



PLACEMENT CHECKLISTS

Small Fabrication Shop Safety Checklist

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the floors clean and free of spilled materials, debris and stored items?
- Are floors and aisles free of obstacles and uneven surface areas?
- Are changes in elevations such as sunken or raised areas adequately marked and visible?
- Do all interior and exterior elevated areas, including stairs and ramps, have adequate and sturdy guardrails, kickboards and handrails?
- Is personal protective equipment, such as safety glasses, hearing protection, safety footwear and head protection, required
 - Are there signs indicating when and where they must be used?
 - Are the policies followed?
- Are employees trained in proper lifting and moving techniques?
- Are mechanical aids such as pallet movers, hoists, carts, scissor tables and lift trucks available to assist with lifting and moving heavy materials?
- Are all fork lift drivers trained and certified in the operation of their equipment?
- Are operational procedures and personal protection available for the proper use of equipment and any other hazardous materials or chemicals? Is training provided?
- Are flammable or hazardous chemicals used?
 - Are hazardous flammables stored in metal flammable cabinets?
 - Are flammable and hazardous chemicals used in ventilated areas designed to contain the hazard during use or resulting from a release or spill?
 - Are approved metal self-closing containers used for flammable wastes?
 - Are open containers filled with flammable liquids in metal flammable cabinets or specially designed containment areas?
 - Are only CSA or UL approved "safety" cans used for storing or dispensing any flammable liquids not in the original container?
- Are Material Safety Data Sheets available for hazardous products used?
 - Have employees been trained on how to use the information?
 - Where are they stored?
 - Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are all materials kept on hand clearly labelled to avoid the possibility of using the wrong product?
- Are measures in place to ensure that waste is cleaned up quickly and disposed of in a safe manner



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Small Fabrication Shop Safety Checklist *Continued*

- Are there formalized spill control and clean up procedures for chemical spills?
- Is adequate space allowed around equipment for safe use? Are designated work zones indicated around equipment?
- Are machines fully guarded with all belts, chains, gears, pulley sprockets, conveyors and other moving parts on all equipment provided with guards?
 - Is the unprotected space in the work zone, where the material reaches the point of operation (cutting, shearing or pressure point), small enough to prevent endangering the operator?
OR
 - Are there machine "shut down" devices to shut the machine off immediately if any part of the operator gets near the point of operation?
- Are readily identifiable and accessible emergency stops provided for all equipment?
- Are adequate permanent wiring and plugs with grounding available?
- Can equipment be properly locked out for servicing?
 - Are procedures and training in place?