

Shop Safety Review



Shop Name: _____

Reviewer: _____ Date: _____

Shop Coordinator: _____ Phone: _____

Building/Rm #: _____ Department: _____

Please check “Y” (Yes), “N” (No), or “N/A” (Not Applicable) for each item.

All “No” responses require follow-up within 30 days, or 3 days for Serious Violations.

** Indicates findings that constitute Serious Violations if not in compliance.*

| # | Y | N | N/A | Checklist Item | Comment | Date Corrected |
|---|--------------------------|--------------------------|--------------------------|---|---------|----------------|
| Section A – Administration & Documentation | | | | | | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The shop has a Shop Safety Plan that is current and has been reviewed. CSUN SSP, 29 CFR 1910 | | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shop Coordinator emergency contact information is posted at the entrance to the shop. CSUN SSP | | |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The shop has, or is part of, an up-to-date emergency action plan. 8 CCR §3220(a-e) | | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A Shop Hazard Assessment has been performed in the Shop. 8 CCR §3380 (f) | | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Annual Shop Equipment Safety Checklists are being completed for all stationary equipment. CSUN Shop Safety Program, 8 CCR §3203 | | |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All findings from the Shop Equipment Safety Checklists have been addressed. CSUN SSP | | |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shop personnel are aware of the procedure to report exposures, incidents, near-misses, hazards and unsafe conditions. 8 CCR §3203 | | |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written Standard Operating Procedures (SOP’s) are available and current in the site-specific Shop Safety Plan. Equipment-specific SOP’s are posted at or near the equipment (either in full or as QR-code links to full SOP). CSUN SSP | | |

| # | Y | N | N/A | Checklist Item | Comment | Date Corrected |
|-------------------------------|--------------------------|--------------------------|--------------------------|---|---------|----------------|
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Training records are complete and up to date for every Authorized User, and are being retained for the duration of their employment, tenure, work-study, or volunteer term, plus 3 years. CSU EO 1039 | | |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Machinery is being inspected and maintained as recommended by the manufacturer. 8 CCR §3328(b) | | |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All cranes, portable gantries, overhead travel cranes, and hoists are undergoing a documented inspection on a quarterly basis, are being subjected to a proof load test every 4 years, and are legibly marked with their capacity. 8 CCR §4973, §5022(a), §5031(c) | | |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hot work (welding, grinding, brazing, etc...) is only being performed with a temporary permit issued by a permit authorizing individual (PAI) or in designated hot work areas. 8 CCR §4848 (a), NFPA 51B | | |
| 13 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Designated Hot work areas are being inspected annually by a PAI. 8 CCR §4848 (a), NFPA 51B | | |
| 14 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shop users can readily access Safety Data Sheets (SDS's) (hard copy or digital) for all hazardous materials used in shop processes or maintenance activities. 8 CCR §5194(g)(8) | | |
| 15 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The shop's chemical inventory has been entered into RSS and certified within the last year. 8 CCR §5194(e) (1) | | |
| 16 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Administration & Documentation – OTHER | | |
| Section B – Electrical | | | | | | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate clearance exists in front of electrical panelboards, switchboards, and switchgear: 36" depth, 30" width (or width of panel if greater), and 78" height (or top of box if greater). 8 CCR §2340.16 | | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plugs, cords, and receptacles are in good condition. 8 CCR §2500.25, 2473.1, 2340.1 | | |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extension cords are only being used for temporary applications (<90 days), do not pose trip hazards, and are not affixed to structures nor extending through walls, ceilings, or floors, or under doors or floor coverings. 8 CCR §2405.1(a-c), 24 CCR 9 §603.6 (2022) | | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Power outlets are not overloaded, extension cords and/or power strips are not "daisy-chained", spliced or tapped. 8 CCR §2340.2, 8 CCR §2500.9(a) | | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All unused openings (including conduit knockouts) in electrical enclosures and fittings are closed with appropriate covers, plugs, or plates. 8 CCR §2473.1(b) | | |

| # | Y | N | N/A | Checklist Item | Comment | Date Corrected |
|----|--------------------------|--------------------------|--------------------------|---|---------|----------------|
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ground Fault Circuit Interruption (GFCI) devices are used for power receptacles within 6' of water sources. 24 CCR 3 §210.8(B)(5) | | |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | High voltage (>600V) rooms or enclosures are clearly labeled, and high voltage equipment is properly guarded. 8 CCR §2932, 8 CCR §2930 | | |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All shop Authorized Users have been trained in hazardous energy control procedures (LOTO) to be followed when making minor tool adjustments, tool changes, and other minor servicing activities. 8 CCR §3314(d)(1),(I) | | |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Motorized or high amperage equipment is plugged directly into wall receptacles. 8 CCR §2340.2 | | |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All power cords rated at 20 amps and below are equipped with a grounding prong on the attachment plug. (Exception: power tools rated as double insulated by an NRTL) 8 CCR §2395.45, NFPA 70 | | |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All power cords rated at 20 amps and above meet the following criteria: Are switch rated, Are first make, last break design, Are within sight of the machine operator. NFPA 70 §430.102, NFPA 79 | | |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Electrical – OTHER | | |

Section C – Equipment

| | | | | | | |
|---|--------------------------|--------------------------|--------------------------|--|--|--|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Equipment is properly guarded at the point of operation and at power transmission belts, pulleys, leadscrews, etc. 8 CCR §4184 | | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All stationary machines are restrained to prevent movement in accordance with the machine manufacturer's recommendations or sound engineering practices. 8 CCR §3328(d) | | |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Machines or equipment are located and guarded so that the product, waste stock, or material being worked or processed does not endanger personnel. 8 CCR §3273(h) | | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All machines and equipment that have the ability to start unexpectedly or that can restart unexpectedly after a power outage are marked with an appropriate warning label/sign. 8 CCR §3320 | | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compressed air that is used for equipment cleaning is limited to 30 psig and the air hose is equipped with a safety nozzle. 29 CFR §1910.242(b) | | |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Equipment – OTHER | | |

| # | Y | N | N/A | Checklist Item | Comment | Date Corrected |
|---|--------------------------|--------------------------|--------------------------|--|---------|----------------|
| Section D – Fire & Life Safety | | | | | | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All shop aisles and walkways are clear and in good repair, and at least 36 inches wide (or at least 24 inches wide for maintenance-only access). 8 CCR §3272(b) | | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All areas of the workplace, store rooms, personal service rooms, and passageways are being kept in a clean, orderly, and sanitary condition. 8 CCR §3362 (a-g) | | |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Employee emergency alarms can be heard or seen while operating machines and wearing hearing protection devices. 8 CCR §6184(b)(3) | | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There is an adequate number of fire extinguishers such that one is available within 50 feet of anywhere in the shop. 8 CCR §6151(d) | | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All fire extinguishers are unobstructed, unobscured, and in conspicuous locations. 24 CCR 9 §906.1, 906.5, 906.6 | | |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguishers are properly mounted (bottom is ≥4" from floor, top of handle is ≤5' from the floor). 24 CCR 9 §906.7 | | |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Additional fire extinguishers are present in any areas that require them. E.g., hot work areas, combustible liquid storage, etc. (consult EH&S for requirements, or reference 24 CCR 9 table 906.1) 24 CCR 9 §906.1 | | |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguishers are being inspected monthly and serviced annually. Maintenance tags are current (< 1 year old). 8 CCR §6151(e) | | |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | In shops that produce combustible metallic shavings (e.g., magnesium, aluminum, titanium, etc.) there is at least one class D fire extinguisher available. 8 CCR §6151(d)(6), NFPA 484 | | |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sprinklered buildings: 18" of clearance exists between the sprinklers and stored items. Non-sprinklered buildings: 24" of clearance exists between the ceiling and stored items. 24 CCR 9 §315.3.1 | | |
| 11 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Materials stored overhead are secured against falling. 29 CFR §1910.176(b) | | |
| 12 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * No more than 60 gallons of flammable liquid is stored in any approved storage cabinet. 8 CCR §5533(a) | | |
| 13 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | * Less than 10 gallons (in aggregate) of flammable liquids are being stored outside of flammable storage cabinets. 24 CCR 9 §5704.3.4.4 | | |

| # | Y | N | N/A | Checklist Item | Comment | Date Corrected |
|-------------------------------------|--------------------------|--------------------------|--------------------------|---|---------|----------------|
| 14 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Individual flammable liquid container volumes are not greater than 1 gallon each (5-gallon or smaller approved safety cans are allowed). 8 CCR §5532, 29 CFR §1926.152(a)(1) | | |
| 15 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flammable solid wastes such as metal turnings and sawdust are being cleaned up promptly and stored in closed, non-combustible containers. 8 CCR §3221 | | |
| 16 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The shop has an adequately stocked First Aid Kit that is readily accessible and with contents that are not past their expiration dates. 8 CCR §3400(c) | | |
| 17 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If required, the shop has a compliant emergency eyewash and/or safety shower within an unobstructed 10-second travel time from work areas. 8 CCR §5162(a-e) | | |
| 18 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If the shop floor area is larger than 2,500 sq. ft. and the shop produces combustible dust, it is protected throughout by a supervised fire suppression system. 24 CCR 9 §903.2.4.1 (2019) | | |
| 19 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire & Life Safety – OTHER | | |
| Section E – Compressed Gases | | | | | | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cylinders of incompatible compressed gases (e.g., oxygen & acetylene) are being stored with adequate separation (at least 20 ft. or a physical, non-combustible barrier). 24 CCR 9 §5003.9.8 | | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No more than a single oxygen cylinder and single acetylene cylinder are securely fastened in a suitable cart, secured in suitable racks, or secured to a rigid structure to prevent falling over, and only if they are in use. 8 CCR §4650 | | |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compressed gas cylinders are stored upright and adequately secured. 8 CCR §4650 | | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compressed gas cylinders are labeled with contents and hazards. 8 CCR §4649 | | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Toxic gases are properly stored in a ventilated cabinet or fume hood. 24 CCR 9 §6004.1.2 | | |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compressed gas cylinders are capped when not in use. 24 CCR 9 §5003.10.1 | | |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Compressed Gases – OTHER | | |

| # | Y | N | N/A | Checklist Item | Comment | Date Corrected |
|--|--------------------------|--------------------------|--------------------------|---|---------|----------------|
| Section F – Industrial Hygiene | | | | | | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | High noise areas and loud equipment (>85 dB) have hearing protection required signs posted, and adequate hearing protection is available. 8 CCR §5098 | | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous airborne by-products of machine operations are being controlled to safe levels. 8 CCR 5141(a) | | |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All potentially affected personnel are being protected from UV exposure associated with welding and plasma cutting operations by appropriate barrier shields and welding goggles/helmets. 8 CCR §3382, 8 CCR §4851(a) | | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ambient lighting levels are adequate at each machine point of operation. 8 CCR §3317(a) | | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Industrial Hygiene – OTHER | | |
| Section G – Personal Protective Equipment (PPE) | | | | | | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minimum PPE requirements (as described in the Shop Safety Manual Section 7 and the Shop Hazard Assessment) are posted and being followed by shop personnel. 8 CCR §3380, CSUN SSP | | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PPE, such as safety eyewear, face shields, hearing protection devices, welding helmets, UV/IR glasses, etc. are in good repair, sanitary, and readily available. PPE in disrepair is being disposed of. 8 CCR §3380(d) | | |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All shop personnel have been made aware of tasks where it is unsafe to wear gloves, jewelry, or unsecured long hair. 8 CCR §3384(b) | | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Respirator users have been medically evaluated and fit tested as per the CSUN Respiratory Protection Program. 8 CCR §3384(b) | | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Personal Protective Equipment (PPE) – OTHER 8 CCR §5144 | | |
| Section H – Waste | | | | | | |
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste containers are compatible with contents and in good condition (free of damage, deterioration, or evidence of leaks). 40 CFR §262.15(a)(1)&(2), 22 CCR §66265.171, 172 | | |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste is stored in compatible secondary containment. 24 CCR §5005.2.1.4 | | |

| # | Y | N | N/A | Checklist Item | Comment | Date Corrected |
|----|--------------------------|--------------------------|--------------------------|--|---------|----------------|
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste containers are properly tagged/dated/labeled. 22 CCR §66262.34 (f), CSUN CHP | | |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No more than 55 gallons of hazardous waste (or one quart of acutely hazardous waste) is being stored. Waste is transferred to EH&S within 3 days of reaching these limits. 22 CCR §66262.34(e)(1) | | |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous waste is being transferred to EH&S within 270 days of the first drop entering the container. 22 CCR §66262.34(e)(1)(B), CSUN CHP | | |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No food or drink containers are being used to store waste. 24 CCR §5003.2.1 | | |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Chemical waste containers are closed except when in use. 40 CFR §262.15(a)(4) | | |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Universal waste is properly labeled, discarded, contained, and transferred to EH&S within one year of generation. 22 CCR §66273.35(a) | | |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The shop has adequate spill control materials for minor spills of coolants, solvents, oils, and other hazardous liquids. 22 CCR §66265.32 | | |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Waste - OTHER | | |

| | |
|------------------------------------|--------------|
| Comments: | |
| | |
| | |
| | |
| Correction Action Items: | |
| | |
| | |
| | |
| Follow-up: | |
| | |
| Reviewer Signature: | Date: |
| Shop Coordinator Signature: | Date: |

CSUN SSP – CSUN Shop Safety Program
 CSUN CHP – CSUN Chemical Hygiene Program
 CCR – California Code of Regulations
 CFR – Code of Federal Regulations
 NFPA – National Fire Protection Agency