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Shop Safety Review Checklist

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U C Davis Environmental Health and Safety Shop Safety Review Checklist	
Reviewer:	Date:
Shop Manager:	Phone:
Building:	Room Number(s):
Department:	Shop Name/Function:
Please check Yes, No, Serious Violation or Not Applicable for each item. All No responses require follow-up within 30 days, unless otherwise noted and all Serious Violations require 3 day follow-up.	

#	Y	N	S	NA	ITEM	REFERENCE
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DOCUMENTATION						
1					Shop Safety Plan is current and has been reviewed.	PPM 290-58
2					Building Emergency Evacuation Route posted in buildings two or more stories in height.	CCR, Title 24, Part 9, § 408.3.1.1 (2013)
3					Shop manager emergency contact information posted at entrance to shop.	PPM 290-58
4					Department Illness and Injury Prevention Program available and up-to date.	CCR, Title 8 §3203, PPM 290-56
5					Emergency Action Plan available and up-to date.	CCR, Title 8 §3220
7					All Shop Hazard Assessment deficiencies corrected.	UCOP Policy, PPM 290-58
8					Readily accessible Safety Data Sheets (SDS- hard copy or online).	CCR, Title 8 §5194(g), PPM 290-27
9					Annual self-inspection complete.	CCR, Title 8 §3203
10					Staff aware of procedure to report exposures or concerns.	CCR, Title 8 §3203
11					Staff aware of procedure to report incidents and near misses.	CCR, Title 8 §3203
12					Written Safe Operating Procedures available and current.	PPM 290-58

ELECTRICAL						
13					Electrical power tools not rated as double insulated are equipped with power cord attachment plugs that include a dedicated ground conductor (3-prongs).	CCR, Title 8 §2395.59
14					Appropriate clearance in front of electrical panelboards, switchboards, and switchgear : 36" in front, 30" in width (15" bilaterally from center of panel) and 78" above (to top of equipment or 78" – whichever is greater) .	CCR, Title 8 §2340.16
15					Electrical cords in use do not pose a trip hazard.	CCR, Title 8 § 3273
16					Plugs, cords and receptacles in good condition.	CCR, Title 8 §2500.25, 2473.1, 2340.1
17					Extension cords used only temporarily (<90 days).	CCR, Title 8 §2500.8
18					No overloaded power outlets, no daisy-chained extension cords or relocatable power taps (RPT- aka power strips).	CCR, Title 8 §2340.2
19					GFCI devices used within 6' of water source.	CCR, Title 24, Part 3, § 210.8 (2013)
20					High voltage (>600V) rooms or enclosures clearly labeled.	CCR, Title 8 §2932
21					High voltage (>600V) equipment properly guarded.	CCR, Title 8 §2930
22					Motorized or high amperage equipment plugged directly into wall receptacle.	CCR, Title 8 §2340.2
EQUIPMENT						
23					Safe Operating Procedures posted on equipment.	PPM 290-58
					Equipment properly guarded at point of operation and power transmission belts, pulleys, leadscrews, etc.	CCR, Title 8 §4184
25					All stationary machines restrained to prevent movement in accordance with the machine manufacturer's recommendations or sound engineering practices.	CCR, Title 8 §3328(d)
26					Machines or equipment are located and guarded so that the product, waste stock or material being worked or processed does not endanger employees.	CCR, Title 8 §3273
FIRE-LIFE SAFETY						
27					Exits, aisles, and corridors free of obstruction.	CCR, Title 8 §3325
28					Fire alarm systems undergoing annual testing in accordance with NFPA 72.	CCR, Title 24, Part 9 §901.6 (2013)
29					Fire extinguisher properly mounted.	CCR, Title 8 §6151
30					Fire extinguisher maintenance tag current.	CCR, Title 8 §6151
31					Fire extinguisher available as required.	CCR, Title 8 §6151
32					Fire extinguisher fully charged. Safety pin and tamper seal intact.	CCR, Title 8 §6151
33					Fire doors unobstructed and easily closed.	CCR, Title 24, Part 9, § 703.2 (2013)

34				18" of clearance between stored items and fire sprinklers.	CCR, Title 8 §6170(c)10
35				Maximum of 60 gallons flammable liquid per approved storage cabinet.	CCR, Title 8 §5533(a)
36				Less than 10 gallons (in aggregate) of flammable liquids being stored outside flammable cabinet.	PPM 290-65 (NFPA 30 2015, sec. 9.6.2.2)
37				Flammable solid wastes such as metal turnings and sawdust are being cleaned up promptly and stored in closed, non-combustible containers.	CCR, Title 8 § 3221
38				Flammable liquid container volume no greater than 1 gallon each (2 gallon approved safety cans are allowed).	CCR, Title 8 §5538
39				First Aid Kit readily accessible and stocked with contents not past their expiration dates.	CCR, Title 8 §3400(c)
COMPRESSED GASES					
40				Oxygen and acetylene cylinders in-service, are securely fastened in a suitable truck, secured in suitable racks, or secured to a rigid structure to prevent falling over.	CCR, Title 8 §4650
41				Compressed gas cylinders stored upright and adequately secured.	CCR, Title 8 §4650
42				Compressed gas cylinders labeled with contents and hazards.	CCR, Title 8 §4649
44				Cylinders of incompatible compressed gases are being stored with adequate separation (at least 20 ft.)	CCR, Title 8 § 5164
45				Toxic gases properly stored in ventilated cabinet/fume hood.	CCR, Title 24, Part 9 § 6004.1.2 (2013)
46				Compressed gas cylinders capped when not in use.	CCR, Title 8 §4650
HYGIENE					
47				High noise areas clearly posted.	PPM 290.53
48				Hazardous airborne by-products of machine operations are being controlled to safe levels?	CCR, Title 8 §5141(a)
49				UV exposures from welding and plasma cutting operations being prevented by appropriate barrier shields and welding goggles/helmets.	CCR, Title 8 §3382
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
50				Serviceable face shield available where required.	CCR, Title 8 §3382
51				Jewelry being removed and long hair being secured before using any rotating portable or stationary equipment.	CCR, Title 8 §3384
52				Long pants being worn as required by UCD PPE policy.	PPM 290-50
53				PPE being maintained in a safe, sanitary condition or is properly disposed of if defective.	CCR, Title 8 §3380(d)
54				Respirator users have been evaluated by EH&S and included in campus respiratory protection program.	CCR, Title 8 §5144
55				Eye protection available and used as required by UCD PPE policy.	CCR, Title 8 §3382

56				Adequate supply of specialty PPE available (i.e. UV/IR glasses, welding coat, cryogenic gloves, etc.).	CCR, Title 8 §3380(f)
WASTE					
57				Chemical waste containers compatible with contents and in good condition.	CCR, Title 22 §66265.171
58				Chemical waste containers closed except when in use.	CCR, Title 22 §66265.173, PP290-65
59				All hazardous waste disposed of by EH&S.	UCD PP290-65
60				Hazardous waste in secondary containment.	CCR, Title 22 § 66262.34
61				Chemical waste containers properly tagged/dated/labeled for disposal.	CCR, Title 22 § 66262.34
62				All wastes within being disposed of within regulatory time limits.	CCR, Title 22 § 66262.34
63				Universal waste properly labeled/discarded/contained; < 1 year.	CCR, Title 22 § 66262.35
Comments:					
Corrective Action Items:					
Follow Up:					
Shop Survey Conducted by:					
Shop Manager Signature:					Date:

CCR California Code of Regulations
HSC Health and Safety Code
NFPA National Fire Protection Association
PPM UCD Policy and Procedures Manual