



**University of South Florida  
Environmental Health & Safety  
Studio/Shop Safety Checklist**



**Building/Room No.:** \_\_\_\_\_

**Purpose:**  Routine  Follow-up

**College:** \_\_\_\_\_

**Faculty:** \_\_\_\_\_

**Hazards:**  Chemical  Physical

**Department:** \_\_\_\_\_

<b>1</b>	<b>Documentation</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1.1	Emergency information posted and current				
1.2	Updated chemical inventory available				
1.3	Chemical Hygiene Plan (CHP) (or equivalent) available and has been read and signed by all personnel				
1.4	SDS access to all personnel				
1.5	All accidents and spills reported to supervisor and EH&S				
1.6	Location of first aid & spill kits, fire extinguisher posted				
1.7	List past deficiencies in pre-inspection				
1.8	Identify chemicals in inventories that may raise concern				
<b>2</b>	<b>Training/Procedures</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
2.1	All training documentation is available				
2.2	Personnel have received safety training on procedures involving exposure hazards				
2.3	Lockout/Tag Out program in place where required				
2.4	Shop-specific safety operating procedures (SOPs) established and signed by applicable personnel				
2.5	Chemical-specific SOPs are developed for extremely hazardous chemicals				
2.6	Process-specific SOPs include safety procedures for the handling of hazardous materials				
2.7	Equipment-specific SOPs are developed for the safe use of machinery				
<b>3</b>	<b>Chemical Storage</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
3.1	Chemical containers labeled to identify contents				
3.2	Flammables stored in flammable cabinets and/or flammable refrigerators				
3.3	Quantity of flammable liquids does not exceed storage limits for daily use				
3.4	Chemicals are segregated by hazard class (acids,bases,etc.)				
3.5	Chemicals not stored on floor, fume hoods, bench tops				
<b>4</b>	<b>Housekeeping</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
4.1	Emergency exits unobstructed/36" of clear access width to reach all exits				
4.2	Work areas free of clutter				
4.3	Broken glassware disposed in container labeled "Broken Glass"				
4.4	Razor blades, scalpels and other sharps are not left unattended when not in use				
4.5	Razor blades <b>not contaminated</b> with biohazardous material are disposed of appropriately				
4.6	Sawdust/dust cleaned up daily to prevent accumulation				

<b>5</b>	<b>Cylinders</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
5.1	Properly labeled, segregated & stored upright				
5.2	Attached to a permanent fixture				
5.3	Empty cylinders are marked, and not stored in shops				
5.4	Regulators are not obstructed				
5.5	Cylinders are capped when not in use				
5.6	Only one spare cylinder is kept per each cylinder in use				
<b>6</b>	<b>Safety and Emergency</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
6.1	Personal protective equipment (PPE) available to all personnel				
6.2	All users wear appropriate street clothing and PPE (long hair/ beards confined, no loose clothing, no jewelry, etc)				
6.3	Food, drinks, and applying cosmetics prohibited in studios and shops				
6.4	Fume hoods, snorkels and ventilation hoods have current inspection/certification				
6.5	Sashes kept closed when not in use				
6.6	Air flow monitor operates appropriately				
6.7	Spray painting operations are done inside approved spray paint booths/filter protocol				
6.8	Emergency eyewash/safety shower accessible				
6.9	Eyewashes are flushed weekly				
6.10	If NIOSH approved respirators used, copy of written Respiratory Protection Plan accessible				
6.11	If NIOSH approved respirators are needed, personnel has been enrolled in Respiratory Protection Program				
6.12	First aid kit available & expired contents removed				
6.13	Spill kit available & expired contents removed				
<b>7</b>	<b>Hazardous Waste</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
7.1	Containers labeled "Hazardous Waste" with contents and nature of hazard				
7.2	Hazardous Waste stored in a designated Satellite Accumulation Area (SAA)				
7.3	Wastes are being stored in compatible containers				
7.4	Waste segregated by hazard class within the SAA				
7.5	Hazardous waste labels and tags are used to identify wastes				
7.6	All hazardous waste containers are closed when not in use				
7.7	All lead solder and scrap metal are collected for recycling or disposal as hazardous waste				
7.8	Oily/solvent soaked rags are managed as hazardous waste in appropriate metal flameproof container with lid				
7.9	Contaminated rags are disposed of as hazardous waste				
7.10	Solvent contaminated rags are managed appropriately				
7.11	Used mercury containing lamps are being managed appropriately				
7.12	Spent lead-acid and recyclable batteries are being recycled				
7.13	All chemical spills have been appropriately decontaminated and surfaces cleaned regularly				

<b>8</b>	<b>Fire Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>8.1</b>	Exit signs illuminated & emergency lights operational				
<b>8.2</b>	No permanent use of extension cords				
<b>8.3</b>	All fire safety equipment is accessible with a 36" access space in front (breaker panel, fire extinguisher, etc)				
<b>8.4</b>	Electrical cords in good condition				
<b>8.5</b>	All storage kept below 18" below fire sprinklers				
<b>8.6</b>	All storage kept below 24" from ceilings in non-sprinklered buildings				
<b>8.7</b>	Appropriate fire extinguisher charged/mounted within 75' of all work stations				
<b>8.8</b>	Flammable material dispensing containers are bonded to prevent static electricity				
<b>9</b>	<b>Machine Operations</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
<b>9.1</b>	Machinery and tools are periodically inspected and maintenance/repairs are provided as needed				
<b>9.2</b>	All tools returned to appropriate locations at end of the day				
<b>9.3</b>	Machinery has adequate clearance for safe operation				
<b>9.4</b>	Circuits grounded/ground pins on plugs				
<b>9.5</b>	Electrical cords inspected (not frayed, damaged, etc.)				
<b>9.6</b>	Electrical cords across walkways protected				
<b>9.7</b>	Kilns are inspected and managed appropriately				
<b>9.8</b>	Barrier guards on moving machine parts				
<b>9.9</b>	Rotating shafts are guarded				
<b>9.10</b>	Anti-restart on wood working machines				
<b>9.11</b>	Fixed machinery anchored to prevent movement				
<b>9.12</b>	Safety zones are established around shop equipment				
<b>9.13</b>	On/off switch accessible without reaching across point of operations				

**Additional safety concerns:**

**EH&S Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Studio/Shop Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_