

DRI Machine Shop Safety Inspection Form

Building and Room:				
Inspection Performed By:		Date:		
	Y	N	NA	COMMENTS
A. General Work Environment				
1. Sufficient clearance around machines to provide safe operation and maintenance				
2. Machines are securely anchored to the bench or floor to prevent tipping or other movement				
3. Emergency shutoff switch within easy reach of operator				
4. Emergency shutoff switches are red				
5. All rotating or moving parts, chains and gears properly guarded				
6. Fan blades are protected with a guard having openings no larger than 1/2 in when closer than 7 ft from the floor				
7. Saws are equipped with anti-kickback device				
8. Radial arm cutting blade will return to back of table when released				
9. Jacks and hoists in good operating condition				
10. Machines are kept clean and free from loose metal shavings				
11. All machinery and equipment is capable of being locked and tagged out during cleaning, servicing, etc.				
12. Appropriate fire extinguishers are in place, including a D type extinguisher if magnesium, titanium or other flammable metals are worked on				
B. Grinders				
1. The work rest is adjusted to 1/8 in. of the wheel				
2. The adjustable tongue on the top of the wheel is adjusted to within 1/4 in. of the wheel				
3. All guards are in place				
4. Bench and pedestal grinders are securely mounted				
C. Welding and Cutting				
1. Done outside or in well ventilated area				
2. Compressed gas cylinders are free of obvious signs of defects, rusting or leaking				
3. Empty cylinders are properly marked				
4. Cylinders are secured from tipping while in use				
5. Regulators compatible with gas cylinder				
6. Appropriate PPE used when welding or cutting				
7. Protective valve caps in place when not in active use				
8. Suitable fire extinguishing equipment available for immediate use				

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A. General Work Environment

1. OSHA 29 CFR 1910.303(g)(1) Sufficient space needs to be maintained to permit ready and safe operation and maintenance of equipment.
2. Self explanatory.
3. Self explanatory.
4. Self explanatory.
5. Machine guards should never be removed. Those without guards should not be used.
6. When fans are less than 7 feet from the floor fan blades must be protected by a guard with openings less than 1/2 inch
7. Self explanatory.
8. Self explanatory.
9. Hoists, jacks, manlifts, etc are inspected regularly and not used if not in good condition.
10. Self explanatory.
11. Written lockout/tagout procedures and policies must be in place and machines should be locked and/or tagged out in these instances.
12. Self explanatory. If these metals are not being used a regular ABC extinguisher is sufficient when in the shop.

B. Grinders

1. If material gets caught between the grinding wheel and the work rest it can result in damage to the wheel, and possible injury to the operator.
2. See 1. above.
3. Machine guards should never be removed. Those without guards should not be used.
4. Self explanatory.

C. Welding and Cutting

1. Self explanatory.
2. Gas cylinders showing obvious signs of wear such as rust, dents, etc. should be replaced.
3. Empty cylinders should be marked as empty and stored separately from full cylinders.
4. Cylinders should be stored in an upright position and secured from tipping at all times.
5. Regulators are designed for use with specific gases. Valve connectors are designed to minimize the chances of using the wrong regulator.
6. Self explanatory.
7. Cylinders without regulators must have valve caps in place. When not in regular use regulators should be removed and replaced with the valve caps.
8. A minimum of one portable fire extinguisher with a rating of 2-A:20-B:C shall be readily accessible within 30 feet of the location where the hot work is being performed.