

## Print Shop Safety Inspection Checklist

Building Area: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector(s): \_\_\_\_\_ Supervisor: \_\_\_\_\_

*Instructions: This form should be completed **quarterly** and submitted to the Safety Unit to ensure the safe and proper maintenance of City facilities. This checklist is by no means all-inclusive. You should add to the items listed or delete items based upon their applicability in your work environment. Carefully consider each item.*

Description of Inspection	Satisfactory	Location/Comments/Action Required
Are portable fire extinguishers provided as required?	Yes No	
Are fire extinguishers inspected regularly and marked?	Yes No	
Is the location of fire extinguishers marked and easily identified?	Yes No	
Are fire extinguisher locations readily accessible?	Yes No	
Are all exits marked and accessible	Yes No	
Are all electrical outlets and switches covered?	Yes No	
Are electric cords properly placed or covered to prevent a trip hazard?	Yes No	
Are circuit fuses and circuit breakers clearly marked?	Yes No	
Are extension cords in good condition?	Yes No	
Are proper extension cords being used in the correct fashion?	Yes No	
Are work areas clean and maintained in an orderly condition?	Yes No	
Are floors, aisles and work areas free of obstruction, slipping and tripping hazards?	Yes No	
Are only qualified, trained individuals operating the presses?	Yes No	
Are loose clothing and long hair tied back to avoid entanglement in the machine?	Yes No	
Is the print shop well lighted?		
Are solvent and ink spills promptly cleaned up?	Yes No	
Are all employees aware of the hazards associated with the chemicals they work with?	Yes No	
Are staplers, paper folders and paper cutters properly guarded?	Yes No	
Do employees by-pass guards or remove them during equipment operation?	Yes No	
Do employees shut down and lockout machines before performing maintenance?	Yes No	
Do employees shut down and lockout machines before attempting to clear a jam?		
Do employees use proper personal protective equipment for the job?	Yes No	
Is proper ventilation and exhaust provided during the use of chemicals?	Yes No	
Are solvent bottles and solvent saturated cloths properly disposed of in appropriate receptacles?	Yes No	
Are employees trained on proper lifting techniques?	Yes No	
<b>OTHER CONCERNS: (List below, if you need more space, list in a separate sheet of paper and attach it to this list).</b>		