**Inspection form & report - Shop**

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| **Priority Level**   | **Explanation**   |
| **Major / High / A**  | Action is needed immediately. Potential for loss of life, permanent disability or loss of a limb. Potential for large scale loss of livestock, buildings, equipment, materials or other property.  |
| **Serious / Medium / B**  | Action is needed soon. Potential for serious injury, illness or non-permanent disabling injury. Potential for loss or injury of livestock or loss of materials. Potential for damage to buildings, equipment, materials or other property.  |
| **Minor / Low / C**  | Action is needed soon but is not an emergency. Potential for minor injury.  Potential to create minor problems relating to livestock.  Potential for minor damage to buildings, materials or other property.  |

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| **Inspection Team Signatures** |
| **Print Name** | **Print Job Title** | **Signature** | **Date** |
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|  |  | **Date & Time Performed:** |  |
| **Hazard** | **Okay** | **NeedsAttention** | **Risk Rating** | **Action / Comments** |
| Shop Exterior/Outside |
| The area outside of the shop if free from combustible items, debris, long grass, close trees, and bushes, etc.  |  |  |  |  |
| The roof shows no signs of sagging, tin or shingles are in good condition. |  |  |  |  |
| Overhead powerlines are located away from where equipment interferes with equipment moving entering or leaving the shop.  |  |  |  |  |
| Outside electrical outlets and those exposed to the weather are weatherproofed and protected in some way. |  |  |  |  |
| Shop Interior |
| All doors can be opened from the inside and outside and allow easy entry and exit in an emergency. |  |  |  |  |
| Water, snow and ice is not able to enter and collect in the shop.  |  |  |  |  |
| Work areas are clean and tidy.  |  |  |  |  |
| There are separate garbage bins for combustible and non-combustible waste. |  |  |  |  |
| Safety related signage is in place and can be easily read. |  |  |  |  |
| Work benches are at an appropriate height for working and lifting. |  |  |  |  |
| There is good lighting in the shop. |  |  |  |  |
| There is good ventilation in the shop. |  |  |  |  |
| Light switches are in good condition and work. |  |  |  |  |
| Electrical outlets are in good condition and equipped with GFCI. |  |  |  |  |
| Shelving is secure and strong enough to store the items/materials on them. |  |  |  |  |
| Electrical panel has 1 meter of clearance with secure footing in front. |  |  |  |  |

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| **Hazard** | **Okay** | **NeedsAttention** | **Risk Rating** | **Action / Comments** |
| Shop Mezzanine |
| Stairs to the mezzanine are in good condition, free of clutter, and have handrails that are in good condition. |  |  |  |  |
| Combustible items are not stored under the stairs (e.g ., cardboard). |  |  |  |  |
| Exposed edges of the mezzanine have handrails and toe boards. |  |  |  |  |
| Stored Tools |
| Ladders are in good condition, stored safely and secured so that children cannot use and fall from one. |  |  |  |  |
| All extension cords are heavy duty, double insulated and in good condition.  |  |  |  |  |
| All portable power tools are not damaged, are double insulated and have guards in place. |  |  |  |  |
| Portable power tools are unplugged and stored properly when not in use. |  |  |  |  |
| Manual Material Handling |
| Jacks, hoists, carts, and/or dollys are available, used and in good condition. |  |  |  |  |
| The Working Load Limit is clearly marked on jacks, cranes, hoists, rigging and lifting chains. |  |  |  |  |
| Equipment & Machines |
| Pulleys and drive belts are guarded and in good condition. |  |  |  |  |
| Exhaust systems on equipment are undamaged to reduce the noise, fumes, and the risk of fire. |  |  |  |  |
| There is a protective cage to safely inflate split rim tires. |  |  |  |  |
| Machinery stands, chocks and blocks are present, in good condition and used. |  |  |  |  |
| Welding |
| Welder electrode, earth leads and connections are in good condition.  |  |  |  |  |
| Good ventilation allows fumes to leave the shop when welding. |  |  |  |  |
| Welding screens are present and in good condition.  |  |  |  |  |
| Oxygen and acetylene cylinders are used and stored securely in an upright position. |  |  |  |  |
| Flash arrestors are fitted to all oxyacetylene equipment. |  |  |  |  |
| Pressure gauges on oxyacetylene cylinders are in good condition. |  |  |  |  |
| Oxyacetylene hoses are in good condition.  |  |  |  |  |
| Fittings are in good condition and free of leaks |  |  |  |  |
| Combustible and flammable materials (fuel, oils paints and solvents) are stored away from sparks, flames & heat.  |  |  |  |  |
| Personal Protective Equipment (PPE) is available and used, such as eye protection for others in the shop, welding helmet, hearing protection, apron and gloves. |  |  |  |  |

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| **Hazard** | **Okay** | **NeedsAttention** | **Risk Rating** | **Action / Comments** |
| Emergency Preparedness |
| Fire extinguishers are available, easily accessed and properly mounted. |  |  |  |  |
| Fire extinguishers are maintained, inspected and have valid certification. |  |  |  |  |
| First aid kit is available, in good condition and fully stocked. |  |  |  |  |
| Eyewash station is present, in good condition, and fully stocked. |  |  |  |  |
| Other Hazards, Unsafe Acts, Behaviours or Conditions Observed |
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| **Positive Safety Observations, Safe Acts, Behaviours or Conditions Observed** |
| Observation | Person(s) Recognized | Action / Comments |
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| **Priority** | **Hazard/Problem** | **Planned Corrective Action**  | **Proposed Target Date** | **Date Completed** | **Added to Corrective Action Log** |
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| **Inspection Review Signatures** |
| **Print Name** | **Print Job Title** | **Signature** | **Date** |
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