



SAFETY INSPECTION CHECKLIST FOR SHOPS AND MECHANICAL ROOMS

Date: _____ Department: _____

Location: _____ Inspected By: _____

General	Yes	No	N/A
Is the area locked for restricted access?			
Is the floor clean, dry and free of debris?			
Is the floor in good maintenance?			
Are all equipment doors closed when not in use?			
Is the main walk area of the floor free of obstacles?			
Are only authorized personnel allowed in the mechanical room or shop?			
Is there a strict policy against food and beverages in the area?			
Is protective equipment, such as gloves, coveralls, face shields, and goggles available when required?			
Are proper hand washing stations available, and are hands being washed often and before leaving the area?			
Are materials neatly and safely piled?			
Stairways and Aisles			
Are aisles clear and unblocked?			
Are stairways well lighted?			
Are stairways clean, dry and unblocked?			
Equipment			
Are ladders safe, well maintained and meet University standards? (Only CSA Type 1 and ANSI Type 1 ladders acceptable)			
Are proper step stools available to reach hard to reach areas?			
Are guards, screens and sound-dampening devices in place and effective?			
Have any hoists, cranes and lift trucks in the area been inspected and certified within the last 12 months?			
Electrical			
Does all electrical equipment have (CSA, UCC, etc.) approval stickers/plates?			
Are all electrical panels closed?			

Is all equipment in use free of frayed cords, loose plugs or connections?			
Are there adequate electrical outlets to accommodate all equipment in use?			
Is there an ongoing maintenance program in place to ensure that electrical equipment is functioning well?			
Fire Safety			
Are fire extinguishers of the appropriate rating available?			
Are there enough fire extinguishers available?			
Are fire extinguishers located in conspicuous places and free from obstructions?			
Are fire extinguishers checked monthly?			
Are the initials of the person who did the inspection and the date of the fire inspection attached on a tag to the fire extinguisher?			
Are extinguishers refilled and checked after usage?			
Is there an ongoing in-service education on fire safety for all employees?			
Are the following included in the training: i) Location of all fire alarm pull stations? ii) Location of all fire extinguishers: iii) Proper use of fire extinguisher equipment? iv) Procedures to be followed in the event of a fire or evacuation			
Are all fire and emergency exits clearly marked and unobstructed at all times?			
Spill Response			
Do personnel know the location of the closest First Aid Kit?			
Do personnel know the location of the closet Spill Kit?			
Are personnel familiar with the Queen's University Spill Procedures?			
Heating and Lighting			
Is the work kept at a temperature that is suitable for working?			
Is their adequate lighting in the work area?			
Are bulbs replaced as soon as they are burnt out?			
Are exit signs clearly lit and completely unobstructed?			
WHMIS			
Have all personnel received WHMIS training?			
Are all hazardous materials labeled according to the WHMIS Regulations?			
Is there a current inventory of all hazardous substances in the area?			
Do personnel know where to find current (<3 years) MSDS for the materials being used?			
Emergency Eyewash/Showers			
Are personnel familiar with the location of the nearest			

