

**APHIS SAFETY INSPECTION CHECKLIST**  
**Machine/Workshop**

USDA-APHIS

**INSTRUCTIONS:** Questions regarding specific standards may be directed to the Program Safety Manager, CDSHO or APHIS Safety Manager, at 4700 River Road, Unit 124, Riverdale, MD 20737-1228. Refer to the APHIS Safety and Health Manual for additional information.

NAME OF INSPECTOR

ADDRESS 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 P - Corrective action

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 P - 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)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are no smoking signs posted?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is specialized lighting provided where necessary?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is sufficient room provided between machinery for safe operation and movement of personnel and materials?           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are special metal containers available for oily rags, waste, etc.?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are containers available for excess chips or scraps from machinery?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are adequate personnel available, and proper procedures established for lifting?                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is waste disposed of in accordance with Federal, State, and local requirements?                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Text Field

**B. Machinery (General):**

- |   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 9. Is the use of shop machinery limited to those employees trained in its use?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are training materials available as well as records of training?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Are shop machines equipped with guards (blade guards, spreader, anti-kickback fingers or dogs, push sticks etc)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are preventive maintenance schedules conducted for shop machinery (clean, lubricate, sharpen, adjust, set, dress, etc.)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are special tools or brushes used for removing chips, etc., from machines?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Are "Lock-out" procedures established when working on machinery? (Are padlocks individually issued?)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Are all electrically powered machinery properly grounded?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**B. Machinery (General) Continued:**

- |   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 17. Are machines designed for fixed locations securely anchored?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Are all gears, sprockets, pulleys, fly-wheels, blades, belts, chain drives, etc., guarded?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Are machinery modifications and additions, which affect capacity and safe operation, approved in writing? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Is personal protective equipment issued to employees when necessary?                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**C. Air Compressors:**

- |   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 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.)            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 between the air receiver and its safety valve or valves.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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 guarding and personal protective equipment.)                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Are all safety valves tested at regular intervals to determine if they are in good operating condition?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Are air compressor tanks pressure tested on a frequent schedule?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**D. Compressed Gas Cylinders:**

- |   | YES                      | NO                       | N/A                      |
|---|--------------------------|--------------------------|--------------------------|
| 26. Are all cylinders securely fastened (both full and empty cylinders)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Are cylinders capped except when in actual use?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are personnel instructed in the correct use of compressed gas cylinders (how to connect, the proper order of opening and closing valves, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Are cylinders legibly marked?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Are gauges of oxygen regulators marked "USE NO OIL?"  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Are tops of cylinders kept free of materials?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Are oxygen cylinders stored away from highly combustible material, especially oil and grease?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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**D. Compressed Gas Cylinders: Continued**

- 33. Are acetylene cylinders stored valve end up?  YES  NO  N/A
- 34. Have gas cylinders received a pressure test in past 5 years?  YES  NO  N/A

**E. Cranes and Hoists:**

- 35. Is the rate load plainly marked on each side of the crane? ( If more than one host on a crane, each hoist will have its rated load marked.)  YES  NO  N/A
- 36. Do floor operated cranes have automatic pressure release shut off controls?  YES  NO  N/A
- 37. Are stops provided at limit of travel?  YES  NO  N/A
- 38. Are hooks equipped with safety snap or latch?  YES  NO  N/A

**F. Fork Trucks:**

- 39. Are only trained and authorized operators permitted to operate a fork lift truck?  YES  NO  N/A
- 40. Is the capacity of fork trucks clearly stenciled on both sides of the truck?  YES  NO  N/A
- 41. Are fork trucks equipped with overhead guards?  YES  NO  N/A
- 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)  YES  NO  N/A

**G. Grinders:**

- 43. Are backup warning available on fork trucks?  YES  NO  N/A
- 44. Are grinder tool rests set at 1/8" clearance?  YES  NO  N/A
- 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.)  YES  NO  N/A
- 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.)  YES  NO  N/A
- 47. Are grinder wheels inspected before use for roundness, chips, cracks, and metal particles embedded into the stone?  YES  NO  N/A

**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.)  YES  NO  N/A
- 49. Are all stepladders Type 1 - industrial? (The top of the stepladder will not be used as a step.)  YES  NO  N/A
- 50. Are ladders equipped 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.)  YES  NO  N/A

**I. Planers and Jointers:**

- 51. Are proper ladders available to meet requirements of work to be performed (wooden ladders for electricians, etc.)?  YES  NO  N/A
- 52. Are ladders kept clean, properly stored, periodically inspected, and only used for purpose intended?  YES  NO  N/A
- 53. Do fixed ladders above 20' have cages?  YES  NO  N/A
- 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.)  YES  NO  N/A

**I. Planers and Jointers:**

- 55. Are planers and jointers equipped with cylindrical cutting head with knife projection not exceeding 1/8"?  YES  NO  N/A
- 56. Does equipment with automatic guards cover the unused portion of cutter head?  YES  NO  N/A
- 57. Do cutting head and rear table have a clearance of 1/8"?  YES  NO  N/A

**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 end of 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.)  YES  NO  N/A
- 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.")  YES  NO  N/A
- 60. Are saws adjustable or tables designed to prevent saw teeth from protruding beyond table edge?  YES  NO  N/A
- 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.)  YES  NO  N/A

**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 material being cut? (If saw blade is exposed under the table where accidental contact could be made, guarding is required.)  YES  NO  N/A
- 63. Are table saws equipped with spreader and anti-kickback fingers or dogs?  YES  NO  N/A

**L. Storage:**

- 64. Are adequate storage facilities available (paint, solvents, etc.)?  YES  NO  N/A
- 65. Are provisions available for removal of waste materials?  YES  NO  N/A

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**L. Storage: (Continued)**

- 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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- 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?

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**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