

Facilities Shops Inspection Form

Location: STC – Bay Area HTA Shop (please circle one)	Date:
Inspected By:	

Risk Level: 1. High 2. Medium 3. Low

Refer to Inspection Form Information for specific detail.					
Check the Following	Satisfactory	Unsatisfactory	*Risk Level 1,2,3.	Comment (If additional space is required, attach information to this document)	Corrective Action (Record work order No. if submitted)
Flooring					
Lighting- interior/exterior					
Electrical					
Emergency Signage/Lights (battery packs) Equipment					
Mechanical					
Housekeeping					
• Cleanliness					
• Storage of Materials & Equipment					
• Extension Cords/Power Bars					
• Entrance/Exit Doors					
• Overhead Doors					
• Walls					
General Equipment					
Hazardous Chemicals					
Personal Protective Equipment					
Check tag Monthly on all Fire Extinguishers					

*Identify risk level only if previous column is shown as unsatisfactory.

Management Review and Sign Off		
David Lunn, Director of Facilities	Signature:	Date:

Facility Shop Inspection Form Information

General Shop Area

The following items must be inspected in all areas of the Shop.

Flooring

- Flooring intact and no tripping hazards from:
 - Loose or missing boards or tile.
 - Broken concrete.
 - Lifting sheet flooring.
 - Uneven flooring.

Lighting

- Light fixtures operational and have no loose parts.
- Light switches working.
- Lighting level adequate for tasks performed in area.
- Secondary lighting, if necessary, available and functional.

Electrical

- Boxes, plates and receptacles intact.
- Outlets functional.
- Equipment shut-offs in good working order.
- Ground Fault Interrupter (GFI) in place where necessary.
- All equipment cords in good condition.

Emergency Signage/Equipment

- Appropriate fire extinguisher present with current inspection certificate.
- Fire exit route map posted and visible.
- Emergency exits identified.
- First Aid Kit present and appropriately supplied.
- List of "first aiders" names posted beside the First Aid Kit.
- Safety posters displayed in visible areas.
- Eye wash station present and clearly signed.
- Spill kit available.

Mechanical

- Thermostat working.

Housekeeping

- Cleanliness
 - Unnecessary clutter which does not provide adequate work space.
 - No excessive accumulation of dust.
 - No presence of food stuffs or materials which could create biological hazards (i.e., mould, rodents, odors).
 - Hand wash facility and appropriate cleaning supplies.
 - No obvious hygiene problems.
- Storage of Materials and Equipment
 - Shelving units and filing cabinets are appropriately used (i.e., not overloaded).
 - Items safely and appropriately stored.
 - Cupboards and storage rooms are reasonably organized.
 - No unnecessary equipment or materials stored in area.
 - Appropriate storage of oily rags and other combustible materials.

- Extension Cords/Power Bars
 - Circuits not overloaded.
 - Use of cords is not creating a tripping or fire hazard.
 - Extension cords are grounded and in good repair.
 - Appropriate use of power bars (eliminate or minimize situations where one power bar is plugged into another).
- Entrance/Exit Door
 - Clear of any obstructions.
 - Doors open and close properly.
- Overhead Doors
 - Tracks and wheels are in good condition.
 - Safety locking mechanisms are operational and in good repair.
- Walls
 - Only 40% or less of wall surfaces are covered in combustible materials.
 - Bulletin boards secure on walls.
 - Free of damage that may be creating a hazard.

General Equipment

- Guards installed and used on equipment.
- Complete enclosures around belts and pulleys.
- Equipment properly secured.
- Spring loaded chuck on drill press in good working order.
- Safety screens available where required.

Hazardous Chemicals

- MSDS binder readily available including a chemical inventory list kept in binder
- WHMIS 2015 protocols in place with current MSDS (SDS) and available for chemicals or consumer restricted products present in lab
- WHMIS labels on all secondary containers (decanted).
- Waste containers labeled.
- Waste disposal done at regularly scheduled disposal times.

Personal Protective Equipment

- Equipment is of proper size, in good condition and is being used.
 - Eye protection (glasses, goggles or face shields).
 - Dust masks.
 - Gloves.
 - Welding aprons/jackets.
 - Welding helmets and goggles.
 - Hearing protection (if required).

