

**AGRILIFE ENVIRONMENTAL HEALTH & SAFETY  
SHOP SAFETY CHECKLIST**

**1. Electrical Safety:**

- Improper use of extension cords (i.e., as permanent wiring, small ampere cords)
- Unsafe placement of extension cords (i.e., cords in walkways, above ceiling tiles)
- Electrical cord is frayed/deteriorated (i.e., bare wires, cord crimped)
- Electrical outlet overloaded (i.e., multiple equipment plugs connected to wall outlet)
- Outlet cover plate/electrical panel cover missing
- Inadequate emergency shutdown equipment
- Ungrounded electrical equipment (i.e., ground wire removed from cord plug)
- Electrical panel access blocked
- Improper use of electrical power strips (i.e., over current protector strips piggybacked, power strip connected to extension cord)
- Lockout/Tagout procedures in place

**2. Personal Protective Equipment:**

- Hearing protection inadequate
- Face/eye protection inadequate
- Head protection inadequate
- Foot protection inadequate
- Hand protection inadequate
- Respirator use inadequate

**3. Fire/Life Safety:**

- Fire extinguisher needs servicing
- Fire extinguisher not mounted
- Fire extinguisher/fire hose cabinet not accessible
- Exit not marked/exit sign not illuminated
- Inadequate/inoperative emergency lighting
- Egress route blocked
- Sprinkler head damaged
- Storage less than 18" below sprinkler head
- Storage less than 24" below ceiling
- Improper/inadequate warning signs/markings
- Fire wall/floor penetration not fire rated
- Fire door/hardware inadequate (i.e., no door closure installed)
- Pull station is blocked/damaged/needed
- Smoke/heat detector is damaged/obstructed/needed
- Horn/light unit is damaged/needed
- Ceiling tiles are missing/not in place or damaged

#### **4. Compressed Gas Cylinders:**

- Improperly secured cylinder(s)
- Improper storage (i.e., empty and full cylinders stored together)
- No label/identification on cylinder
- Valve protector cap missing when cylinder not in use
- Improper/damaged hose

#### **5. Chemical Safety:**

- Secondary container not properly labeled
- Open container (i.e., container cap/drum bung is not secured)
- Improper storage of chemicals (i.e., flammable/combustible container stored near heat source, chemicals stored on high shelves; chemicals not stored by hazard class)
- Excessive quantity of chemicals outside of storage cabinet/storage room (generally 50 gallons max.)
- Excessive quantity of flammable/combustible liquids in work area (generally 300 gallons max.)
- Improper disposal of waste materials
- Unsafe dispensing of flammable/combustible liquids (i.e., no grounding of containers)
- Inadequate emergency eyewash/shower equipment
- Gasoline container not safety approved

#### **6. Occupational Health:**

- Food/drinks are stored/consumed near chemicals
- Lack of ergonomic work practices (i.e., material handling, equipment placement)
- Inadequate sanitation facilities (i.e., lack of hand washing facility)

#### **7. Machinery Safety:**

- Belt guard missing or not in place
- Unguarded point of operation
- Inadequate cleaning of equipment
- Power/operating controls unsafe
- Inadequate supplemental safety device (i.e., kickback protection, spreader)
- Work rest of grinder more than 1/8" from wheel
- Grinding wheel guard missing or guard tongue more than 1/4" from the wheel
- Lockout/Tagout procedures in place

#### **8. General Safety:**

- Inadequate ventilation of work area/work surface/storage area
- Compressed air greater than 30 psi used for personal cleaning
- Excessive storage of boxes/equipment/papers
- Oil on floor
- General housekeeping needed
- Handrail/guardrail is missing/improper/damaged
- Toe board is missing/damaged
- Unsafe stairs

- Ladder deteriorated/unsafe use (i.e., metal/aluminum ladder used in electrical area)
- Unsafe use of heating device (i.e., used near flammable/combustible liquids)
- Smoking in prohibited area
- Excessive noise in work area/lack of engineering controls to reduce noise
- Inadequate signage to warn of safety hazards (i.e., radiation hazard, laser in use, low head clearance)
- Floor opening not covered/barricaded
- Fan blade guard opening more than 1/2"
- Inadequate ventilation for charging batteries
- Improper storage of propane cylinder (i.e., > 2 lbs stored inside building)
- Inappropriate work attire (i.e., loose clothing or jewelry worn when using machinery with rotating parts)
- Shop security

### **9. Welding/Cutting:**

- Fire resistant curtain/shield needed
- Local ventilation inadequate
- Oxygen and fuel gas cylinders not separated by at least 20 feet
- Cylinder stored less than 20 feet from highly combustible materials
- Flashback protection not installed in hoses
- Acetylene cylinder not stored/used in upright position
- Cylinder not secured properly

### **10. Hoists/Cranes:**

- Rope/chain has excessive wear and abrasions
- Hooks/ropes/chains are twisted/cracked
- Equipment needs inspection by qualified person

### **11. Hand/Portable, Tools/Equipment:**

- Tools/equipment not properly stored
- Tools/equipment worn or deteriorated
- Tools/equipment not properly maintained
- Tools/equipment not grounded

### **12. Forklift Operations:**

- Unattended forklift not shut off/load not lowered/brake not set
- Backup warning device not operational
- Unsafe operation of forklift (i.e., person riding on forks)
- Ventilation of engine exhaust inadequate
- Propane powered forklift stored inside building when not in use

### **13. Dip Tanks:**

- Tank not properly ventilated
- Tank uncovered when not in use
- Ignition sources near tank
- No fire suppression system on tank greater than 150 gallons

**14. Spray Finishing Operations:**

- Ignition sources within 20 feet of spraying area
- Work area needs cleaning
- Unsafe transfer of flammable/combustible liquids
- “No Smoking” signs not posted
- Sprinkler head not protected
- Inadequate work area ventilation

**15. Magnetic Resonance System:**

- Cryogenic liquids improperly stored/handled
- Access to magnet area not restricted/secured to authorized persons only
- 5 Gauss warning line not designated (10-15 feet from magnet)
- Inadequate safety for high voltage sources
- No “kill switch” for emergency use
- Inadequate warning signs

**16. Other**

- Keys in ignition of heavy equipment when not in use.