

# SHOP SAFETY CHECKLIST

Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

For any items answered “no” below, complete a Corrective Action Plan.

| Name of  | N | Y | NA | Location & Comments |
|--|---|---|----|---------------------|
| Are power tools in good condition with no evidence of damage?  |   |   |    |                     |
| Are tools properly stored when not in use?   |   |   |    |                     |
| Are guards and safety devices in place and operational?  |   |   |    |                     |
| Are chemical containers properly labeled and in good condition with ne sign of damage?                                     |   |   |    |                     |
| Are SDSs posted/readily available and team members aware?  |   |   |    |                     |
| Are cords and plugs free of broken insulation, exposed wiring, and provided with grounded connections or double insulated? |   |   |    |                     |
| Are electrical outlets overloaded?   |   |   |    |                     |
| Is the robot battery charger situated so there is air circulating around it?   |   |   |    |                     |
| Are the batteries visibly ok, terminals not bent, and no cracks in the case?   |   |   |    |                     |
| Is shop equipment within the designated space with shop aisles clear & work benches in order?                              |   |   |    |                     |
| Is the area free of slipping and tripping hazards?   |   |   |    |                     |
| Is storage of materials orderly?   |   |   |    |                     |
| Are the worker surfaces neat and uncluttered?  |   |   |    |                     |
| Is PPE available for shop users and visitors?  |   |   |    |                     |
| Is PPE worn by team members where required/posted?   |   |   |    |                     |
| Is PPE properly maintained and stored?   |   |   |    |                     |
| Does the team ensure no one in working on the robot while it is energized?   |   |   |    |                     |

