WOODSHOP SAFETY & INSPECTION CHECKLIST

Inspector Name: _____ Date: _____

Location/Lab: _____

Personal Protective Equipment (PPE)

[ ] **SDS Review:** SDS checked for required PPE specifications.
[ ] **Training:** Students receive training in proper PPE use, cleaning, and storage.
[ ] **Eye Protection:** Eyewear is OSHA-compliant (stamped Z-87.1) and available for students/visitors.
[ ] **Face Shields:** Provided where required; safety glasses are worn *underneath* face shields.
[ ] **Hearing Protection:** Earplugs or earmuffs available for student use.
[ ] **Respirators:** Worn when required. Users must be medically certified. Respirators cleaned before/after use and stored properly.
[ ] **Gloves:** Used for finishes/solvents. **NEVER** worn around moving machinery or rotating parts.

Safe Work Practices

[ ] **Signage & Training:** Clear signage posted regarding standard safe practices.
[ ] **Apparel & Hair:** All jewelry removed; long hair securely tied back.
[ ] **Behavior:** Zero tolerance for horseplay enforced.
[ ] **Incident Reporting:** All injuries, near misses, and equipment damage reported immediately to the instructor.

Housekeeping & Storage

[ ] **General Order:** No accumulation of loose debris or excess materials. Clear pathways maintained.
[ ] **Exits:** All exit pathways and doors fully clear and unobstructed.
[ ] **Oily Rags:** Dedicated, non-overloaded rag bins emptied daily. No regular trash mixed in.
[ ] **Waste Disposal:** Oily absorbents and hazardous materials disposed of per EPA/DEQ standards.
[ ] **Wood Storage (Vertical):** Secured to prevent toppling.
[ ] **Wood Storage (Horizontal/Racks):** Minimum 18" clearance around all fire sprinkler heads (24" clearance from ceiling in non-sprinklered facilities).

Emergency Equipment

[ ] **First Aid & Trauma:** Fully stocked First Aid Kit and Stop The Bleed kit accessible.
[ ] **Eyewash & Shower:** Clean, unobstructed, and operating properly.

[ ] **Inspection Log:** Active log posted nearby; weekly activation completed to check flow, temperature, and flush lines.

Power & Electrical

[ ] **E-Stops:** Emergency stop buttons labeled and operational (electrical, dust systems, etc.).
[ ] **Auto-Start Prevention:** All machines have positive on/off switches/devices preventing auto-start after power restoration.
[ ] **Stationary Tools:** Plugged directly into permanent wall outlets (no power strips, adapters, or extension cords).
[ ] **Cords & Wiring:** Cords intact (no cuts, splices, or bare wire). No cords routed through doors, windows, or walls.
[ ] **Extension Cords:** Grounded (3-prong, no zip cords), undamaged, used *only* as temporary power for handheld tools, and routed to prevent trip hazards.
[ ] **Power Panels:** Panel covers secure with blanks covering unused slots. All breakers clearly labeled.

Dust Collection System

[ ] **Airflow:** Proper suction pulling dust away from work zones; unused blast gates closed.
[ ] **Maintenance:** Metal objects kept out of swept materials. Collection bins emptied regularly with no surrounding dust buildup.
[ ] **Logs:** Documentation present tracking inspection and cleaning frequency.

Flammable Liquids & Chemicals

[ ] **Cabinets:** Quantities >25 gallons stored in rated cabinets. Cabinets not overloaded; no storage outside cabinets.
[ ] **Chemical Containers:** Original containers/lids only (no makeshift/homemade containers or caps).
[ ] **Labeling & SDS:** Manufacturer labels present on all containers. Complete SDS catalog accessible.

Compressed Air

[ ] **Pressure & Lines:** Regulated to maximum 30 PSI . No PVC/CPVC distribution lines.
[ ] **Prohibited Use:** Never used to blow dust off clothing, skin, or general workstations.
[ ] **Hoses:** Undamaged, coiled properly, and kept off walkways to eliminate trip hazards.

General & Station Machinery

Bandsaws

[ ] Base bolted to floor or workbench.
[ ] Guard covers all unused blade area; lowered completely over the blade when idle.

Bench Grinders

[ ] Guards installed (spindle guarded). Tool rest adjusted to ≤ 1/8" from wheel; tongue guard adjusted to ≤ 1/4" from wheel.
[ ] Wheels dressed, properly sized, and within safe use limits (per the paper sticker on wheel).

Drill Presses

[ ] Base secured. Equipped with chuck guard or keyless chuck and good working condition.
[ ] Clamps available and used for securing small workpieces.

Handheld Tools & Saws

[ ] **Circular Saws:** Retractable guard operates freely without pinning; automatically covers blade.
[ ] **Grinders:** Proper wheel sizing and safety guards installed.
[ ] **General Hand Tools:** Maintained in clean, undamaged repair.
[ ] **Pneumatic Nail Guns:** Safety contacts/guards functional and not pinned back.

Jig / Scroll Saws

[ ] Secured to work surface. Blades installed to cut on the downstroke. Hold-down foot operational.

Jointers

[ ] Guard automatically springs back over blade. Fence secure and rigid. Push sticks available and used.

Laser Engraver

[ ] Exhaust hose unblocked, undamaged, and kink-free. Safety interlocks between laser and exhaust fan functioning.

Lathes

[ ] Guards, chucks, and tool rests correctly installed. Face shield requirement sign posted.

Miter / Chop Saws

[ ] Guards operational. Base secured if fixed. Slide locked when idle. Worktable sized appropriately for stock.

Paint Booths

[ ] Class 1/Division 1 explosion-proof electrical system (no non-rated appliances/cords inside).
[ ] Booth doors close fully. Filters clean, fully covering grid frame, showing ≥ 100 FPM face velocity.
[ ]Working flow meter.
[ ] Sprinklers present (if area >9 sq ft) in booth/plenum with heads protected by paper bags.
[ ] Booth interior (walls, floor, plenum and fans) free of excess overspray.
[ ] No flammable material storage.

Panel Saws

[ ] Positioned so rear walk-behind is blocked. Guards installed. Installed on panel rack. Cords clear of saw travel path.

Planers

[ ] Sharp blades completely enclosed by main housing/guards.

Radial Arm Saws

[ ] Blade does not pull past table edge. Full-extension blade guard and anti-kickback device functional. Auto-returns to rear standard position when released.

Router Tables

[ ] Point-of-operation guards mounted. Push sticks stored at table.

Sanders

[ ] Belt roller nip points fully enclosed. Belts undamaged.

Table Saws

[ ] Guards mounted (SawStops require guards except for Dato cuts).
[ ] Spreader, anti-kickback device, and fence or sled used. Push sticks readily available.

Upcut Saws

[ ] Guards intact. Pressure clamp engages on pedal depress. Safety override switch functional.