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| **F. Shops / Workshops – including Tools and Equipment** | | | | | |
| Note: Shop / workshop personnel must be notified in advance that an inspection will be performed in their area. A shop staff member who is familiar and knowledgeable with the hazards of the work space must be involved in the inspection. Alternatively, this inspection may be performed internally but must be completed and submitted to the LST or JOHSC within one week of notification. | | | | | |
| Building / area(s) inspected: | | | | | |
| Inspector(s): | | Date: | | | |
| **Item #** | **General** | | **Y** | **N** | **N/A** |
| F-1 | Are workspaces neat, orderly and free of slipping and tripping hazards? | |  |  |  |
| F-2 | Is there appropriate lighting for work tasks? | |  |  |  |
| F-3 | Are noise levels safe such that hearing protection is sometimes required? | |  |  |  |
| F-4 | Is all required PPE maintained in good working order and available to all workers? | |  |  |  |
| F-5 | Are workers trained in correct PPE use and limitations? | |  |  |  |
| F-6 | Is PPE used consistently and correctly? | |  |  |  |
| F-7 | Is PPE inspected, fit tested (if applicable) and replaced on schedule? | |  |  |  |
| F-8 | Is there adequate heating and cooling? | |  |  |  |
| F-9 | Is air flow and ventilation (including dust removal) appropriate for work tasks? | |  |  |  |
| F-10 | Are electrical plugs, sockets and switches in good condition? | |  |  |  |
| F-11 | Do electrical control boxes have clear access? | |  |  |  |
| F-12 | Are circuit breakers and starter switches clearly marked? | |  |  |  |
| F-13 | Is piping for gas, compressed air, etc. clearly labelled? | |  |  |  |
| F-14 | Are compressed gases and other hazardous materials safely and properly stored / secured? | |  |  |  |
| F-15 | Are emergency contact numbers and procedures (including First Aid) prominently posted? | |  |  |  |
| F-16 | Are illuminated emergency exit signs visible and functional? | |  |  |  |
| F-17 | Are fire extinguishers readily accessible, unobstructed, charged and inspected within the last year? Is signage present (if not clearly visible)? | |  |  |  |
| F-18 | Are fire-alarm pull-stations accessible and are emergency exit doors unobstructed and functional? | |  |  |  |
| F-19 | Are there resources, known and available, to help workers address and prevent ergonomic issues such as overexertion, musculoskeletal injuries, etc.? | |  |  |  |
| F-20 | Are supervisors and workers aware of the requirement to have written procedures to ensure the safety of people working alone or in isolation? | |  |  |  |
| F-21 | Do new staff receive workplace and task-specific orientations and are records kept? | |  |  |  |
| **Item #** | **Shop Tools and Equipment** | | **Y** | **N** | **N/A** |
| F-22 | Are machine and equipment operator’s manuals available to workers? | |  |  |  |
| F-23 | Are lockout procedures posted and followed? | |  |  |  |
| F-24 | Is the maintenance log up-to-date? | |  |  |  |
| F-25 | Is the inspection log up-to-date? | |  |  |  |
| F-26 | Are emergency shutoffs tested annually and records kept? | |  |  |  |
| F-27 | Are warning signage for physical hazards created by equipment and processes posted, clearly visible and legible? | |  |  |  |
| F-28 | Are hazardous points of operation adequately guarded? | |  |  |  |
| F-29 | Are safeguards in place, in good condition, and cannot be easily removed by workers? | |  |  |  |
| F-30 | Is equipment positioned to avoid endangering other workers? | |  |  |  |
| F-31 | Are workers protected from materials ejected from tools or equipment? | |  |  |  |
| F-32 | Are equipment controls clearly labelled and within easy reach, but protected from inadvertent activation? | |  |  |  |
| F-33 | Are defective tools and equipment tagged and removed from service? | |  |  |  |
| F-34 | Are tools used for their designed purposes only? | |  |  |  |
| F-35 | Other issues: | |  |  |  |
| **Item #** | **Section / Site Inspection Notes** | | | | |
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