



## Safety Inspection Checklist – IA Shop Areas

Date: \_\_\_\_\_ School: \_\_\_\_\_

Inspected By: \_\_\_\_\_  
 \_\_\_\_\_

| Concerns   | Yes | No | N/A | Action Required |
|--|-----|----|-----|-----------------|
| <b>1. Emergency Equipment/Services</b>   |     |    |     |                 |
| - emergency procedures posted and legible  |     |    |     |                 |
| - contact names and telephone numbers posted   |     |    |     |                 |
| - emergency eye wash available and accessible  |     |    |     |                 |
| - first aid supplies available   |     |    |     |                 |
| <b>2. Housekeeping</b>   |     |    |     |                 |
| - shops free of food or beverages  |     |    |     |                 |
| - shops free of devices to prepare food/beverage   |     |    |     |                 |
| - bench tops and sink area reasonably clear  |     |    |     |                 |
| - glassware in use is intact (not chipped or broken)   |     |    |     |                 |
| - exits and passageways clear  |     |    |     |                 |
| - tripping hazards absent  |     |    |     |                 |
| - furniture in good repair   |     |    |     |                 |
| - refuse containers available and labelled for appropriate materials or general use.                           |     |    |     |                 |
| <b>3. Electrical Apparatus</b>   |     |    |     |                 |
| - electrical cords safe and to code (grounded, not frayed, cracked, or makeshift)                              |     |    |     |                 |
| - proper number of outlets available and not overloaded  |     |    |     |                 |
| - clear passage near outlets, electrical panels etc.   |     |    |     |                 |
| - extension cords used properly (not hung from ceiling, not wrapped around plastic tubing, water faucets etc.) |     |    |     |                 |
| <b>4. Fire Safety</b>  |     |    |     |                 |
| - fire evacuation plans posted   |     |    |     |                 |
| - fire extinguishers inspected monthly   |     |    |     |                 |
| - fire blankets labelled, functional and free from obstruction   |     |    |     |                 |
| <b>5. Protective Clothing/Equipment</b>  |     |    |     |                 |
| - safety glasses   |     |    |     |                 |
| - hearing protection   |     |    |     |                 |

|   |  |  |  |  |
|---|--|--|--|--|
| - footwear (no open toe shoes)  |  |  |  |  |
| - gloves  |  |  |  |  |
| - respirators   |  |  |  |  |
| - gloves  |  |  |  |  |
| - other (specify)   |  |  |  |  |
|   |  |  |  |  |
| <b>6. Compressed Gas Cylinders</b>  |  |  |  |  |
| - cylinders properly secured (chained to wall or other structure)                     |  |  |  |  |
| - cylinders stored upright  |  |  |  |  |
| - cylinder and fittings protected from damage   |  |  |  |  |
| - protective valve cap fitted to stored cylinders                                     |  |  |  |  |
| - cylinders stored away from heat sources   |  |  |  |  |
| - flashback device installed at regulator end of hose                                 |  |  |  |  |
| - back-flow preventer installed on either end of hose                                 |  |  |  |  |
| <b>7. Compressed/Pressurized Gas or Water Hoses</b>                                   |  |  |  |  |
| - hoses in good condition (not cracked or pinched)                                    |  |  |  |  |
| - proper fittings between hose and nozzle for compressed gas (air)                    |  |  |  |  |
| - all connections are secure  |  |  |  |  |
| <b>8. Local Ventilation</b>   |  |  |  |  |
| - current test date posted  |  |  |  |  |
| - area within and around ventilation hood tidy  |  |  |  |  |
| - lights working  |  |  |  |  |
| - labelled for proper use   |  |  |  |  |
| - waste containers properly stored  |  |  |  |  |
| - hood not dedicated to chemical storage  |  |  |  |  |
| <b>9. Hazardous Substances</b>  |  |  |  |  |
| <b>a) Storage</b>   |  |  |  |  |
| - chemical inventory available and current  |  |  |  |  |
| - solvent storage cabinet available and closed  |  |  |  |  |
| - solvent safety containers used  |  |  |  |  |
| - solvents containers closed and properly labelled                                    |  |  |  |  |
| - solvent storage not excessive   |  |  |  |  |
| - chemical storage not overcrowded  |  |  |  |  |
| - racks and shelves secured to walls  |  |  |  |  |
| - storage away from shelf edges, or behind closed doors                               |  |  |  |  |
| - flammable and corrosive materials stored less than 4 feet from floor                |  |  |  |  |
| - refrigerators   |  |  |  |  |
| - unmodified refrigerator has sign indicating:<br>"NO FLAMMABLE MATERIALS<br>ALLOWED" |  |  |  |  |
| <b>b) Handling/Waste Disposal</b>   |  |  |  |  |
| - MSDS available and current) less than 3 years old                                   |  |  |  |  |
| - location of MSDS posted   |  |  |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
| - waste containers available, properly labelled and safely stored    |  |  |  |  |
| <b>c) Labelling</b>  |  |  |  |  |
| - chemical containers clearly labelled according to WHMIS guidelines |  |  |  |  |
| - unreadable labels removed and replaced with legible labels         |  |  |  |  |
| <b>10. Machinery Guards</b>  |  |  |  |  |
| - all machines guarded IAW manufacturer's specifications             |  |  |  |  |
| - all guarding in good condition                                     |  |  |  |  |
| - machines with missing/broken guards tagged out of service          |  |  |  |  |
| <b>11. Other Safety Items – Please Explain</b>                       |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| <b>12. Safe Work Procedure Violations Noted</b>                      |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| <b>13. General Remarks / Comments</b>                                |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

\_\_\_\_\_  
**Inspector's signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Inspector's signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor's Signature and Position**

**Date:** \_\_\_\_\_

Supervisor please sign after violations have been acted upon. Retain one copy and submit one copy to the School Principal.