

MECHANICAL LAB INSPECTION



**YOUNGSTOWN
STATE
UNIVERSITY**

Location _____
Auditor(s) Name _____
Date _____

Machine Safety		YES	NO	N/A
1	Rotating parts on machines are adequately guarded. (Collars, couplings, cams, clutches, flywheels, shaft ends, spindles, meshing gears, and horizontal or vertical shafting)			
2	In-running nip points are adequately guarded. (intermeshing gears, rolling mills, belt and its pulley, a chain and a sprocket, and a rack and pinion, rotating and fixed parts which create a shearing, crushing, or abrading action)			
3	Reciprocating motions are not creating struck by or caught between hazards			
4	Point of Operation hazards are adequately guarded. (cutters, shears, power press, milling machine, saws, jointers, forming rolls, portable power tools)			
5	Fan blades are adequately guarded (7 feet or opening less then ½ inch)			
6	Fixed machinery is anchored to prevent walking or moving			
7	Eye and face protection is being used when exposed to flying particles			
8	The machine is locked out when service or maintenance is being done			
Chemical Storage				
1	There is a Chemical inventory list for the shop			
2	Safety Data Sheets (SDS) are readily available for all hazardous materials in the shop			
3	All hazardous substances are properly labeled			
4	Satellite accumulation areas for wastes are properly maintained			
5	Universal waste is labeled and stored properly (used florescent bulbls, batteries)			
Compressed Air				
1	Air used for cleaning is regulated to 30 psi or less			
2	Pressure relieving tips are on all air hoses			
3	Hearing protection is worn while using compressed air			
Compressed Gas Cylinders				
1	Gas cylinders properly secured			
2	Cylinder capped when not in use			
3	Fuel gases segregated from oxygen (>20 feet)			
4	Pressure relieved from valves on cylinders not in use			

Fire Safety				
1	Flammable liquids are stored in approved flammable cabinets			
2	Flammable liquid cabinet is NOT located near ignition sources or exits			
3	Exits properly marked and aisles are unobstructed			
4	Fire extinguisher available and employee has been trained			
Electrical Safety				
1	Damaged, defective equipment has been removed from service (missing ground prongs, cut or pinched cords)			
2	Hand-held power tools are either grounded or marked as 'double insulated'			
3	GFCIs are used in wet or damp locations			
4	Circuit breaker panels are unobstructed			
5	Extention cords are rated for heavy duty			
6	Extention cords are in good condition			
7	Extention cords are protected from damage (not run through doors, windows, on floors where they can be ran over with heavy equipment)			
8	The shop is free from recognized electrical hazards (missing knockouts, missing circuit breakers, missing/broken/damaged covers, exposed live electrical componenets)			
9	Are the emergency spill kits operational			
Housekeeping				
1	The shop floor is free from slip, trip and fall hazards (water, oil, debrix etc.)			
2	Shop materials are stored in a safe manner (including scrap)			
3	Shop tools are safety stored and not left on machines			
4	Oily rags are stored in appropriate metal containers			
General Safety				
1	Employees/students are not wearing loose clothings or jewelery			
2	Employee/student completed the machine shop safety training			
3	Long loose hair must be contained under a cap, scarf or other method			
4	An "Authorized Personnel Only" sign is posted			
5	Protective eyewear is worn when working on or near machines			
6	Manufacturer's manual or other reference manuals are available			
7	Eyewash station is available and properly maintained			