



Maintenance Safety Inspection

Division:	Department:	Facility:
Building:	Area:	Inspection Date:
Inspection Personnel:		

MACHINE GUARDING	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are fixed machines securely anchored?						
Are exposed belts, pulleys, gears, and moving parts properly guarded?						
Are fans less than seven feet above the floor properly guarded?						
Are circular saws properly guarded by hood / shield?						
Are radial saws properly guarded by hood and adjustable stop?						
Are band saws properly guarded by a tension control device?						
Are the knives on jointers/planers not extended more than 1/8" beyond head?						
Are the table throat openings on jointers/planers less than 2 1/2"?						
Is the drill Press properly guarded or had the bit removed?						
Are work rests on abrasive wheels set at 1/8"?						
Are guard covers on abrasive wheel spindle ends, nuts and flanges?						
Are tongue guards on abrasive wheels set at 1/4"?						
Are the wheels on abrasive wheels free from foreign matter?						
Are anti-restart mechanisms in place as needed?						



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ELECTRICAL	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are electrical tools and fixed equipment grounded or of the double-insulated type?						
Are exposed wiring and cords with damaged insulation repaired or replaced promptly?						
Are electrical cords free of splices?						
In wet or damp locations, are electrical tools and equipment protected?						
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?						
Do circuit breaker panels / DB have a clearance of 36 inches?						
Are all extension and equipment cords placed in such a manner to prevent damage (through holes in walls, ceilings, floors, doorways, windows, etc.; provided with strain relief) or risk of tripping over the cord?						
Are extension cords only in use for less than 30 days?						
Are power cords without worn insulation, bent/missing pins, etc. removed from service?						
Do 15 and 20 amp receptacles on rooftops and in outdoor areas have GFCI protection?						
Have employees who work on high voltage systems or who are at risk of exposure to arc-flash been trained on work practices and do they have appropriate electrical safety equipment & PPE for their work?						
Are electrical installations with exposed live parts kept locked or guarded?						
Are pull/junction boxes over 600 volts permanently marked "HIGH VOLTAGE"?						
WELDING						
When transporting or storing compressed gas cylinders, are cylinders secured/caps in place?						



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WELDING (cont'd)	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are cylinders secured in a vertical position when transported by powered vehicles?						
Are Lines bled after use?						
Are frames of all arc welding and cutting machines grounded?						
Are welding and cutting operations shielded by noncombustible or flameproof screen whenever practicable?						
Is suitable fire extinguishing equipment immediately available in the work area and ready for instant use?						
Is Proper PPE being used (eye protection, apron, gloves, welding shield)?						
Are employees trained in fire watch?						
Are acetylene and oxygen cylinders stored separately?						
Are cylinders stored away from heat/flammables/combustibles?						
Is welding restricted around combustible materials?						
Are welding cables free from damaged insulation?						
Are cylinders stored without regulators installed?						
Are Pressure gauge covers in place?						
Are electrode rods removed from holder when not in use?						



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WALKING/WORKING SURFACES	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are floors, stairs and walkways smooth and free from holes, cracks and loose boards, tools, materials, oil, grease, water or chemicals?						
Where the operation requires the floor to be wet frequently, is the floor surface rough-finished concrete or some other nonslip type?						
Are employees encouraged to wear shoes with nonskid soles in potentially wet or slippery areas?						
Are the walkways and work areas arranged so as to avoid tripping hazards at floor level?						
Are barricades and warning signs used where unavoidable tripping hazards are present?						
Are the stairs in good condition and provided with handrails?						
Are ladders in good condition, free from cracks, burrs and splinters?						
Are all elevated walkways, tramways, catwalks and scaffolds provided with toe-boards, handrails, and intermediate railings?						
HAZARDOUS COMMUNICATION						
Is there a list of hazardous substances used in available?						
Is there an appropriate written hazard communication program?						
Is each container for a hazardous substance labeled with product identity and a hazard warning?						
Is there a safety data sheet readily available for each hazardous substance used?						
Is there an employee training program for hazardous substances?						
Are eyewash stations and safety showers provided where corrosive chemicals are handled?						



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HAZARDOUS COMMUNICATION (cont'd)	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are all storage tanks labeled with their identity and hazards?						
Are employees required to use PPE and equipment when handling chemicals?						
Are flammable or toxic chemicals kept in closed containers when not in use?						
Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?						
Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?						
Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?						
Do cabinets, containers and tanks, used for the storage and handling of flammable and combustible liquids, meet the capacity and labeling requirements?						
Are all connections on drums and combustible liquid piping vapor and liquid tight?						
Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks and pans)?						
Are only approved portable safety cans in use?						
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?						
Do storage rooms for flammable and combustible liquids have explosion-proof lights?						
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?						
GENERAL	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Is the load capacity on floor jack?						



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GENERAL (cont'd)	YES	NO	N/A	COMMENTS	INTERIM ACTION TAKEN	CORRECTION ACTION
Are Air hoses undamaged?						
Are all parts operating as designed?						
Are Power tools operating as designed?						
Is compressed air restricted to 30 psi for cleaning?						
Are air hose lines marked with psi?						
Are dock plates labeled with load capacity?						
Are ladders maintained/stored in good condition?						

ADDITIONAL COMMENTS:
