

Shop Inspection Program

The purpose of the Shop Safety Inspection Program is to eliminate or prevent unsafe conditions that could result in illnesses, injuries, or property damage.

Shops can include machine shops, wood shops, and maintenance shops. Not all rooms or areas at Florida State University that contain equipment/tools are classified as shops. Research laboratories, non-traditional workspaces, temporary locations, etc. may utilize individual tools or equipment. It is the responsibility of the supervisor for these types of areas to ensure proper safety guidelines are followed. At a minimum, these areas should have a monitoring program, training program and machine guarding practices to ensure the safety of the users. Research labs utilizing machine shop equipment must have adequately developed standard operating procedures, which address hazards of equipment use and safeguards.

Responsibilities

Environmental Health and Safety (EH&S) is responsible for administering and updating the Shop Inspection Program. The location of shops will be identified and inspected on a semi-annual basis. EH&S will work with shop supervisors to correct any environmental or safety hazards identified. EH&S will also provide technical guidance to shop supervisors as needed.

Shop Supervisor is responsible for ensuring shops are maintained in a safe manner to prevent injury to shop users and visitors, training all users in the safe use of shop tools, and correcting any hazards identified during inspections. All accidents or near misses must be reported to EH&S as soon as possible.

Inspections

Each type of shop presents specific safety hazards, which if not properly identified and addressed, can lead to injury. The EH&S Shop Inspection Program provides inspections and recommendations to shops for the hazards present. EH&S will work with the shop personnel to ensure all appropriate programs and training are in place to protect workers from hazards they may encounter as part of their work requirements. Inspections cover areas such as:

- Facilities Shops
- Mechanical Areas
- Electrical Closets
- Custodial Closets
- Equipment Rooms
- Art Studios
- Theater Shops

Shop supervisors, or their designee, should perform a shop inspection at regular intervals. It is recommended that shops be inspected daily to ensure safety is maintained throughout the year. Environmental Health & Safety will perform additional shop inspections throughout the year to ensure safety requirements are being met.

Recordkeeping

Records to be maintained by the shop supervisor include the following:

- Completed shop safety inspection results

- Training records for all shop employees
- Tool/equipment manufacturer instruction/owner manuals
- Repair/maintenance records for tools/equipment
- Accident and near miss reports

Additional Information and Resources

- [Shop Safety Rules](#)
- [Machine Guarding and Electrical Safety](#)
- [Reporting a Safety Concern or Near Miss Incident](#)