

**California State University, Fresno**  
**Shop Safety Inspection**

Building & Room: \_\_\_\_\_ Inspected By: \_\_\_\_\_

Shop Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Y N N/A A. General Safety**

		1	Are warning signs and accident prevention signs posted where required? (8CCR3340, 8CCR3320)
		2	Are both walkways not less than 24 inches in width and; ladders, stairways, and walkways kept reasonably clear and in good repair? (8CCR3272)
		3	Are all points of operation and power transmission moving parts of equipment adequately guarded? (8CCR4184 and 8CCR3944)
		4	Are user training records available for inspection on request? (8CCR3203)
		5	Ventilation where required is present at all locations. (8CCR5141)
		6	Is a black AVAYA campus phone functional (has dial tone) and present in shop?
		7	Has a job hazardous analysis relevant to safe operation of each piece of equipment in the shop has been conducted. (8CCR3380)
		8	Is a copy of "The Code of Safe Practices" for "Instructional or Research Shops" or "Construction Shops" posted in shop and the correct one is posted for the shop type?
		9	Is storage of materials in cabinets or on shelving that is stable and/or secure? (8CCR5164)

**B. Electrical Safety**

		1	Are all electrical panels accessible? (8CCR2340.16)
		2	Electrical cords free from damage, wear, or pinch points. (8CCR2500.25, 8CCR2405.2 and 8CCR 2500.8)
		3	Extension cords and outlets are not used in an unapproved manner including the following: used 90 days or more consecutively, overloaded, or extending through holes in floors walls or ceilings. (8CCR2405.1, 8CCR 2500.8, 8CCR2390.1)
		4	Are all junction boxes must be closed and covered to prevent accidental contact with energized circuits. (CEC 314.25)

**C. Emergency Equipment**

		1	Emergency plan information posted by the door. (8CCR3220)
		2	Stocked first aid kit available. (8CCR3400)
		3	Stocked spill clean-up kit appropriate for existing hazards available. (8CCR5192)
		4	The minimum vertical clearance between sprinklers and material below is 18 inches. (8CCR6170)
		5	Fire extinguisher is mounted, located and identified as to be readily accessible to users without subjecting the users to possible injury. (8CCR6151)
		6	Fire extinguisher in working condition (not damaged or corroded/gauges in the green/pin present). (8CCR6151)
		7	Fire extinguisher has had annual maintenance performed by a certified person, and is inspected monthly by EHS and is not obstructed. (8CCR6151, 19CCR574.1)
		8	Safety shower/eyewash access unobstructed. (8CCR5162)
		9	Safety shower/eyewash station activated monthly by EHS. (8CCR5162)

**D. Hazardous Material Safety**

		1	Labels on incoming containers of hazardous chemicals are not removed or defaced. (8CCR5194)
		2	Secondary contains into which hazardous materials are placed must be labeled with the same information required of the manufacturer unless under the control of the user the entire time within the work shift. (8CCR5194 – Appendix A)
		3	Incompatible materials and hazardous wastes separated from each other in storage by distance, or by partitions, dikes, berms, secondary containment or otherwise, so as to preclude accidental contact between them. (8CCR5164, 22CCR66262.32)
		4	Containers are in good condition, free of signs of deterioration; and are chemically inert to and appropriate for the type and quantity of the contents. (8CCR5191, 8CCR5164)
		5	Containers used to store chemicals remain closed when not in use.
		6	Storage of materials in fume hoods minimized and limited to chemicals in use. (8CCR5191 Appendix A)

			7	Compressed gas cylinders shall be stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling. (8CCR4650)
			8	Compressed gas cylinders stored indoors are: (29CFR1910.252 and 1910.253) <ul style="list-style-type: none"> <li>• Away from radiators and other sources of heat.</li> <li>• In a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials such as oil.</li> <li>• Additionally oxygen cylinders separated from fuel-gas cylinders or combustible materials a minimum distance of 20 feet or separated by a noncombustible barrier at least 5 feet high having a fire-resistance rating of at least one-half hour.</li> </ul>
			9	Laboratory Type Fume Hood has been tested by EHS at least annually. (8CCR5154.1)

### **E. Chemical Hazardous Waste**

			1	Is a copy of "Guidelines for Laboratory Hazardous Waste Accumulation" posted in shop?
			2	Hazardous waste containers are properly labeled. Label does not contain abbreviations (e.g. H <sub>2</sub> SO <sub>4</sub> ) in the content descriptions, and has the accumulation start date, hazard category, physical state filled in. (22CCR66262.32)
			3	Hazardous waste containers are in good condition, not leaking and compatible with contents. (22CCR66265.171 and 22CCR66265.172)
			4	Hazardous waste containers are securely closed at all times when waste is not being added or removed. (22CCR66265.173)
			5	Containers used for hazardous waste accumulation are removed from point of generation early enough to allow removal from campus entirely in accordance with accumulation time limits requirement (Notify EHS/RM if container has been accumulating for more than 9 months). (8CCR66262.34)
			6	Hazardous waste container storage in fume hoods is minimized and limited to wastes generated by activities at the time of work and incompatible wastes are segregated. (22CCR66265.17)

### **F. Housekeeping**

			1	Passageways shall be kept clean, free of spills and orderly to prevent fall hazards. (29CFR1910.22(a))
			2	Tools secured after each use. Ex: Cords/Hoses hung up off of the floor Secure tools after each use.
			3	Is waste placed in an appropriate receptacle promptly during and at the completion of work? Excessive buildup of shavings and trash should not be permitted at any time.
			4	Accumulations of flammable and combustible substances are controlled, to insure to not contribute to a fire emergency (8CCR3221).
			5	Is all accumulation of all solvent/oil soaked rags in FM approved receptacles? (19CCR3.19)
			6	Are there signs that indicate that there is no eating and or drinking in the shop area?
			7	Are handrails, gates and barriers where present in good repair and sturdy enough to provide their intended functions such as preventing falls or entry into hazardous areas?
			8	When temporary heating devices are in use is a minimum of thirty-six inches clearance maintained on all sides and a minimum of a 4:A40:BC fire extinguisher is present? (8CCR1693)
			9	No evidence of poorly maintained or repaired shop equipment.

### **G. Personal Protective Equipment**

			1	PPE appropriate to the hazards available and used by students/staff/faculty (e.g. eye/face protection, heat-resistant gloves or tongs, aprons). (8CCR3380)
			2	PPE maintained in a safe, sanitary condition. (8CCR3380)
			3	Evidence of Respirator use in the shop (i.e. respirators hanging from fume hoods) has been verified that users are part of the Respiratory Protection Program or Voluntary Respiratory Use Program. (8CCR5144)

### **H. Hot Work Operations (Any work that generates sparks or flames)**

			1	Are designated hot work areas free of flammable and combustible materials and segregated from adjacent areas? NFPA 51B - 2009
			2	Is hot work not being performed in an area other than a designated hot work area without a hot work permit? NFPA 51B - 2009

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