

Montana Tech Checklist For Equipment & Machinery Areas – Page 1 of 3

Inspection Date _____ Responsible Party _____ Inspection Team (Print legibly) Signature _____ _____ _____	Department _____ Building _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="width: 25%;">Room #:</td> <td style="width: 25%;"></td> <td colspan="2" style="width: 25%;">Room #:</td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 5%;">Yes</td> <td style="width: 5%;">No</td> <td style="width: 45%;">Comments</td> <td style="width: 5%;">Yes</td> <td style="width: 5%;">No</td> <td style="width: 40%;">Comments</td> </tr> </table>						Room #:			Room #:			Yes	No	Comments	Yes	No	Comments
Room #:			Room #:															
Yes	No	Comments	Yes	No	Comments													
General 1. Area appears neat and free of clutter. 2. Storage is maintained at least 24" below ceiling level. 3. Floors are free of debris, spilled liquids, tripping hazards. 4. Work areas are adequately illuminated. 5. All pits and floor openings are covered or otherwise guarded. 6. All unused portions of service pits and pits not actually in use are either covered or protected by guardrails or equivalent. 7. Current emergency phone list is posted (if a phone is available).	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____													
Fire Extinguisher 1. Last checked on _____. 2. Area around is clear, free of debris, and unobstructed.	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____													
Electrical Cords and Extensions 1. All appliances have three-pronged grounded plugs that are UL approved. 2. Extension cords -used properly. (i.e. not as permanent wiring) 3. Wiring or cords are out of pathways avoiding trip hazards, or in areas that could cause other safety issues or cord damage. 4. Any power strips in use have a fuse.	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ _____ _____ _____													
Electrical Control Panels 1. All circuit breakers are labeled. 2. Area around is clear and unobstructed.	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____													
Waste 1. Proper receptacles are available for glass, metal, sharps, waste, etc. 2. Covered metal cans are used for oily or paint soaked waste or rags.	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____													

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_____ _____ _____		Room #:		Room #:			
_____ _____		Yes	No	Comments	Yes	No	Comments
Machinery and Equipment	<ol style="list-style-type: none"> 1. All machinery and equipment is kept clean and properly maintained. 2. Operating procedures are posted. 3. Equipment has proper electrical connections. 4. Grinders, saws, and similar equipment are provided with appropriate guarding. 5. Belt, pulleys, chains, sprockets, etc. on equipment have effective guards in place. 6. Controls are accessible. 7. Controls are labeled. 8. Emergency stop is properly located. 9. Emergency stop works. 10. Lockout/ Tagout procedures developed, posted & are available. 11. Equipment technical manual available. 12. Hazards and Warning signs are posted. 13. Access panels are fastened. 14. No sharp edges are apparent. 15. Equipment is electrically grounded. 16. Operators of equipment have been properly trained. 	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Gas Cylinders	<ol style="list-style-type: none"> 1. All gas cylinders are capped if not in use. 2. All gas cylinders are secured. 3. All hoses, gas connections, etc. are in good condition. 	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Exits	<ol style="list-style-type: none"> 1. Visible and unobstructed. 	_____	_____	_____	_____	_____	_____

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Room #:		Room #:				
Yes	No	Comments	Yes	No	Comments	
Compressed Air		1. Compressed air hoses have a pressure-reducing nozzle that reduces pressure to 30 psi.				_____
_____	_____	_____	_____	_____	_____	
GFCI's		1. Ground Fault Circuit Interrupters (GFCI) are used for outlets near sinks or other water sources.				_____
2. If a GFCI is present, press the test button to ensure that the device trips open to stop the current flow. Verify no voltage at the outlet using a voltage meter, load device, or trouble light. If the device will not trip open, or if it trips and the current continues to flow, the device is defective and must be replaced.		_____	_____	_____	_____	
Storage		1. All materials are stored in such a way that sharp projectiles will not interfere with the walkway.				_____
2. All material is piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading.		_____	_____	_____	_____	
3. Any gasoline or other fuel is properly stored in flammable cabinets.		_____	_____	_____	_____	
PPE		1. Safety glasses or goggles are worn by everyone in the area when compressed gases or equipment are in use.				_____
2. Face shields are used for grinding operations.		_____	_____	_____	_____	
3. Hearing protection is used when noisy equipment is in operation.		_____	_____	_____	_____	
4. Gloves are worn when there is risk of skin contact with a hot surface, cold surface, sharp surface, etc.		_____	_____	_____	_____	
Follow-up inspection requested/required?		_____	_____	_____	_____	