



VOC-ED SHOP INSPECTION REPORT

SCHOOL _____

BUILDING _____ SHOP _____

INSPECTOR _____ DATE _____

REPAIR PRIORITY

1–Imminent Hazard
(Repair Immediately)

2–Scheduled Maintenance
(Repair next Visit)

3–Planning
(to Admin. for \$)

If okay

	REMARKS/PROBLEMS	DATE REPAIRED MONTH/YEAR
___ Ensure all machines are guarded (exposed belts, pulleys, gears, chains and sprockets, blades, cutters, rotating shafts, augers and other moving parts).	_____	_____
___ Hand tools guarded, good condition and stored properly	_____	_____
___ All machinery posted with safety regulations	_____	_____
___ Master shut off provided for electricity, gas and water	_____	_____
___ All machinery secured to floor or counter top	_____	_____
___ Danger zones marked around all machinery	_____	_____
___ No slip surfacing in front of each work station	_____	_____
___ Dust collection system operable and emptied regularly	_____	_____
___ Ventilation provided for arc/gas welding tables	_____	_____
___ Overhead ventilation for welding & cutting torch areas	_____	_____
___ Welding area properly shielded with screens/curtains	_____	_____
___ Compressed gas cylinders secured with caps in place	_____	_____
___ Lumber/metal stock secured/stored safely. Heavy items stored on lower shelves	_____	_____
___ Hazardous chemicals stored/disposed of properly	_____	_____
___ Approved flammable storage cabinet (self-closing doors)	_____	_____
___ Combustibles are not accumulated in shop area	_____	_____
___ Spray booth uses only Class 1 electrical components (lights)	_____	_____
___ Spray booth has adequate ventilation	_____	_____
___ Oily rag bin is used and emptied nightly	_____	_____
___ Eye protection is identified, visible and accessible	_____	_____
___ Plumbed eye wash stations are provided	_____	_____
___ All grinders have proper eye safety shields	_____	_____
___ Safety jacks (jack stands) are provided and available	_____	_____
___ Emergency procedures posted near emergency phone	_____	_____
___ Fire evacuation routes posted	_____	_____
___ First aid supplies available & adequate	_____	_____
___ Non-asbestos Fire blanket provided and visible	_____	_____
___ Fire extinguishers charged & operable	_____	_____
___ No flame wood burning stoves allowed in classrooms	_____	_____
___ Electrical extension cords used properly	_____	_____
___ Good housekeeping maintained.	_____	_____
___ Regulatory & hazard signs posted per WISHA	_____	_____

SUGGESTED: ORIGINAL–Maintenance/Grounds; **COPIES: Yellow**–Principal; **Pink**–Risk Manager/Safety Officer