

PRINT SHOP SAFETY INSPECTION CHECKLIST

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.

INSPECTION DATE: _____

PERSON (S) PERFORMING INSPECTION: _____

SPECIFIC INSPECTION LOCATION: _____

	YES	NO	LOCATION/COMMENTS/ ACTION REQUIRED
Are portable fire extinguishers provided as required?			
Are fire extinguishers inspected regularly and marked?			
Are the location of fire extinguishers marked and easily identified?			
Are fire extinguisher locations readily accessible?			
Are all exits marked and accessible?			
Are all electrical outlets and switches covered?			
Are electric cords properly placed or covered too prevent a trip hazard?			
Are circuit fuses and circuit breakers clearly marked?			
Are extension cords in good condition?			
Are proper extension cords being used in the correct fashion?			
Are work areas clean and maintained in an orderly condition?			
Are floors, aisles, work areas free of obstruction, slipping, and tripping hazards?			
Are only qualified, trained individuals operating the presses?			
Are loose clothing and long hair tied back to avoid entanglement in the machine?			
Is the print shop well lighted?			
Are solvent and ink spills promptly cleaned up?			

	YES	NO	LOCATION/COMMENTS/ ACTION REQUIRED
Are all employees aware of the hazards associated with the chemicals they work with?			
Are staplers, paper folders, and paper cutters properly guarded?			
Do employees by-pass guards or remove them during equipment operation?			
Do employees shut down and lockout machines before performing maintenance?			
Do employees shut down and lockout machines before attempting to clear a jam?			
Do employees use proper personal protective equipment for the job?			
Is proper ventilation and exhaust provided during the use of chemicals?			
Are solvent bottles and solvent saturated cloths properly disposed of in appropriate receptacles?			
Are employees trained on proper lifting techniques?			