Machine Shop Inspection Checklist

Room or Area:	Department:
Inspector Name:	Date:

Area 5S	
Workstations are clear of clutter and debris.	☐ Yes ☐ No
Trash cans are available at each workstation and cleaned out regularly.	☐ Yes ☐ No
All tools and machines have a designated storage location.	☐ Yes ☐ No
Shop floors are cleaned regularly and free of trip hazards.	☐ Yes ☐ No
5S layout is posted for workers to reference when cleaning up the shop.	☐ Yes ☐ No
Broken and red-tagged equipment has a designated staging area.	☐ Yes ☐ No
Storage locations (shelves, cabinets, etc.) are in working condition.	☐ Yes ☐ No
Health Hazards	
Shop is well-ventilated according to the task performed in the space.	☐ Yes ☐ No
Workers have access to appropriate respiratory PPE (if needed).	☐ Yes ☐ No
Hazardous waste receptacles are available, clearly labeled, and routinely emptied.	☐ Yes ☐ No
Workspace air filters are replaced regularly.	☐ Yes ☐ No
Electrical and Fire Hazards	
Cables and cords are securely fastened away from high-traffic work areas.	☐ Yes ☐ No
Electrical panels are easily accessible and labeled properly for workers to use.	☐ Yes ☐ No
Outlet and light switch covers are securely fastened.	☐ Yes ☐ No
Fire extinguishers are accessible within the machine shop and routinely inspected.	☐ Yes ☐ No

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First aid kits are stocked with materials to treat burns.	☐ Yes ☐ No
Flammable and combustible materials are stored away from hot work areas.	☐ Yes ☐ No
Employees have easy access to a sanitary eye wash station.	☐ Yes ☐ No
Mechanical Hazards	
Shop has a designated storage location for red-tagged equipment and tools.	☐ Yes ☐ No
Machine guarding complies with OSHA standard 1910.212.	☐ Yes ☐ No
Employees have access to standard operating procedures for each machine.	☐ Yes ☐ No
Lockout/tagout procedures are in place and followed consistently.	☐ Yes ☐ No
Warning labels on dangerous equipment are visible.	☐ Yes ☐ No
Safety guards prevent materials from falling into machine parts.	☐ Yes ☐ No
Fixed machine guards require considerable effort to remove.	☐ Yes ☐ No
Hand tools are free of cracks, bends, and other signs of damage.	☐ Yes ☐ No
Compressed gas cylinders are in working condition and regularly inspected.	☐ Yes ☐ No
Training	
Workers are trained to:	
Red tag broken or damaged equipment	☐ Yes ☐ No
Safely store, access, and refill flammable liquids and combustible materials	☐ Yes ☐ No
Lock and tagout hazardous machinery before performing repairs	☐ Yes ☐ No
Notice signs of unsafe machine guarding	☐ Yes ☐ No
Identify workplace hazards and remove them or escalate them to management	☐ Yes ☐ No
Wear appropriate PPE for each task within the machine shop	☐ Yes ☐ No