or peeling labels that are difficult to read. Prepared solutions are not labeled including those in secondary containers.	Highly hazardous chemicals not labeled or no effort is made to label chemicals in the shop where many hazardous chemicals are present.	
Chemical containers in good condition	The integrity of all chemical containers is sound. There is no evidence of spilling or leakage with any container. Containers are compatible with the chemicals that are stored in them.	The integrity of all containers is sound. There is little evidence of spilling or leakage and neither of these with hazardous chemicals. Chemicals are compatible with their containers.	Not all containers are structurally sound. Some evidence of spilling and leakage is evident. Some chemicals stored in incompatible containers.	Hazardous chemicals are stored in incompatible containers. Containers of hazardous chemicals are broken or leaking and injury or illness as a result is imminent.	
Chemical containers kept closed	All chemical containers kept closed. Even secondary containers that have the potential to spill are sealed in a way to prevent splashes or spills.	All containers of hazardous chemicals are closed. Any unlabeled container is assumed to be hazardous. The vast majority of all chemical containers are closed.	Some (more than a couple of non-hazardous materials or any hazardous materials) chemical containers are found open.	Many chemical containers found open. Containers of highly hazardous material found open. Containers of volatile chemicals are left open to vent.	

Chemicals dated with date received	All chemicals are dated with the date they are received. Chemicals with an expiration date have the date noted. Where there is a long time between chemical receipt and the opening of the chemicals, the date opened is also noted.	Hazardous chemicals have the date received on them. All chemicals in the categories (water reactive, pyrophoric, etc.) have the appropriate dates on them. A good faith effort is seen to date even if a few are missed.	A good faith effort is not given to dating chemicals. Some may be dated, but may hazardous chemicals are not dated.	Dates are not found on the hazard categories (peroxide formers, pyrophorics, water reactives, explosive).	
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Chemical and Biological Waste					
Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Waste properly labeled	All waste has a label from the website, constituents listed as well as percentages. No containers in the shop are labeled as waste except those that have container hazardous waste.	All waste is properly labeled (label available on the website). Constituents of waste are listed.	Labels are incomplete or not properly attached to the container. Containers found that are "inherently waste-like" (appear abandoned or appear to contain waste but are not labeled).	RCRA regulated waste missing labels.	No chemical or biological waste is in the shop.
Waste containers closed		All containers are hand-tight and all have a lid on them. Containers are not leaking and are compatible with the waste they contain.	Not all lids are tight on containers or lids are off some containers.	RCRA regulated waste missing lids.	No chemical or biological waste is in the shop.
Waste containers in good condition	Containers are not leaking and do not have any chemical on the outside of the container. Container compatible with the waste it contains.	Containers are neat with little contamination on the outside (no hazardous contamination).	Containers have easily visible outside contamination. Containers are not in good condition but are not leaking.	Containers are leaking or not compatible with the waste stored in them.	No chemical or biological waste is in the shop.
Waste containers properly segregated	Hazard category is indicated on the outside of the segregation area. No incompatibles are stored together.	Waste properly segregated; no incompatibles are stored together.	Incompatible wastes, though secondarily contained, stored in the same area.	Incompatible waste stored in such a way that, if leaking, the wastes could come together.	No chemical or biological waste is in the shop.
Waste containers inspected weekly and log maintained	Inspections are current, and previous inspections are archived.	Inspections are current, but only recent inspections are available.	Inspections are not being performed or have not been performed at the appropriate interval.		No chemical or biological waste is in the shop.

Electrical Safety					
Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A

Electrical panel accessible	All electrical panels accessible with nothing in the general area (approximately 3 feet).	Electrical panels accessible without moving anything.	Electrical panels are physically obstructed, but still accessible within 15 seconds.	Electrical panels not accessible without moving items that will take greater than 15 seconds to move.	
Plugs, cords, outlets in good condition		All cords and outlets in good condition. No tape used on cords. No extension cords are used instead of hard wiring and no daisy-chained power strips are found.	Cords present that have been repaired with tape. Outlet covers damaged. Extension cords are used instead of hard wiring or daisy-chained power strips are found.	Cords present that are frayed and have not been repaired with tape. Outlet covers are missing or severely damaged. Severely overloaded/burned power strips or extension cords are in use.	
No extension cords used in lieu of hard wiring	No extension cords used at all.	Extension cords in use but only as a temporary measure with low amperage equipment.	Extension cords used in lieu of hard wiring.	Inappropriate loading of extension cords. Extension cords are in bad condition. Extension cord is placed to where it may cause a trip hazard.	
No daisy chaining of power strips		No daisy chained power strips are in use.	Power strips are daisy chained to reach certain equipment, but are not overloaded.	Power strips are daisy chained and overloaded.	
Outlets within 48" of water supply GFCI		No outlets within 48" of water that are not GFCI.	Outlets within 48" of water that are not GFCI.	Outlets or cords in or near standing water that are not GFCI.	

Mechanical Safety					
Item Inspected	Excellent	Compliant	Noncompliant	Critical	N/A
Moveable parts guarded		No machines or equipment are missing guards.	Guards are damaged or have oversized gaps, which expose the moving parts. Machine guard is missing, but would cause minor injury.	Machines missing guards where life or limb threatening injury is possible.	
Tool rests in place on grinders		There is a shield or half shield present.	There is not a shield or half shield present.		
Hydraulic/pneumatic hoses in good condition		Hose is visually in good condition.	Hose is visually deteriorating. It needs replaced or further inspected.		
Machinery anchored when necessary		If the machines tend to walk, they are anchored.	Machines that tend to walk are not anchored.		
Safety switches operational (if equipped)?		The switches operate appropriately.	The switches do not operate appropriately.	OTHER- switches could not be turned on. Occupants need to test the switches and let EHS know if they work in writing.	
Dust collection functional (if necessary)?		The dust collection is able to be activated.	The dust collection is not able to be activated.	OTHER- dust collection could not be turned on. Occupants need to test it and let EHS know if it is working in writing.	

Ventilation adequate		Ventilation is adequate	Ventilation is not adequate		
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Other

Any other critical findings, please  
note in the space given

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