

Shop Safety Evaluation Checklist

Business Name: _____ Today's Date: _____

Yes	No	N/A	
Safety leadership practices			
			Is one employee or manager designated as responsible for safety issues?
			Is there a formal committee that discusses safety?
			<i>If "yes", answer the next 2 questions:</i>
			Does this committee meet at least quarterly?
			Are minutes from committee meetings posted? (Verify by seeing documentation.)
			Are safety issues discussed at least quarterly at meetings that include all employees?
			Is there a formal method for obtaining employee input on safety?
Risk management programs and policies			
			Is there a written policy stating the consequences of failing to follow safety procedures? (Verify.)
			Is there a designated employee to whom injuries are reported?
			Is there a written policy requiring that employees promptly report all injuries?
			Is a written investigation conducted for each injury?
			Is a written investigation conducted for near-misses?
			Is there a policy requiring that everyone wear safety eyewear in the shop?
Job Hazard Analyses (JHAs)			
			Is a program in place for conducting JHAs?
			<i>If "yes", answer the next 7 questions:</i>
			Is there a written record of each JHA? (Verify.)
			Is each job broken into successive steps or activities?
			Are hazards and safe work practices/controls identified for each step?
			Are ergonomic considerations (e.g., lifting and materials handling) included in each JHA?
			Are JHAs reviewed and updated at least annually?
Employee training and accountability			
			Are results of JHAs used in training employees before assigning new job tasks?
			Are employees disciplined for failing to follow the control measures identified in the JHAs?
Machine safeguarding programs and policies			
			Are machine safety audits conducted at least annually? (Verify by seeing documentation.)
			Are machine maintenance inspections conducted at least every 60 days?
			Is power outage (anti-restart) protection in place for each machine?
			Are records kept showing that emergency stops are regularly inspected and tested? (Verify.)
			Does the shop have written machine guarding policies/procedures? (Verify.)
			Is there a brief audit checklist for setup of each machine? (Verify.)
			Are light curtains or other presence-sensing devices used anywhere in the shop for machine safeguarding?
			If yes, is there documentation that blanking is compliant with OSHA table 0-10, or that stop-time analyses are performed, or both? (Verify.)

Yes	No	N/A	
Lockout/tagout (LO/TO) program			
			Does the shop have a written LO/TO program? (Verify.)
			Does the LO/TO program designate "authorized" employees? (Verify.)
			For each lock issued to an "authorized" employee, is there just one key that opens that lock? (Verify.)
			Are there records verifying that all employees are trained in LO/TO? (Verify.)
			Are there records of annual audits verifying the effectiveness of written LO/TO procedures for each machine? (Verify.)
Notes			
			Is there additional information that you believe would be helpful, to supplement your answers to the questions in this checklist?
Please use this space to provide additional detail on any of the items in this checklist:			