USDA-APHIS

APHIS SAFETY INSPECTION CHECKLIST
(Machine/Workshop)

INSTRUCTIONS: Questions regarding specific standards may be directed to the Collateral Duty Safety and Health Officer, or to SHES, MSD, Unit 115, 4700 River Road, Riverdale, MD 20737-1228. Refer to the APHIS Safety and Health Manual, Chapter 2 and 10 for additional information.

NAME OF INSPECTOR	LOCATION OF FACILITY INSPECTED	DATE OF INSPECTION

Complete all items ("X" one column). A "Not Applicable" (N/A) column is provided because all items and conditions may not apply to each area. Explain all "NO" responses in "Section F - Corrective Action."

A. Environmental Factors and Layout:	YES	NO	N/A
1. Are adequate ventilation systems located where needed (welding area, spray paint booth, solvent storage area, etc.)?			
2. Are no smoking signs posted?			
3. Is specialized lighting provided where necessary?			
4. Is sufficient room provided between machinery for safe operation and movement of personnel and materials?			
5. Are special metal containers available for oily rags, waste, etc.?			
6. Are containers available for excess chips or scraps from machines?			
7. Are adequate personnel available, and proper procedures established for lifting?			
8. Is waste disposed of in accordance with Federal, State, and local requirements?			
B. Machinery (General):			
9. Is the use of shop machinery limited to those employees trained in its use?			
10. Are training materials available as well as records of training?			
11. Are shop machines equipped with guards (blade guards, spreader, anti-kickback fingers or dogs, push sticks, etc.)?			
12. Are preventive maintenance schedules conducted for shop machinery (clean, lubricate, sharpen, adjust, set, dress, etc.)?			
13. Are saw blades regularly inspected for cracks, improper or uneven set, etc.? (Magna fluxing is required for saw blades whenever sharpened, to detect cracks which may be invisible to the naked eye.)			
14. Are special tools or brushes used for removing chips, etc., from machines?			
15. Are "Lock-out" procedures established when working on machinery? (Are padlocks individually issued?)			
16. Are all electrically powered machinery properly grounded?			

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B. Machinery (General) Continued:	YES	NO	N/A
17. Are machines designed for fixed locations securely anchored?			
18. Are all gears, sprockets, pulleys, fly-wheels, blades, belts, chain drives, etc., guarded?			
19. Are machinery modifications and additions, which affect capacity and safe operation, approved in writing?			
20. Is personal protective equipment issued to employees when necessary?			
C. Air Compressors:			
21. Are drain pipe valves installed at the lowest point of every air receiver to remove accumulated oil and water? (Receiver should be drained frequently to prevent liquid accumulation.)			
22. Do air receivers equipped with an indicating pressure gauge have one or more spring-loaded safety valves? (No valve of any type will be placed between the air receiver and its safety valve or valves.)			
23. Is compressed air used correctly for cleaning purposes? (If so, it must be reduced to less than 30 psi. and then only with effective chip guarding and personal protective equipment.)			
24. Are all safety valves tested at regular intervals to determine if they are in good operating condition?			
25. Are air compressor tanks pressure tested on a frequent schedule?			
D. Compressed Gas Cylinders:			
26. Are all cylinders securely fastened (both full and empty cylinders)?			
27. Are cylinders capped except when in actual use?			
28. Are personnel instructed in the correct use of compressed gas cylinders (how to connect, the proper order of opening and closing valves, etc.)?			
29. Are cylinders legibly marked?			
30. Are gauges of oxygen regulators marked "USE NO OIL?"			
31. Are tops of cylinders kept free of materials?			
32. Are oxygen cylinders stored away from highly combustible material, especially oil and grease?			

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D. Compressed Gas Cylinders: Continued	YES	NO	N/A
33. Are acetylene cylinders stored valve end up?			
34. Have gas cylinders received a pressure test in the past 5 years?			
E. Cranes and Hoists:			
35. Is the rate load plainly marked on each side of the crane? (If more than one hoist on a crane, each hoist will have its rated load marked.)			
36. Do floor operated cranes have automatic pressure release shut off controls?			
37. Are stops provided at limit of travel?			
38. Are hooks equipped with safety snap or latch?			
F. Fork Trucks:			
39. Are only trained and authorized operators permitted to operate a fork lift truck?			
40. Is the capacity of fork trucks clearly stenciled on both sides of the truck?			
41. Are fork trucks equipped with overhead guards?			
42. Are safety platforms correctly used to elevate personnel? (If so, platform must be firmly secured to lifting carriage or fork and personnel on platform must be able to shut off power to truck.)			
43. Are backup warning available on fork trucks?			
G. Grinders:			
44. Are grinder tool rests set at 1/8" clearance?			
45. Are grinder wheels mounted between flanges 1/3 the diameter of the wheel? (If so, both flanges must be the same diameter with equal bearing surface and blotters must be used between flanges and wheel surface.)			
46. Do grinding wheel guards cover the spindle end and nut? (If so, flange projections, with wheel exposure beginning at a point, should be 65 degrees above the horizontal plane of the wheel spindle.)			
47. Are grinder wheels inspected before use for roundness, chips, cracks, and metal particles embedded into the stone?			
H. Ladders and Scaffolding:			
48. Are ladders in good condition with no broken, cracked, or missing steps, rungs, or cleats? (Ladders with cracked or broken side rails are repaired or discarded.)			
49. Are all stepladders Type 1 - industrial? (The top of the stepladder will not be used as a step.)			
50. Are ladders equpped with nonslip bases such as safety feet? (These are not intended to substitute for the care required in safe placing, lashing, or holding a ladder when used on slippery surfaces.)			

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	YES	NO	N/A
51. Are proper ladders available to meet requirements of work to be perfromed (wooden ladders for electricians, etc.)?			
52. Are ladders kept clean, properly stored, periodically inspected, and only used for purpose intended?			
53. Do fixed ladders above 20' have cages?			
54. Are scaffolds erected and used only under the supervision of an employee with full knowledge of required safety standards? (Copies of standards for scaffolds will be supplied to such employees upon request from their supervisor.)			
I. Planers and Jointers:			
55. Are planers and jointers equipped with cylindrical cutting head with knife projection not exceeding 1/8"?			
56. Does equipment with automatic guards cover the unused portion of cutter head?			
57. Do cutting head and rear table have a clearance of 1/8"?			
J. Radial Saws:			
58. Are radial saws equipped with upper and lower hoods? (The upper hood should completely enclose upper portion of the blade, including the end of the saw arbor. The lower hood guards the exposed portion of the blade. The saw shield automatically adjusts to thickness of stock and should remain in contact with stock being cut.)			
59. Are saws provided with anti-kickback fingers or dogs located on both sides of saw blade when used for ripping? (The direction of saw rotation must be conspicuously marked on upper hood and ripping is done against blade direction - permanent red label should be on rear of upper guard stating "DO NOT RIP OR PLOUGH FROM THIS END.")			
60. Are saws adjustable or tables designed to prevent saw teeth from protruding beyond table edge?			
61. Do saws return to starting position when released by operator? (The front of the unit should be installed slightly higher than the rear to cause gentle return.)			
K. Table Saws:			
62. Are table saws equipped with guards completely enclosing the portions of the saw blade above the table and the portion of the saw blade above the material being cut? (If saw blade is exposed under the table where accidental contact could be made, guarding is required.)			
63. Are table saws equipped with spreader and anti-kickback fingers or dogs?			
L. Storage:			
64. Are adequate storage facilities available (paint, solvents, etc.)?			
65. Are provisions available for removal of waste materials?			

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L. Storage: (Continued)	YES	NO	N/A
66. Are special racks provided for storage of such items as pipe, flat and round stock, angle iron, etc.?			
67. Are noncompatible materials segregated in storage (oxygen cylinders, greases, etc.)?			
M. Tools:			
68. Are portable electrical tools properly grounded or double insulated and inspected prior to use?			
69. Are all hand tools in good condition (properly dressed, sharpened, set, etc.)?			
70. Do tool rooms, boxes, or racks provide adequate storage?			
71. Are sheaths or holders provided for sharp edged tools?			
N. Welding, Cutting, and Brazing:			
72. Is equipment use limited to authorized personnel trained in the safe use of that equipment? (Qualified personnel must analyze each job to determine necessary safeguards, personal protective equipment, etc., needed for the job.)			

	YES	NO	N/A
73. Are empty drums, tanks, or containers cleaned and purged thoroughly before cutting, burning, or welding?			
74. Do the ventilation systems remove metal fumes away from operator and other personnel in the area?			
75. Are hoods and local exhaust systems provided when welding is done in a central location?			
76. Is splicing of electric welding cables prohibited?			
77. Are fire resistant curtains or shields set up around the job to protect passers-by or operators of nearby equipment?			
78. Are guards used to confine the heat, slag, and sparks if the object to be cut or welded cannot be moved to fire-safe locations?			

O. Other *(Enter items not listed in this checklist that are applicable to your section)*

P. Corrective Action

ITEM NO.	DEFICIENCIES IDENTIFIED	REQUIRED ACTIONS TO CORRECT DEFICIENCIES	ACCOMPLISHMENT