

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____



THOMPSON RIVERS UNIVERSITY

CARPENTRY & JOINERY HAZARDS CHECKLIST

This list is not exhaustive and over time new hazards may come to be. The space at the bottom is for you to add your own identified hazards. Please notify the OH&S department so the checklist can be updated with these additions. Answering 'no' to any of the following questions indicates a need for corrective action to be taken.

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.	Hazard & Location					
1.	Are there posted and enforced protocols for all PPE (eyes, ears, and steel toe boots)? Safety rules? No food or drink? Is there an ESD? (230)					
2.	Band saw – Are there safety stickers on the saw? Are guards in place? Is the brake working properly? (230)					
3.	Table saws – Are there safety stickers on the saw? Are guards in place? Is the blade down when not in use (230)					
4.	Planer - – Are there safety stickers on the saw? Are guards in place? Is there a safe clearance? (230)					
5.	Jointer - – Are there safety stickers on the saw? Are guards in place? (230)					
6.	Sliding table panel saw - – Are there safety stickers on the saw? Are guards in place? Is the blade down when not in use? (230)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
7.	Radial arm saw -- Are there safety stickers on the saw? Are guards in place? Is the Safety fence in good condition?(230)					
8.	Drill Press --Are there safety stickers on the saw? Are guards in place? (230)					
9.	Grinder -- Is tool rest set correctly? Is grinder stone in good condition? Is there a face shield available?					
10.	Sanders -- Are there safety stickers on the saw? Are stop guards in place? Is there a direction indicator? (230)					
11.	Lathe - Are there safety stickers on the lathe? Is a tool rest in place and adjustable? (230)					
12.	Edge Sander - Are there safety stickers on the sander? (230)					
13.	Work area floors -- Is there hazard tape on the floor around machines? Is there non slip compound by machines? Are floors kept clean? (230)					
14.	Are all materials stored safely and properly? (230)					
15.	Is saw dust collection system working properly? Are there clean up procedures posted? Is housekeeping kept up? (230)					
16.	Are eyewash stations present and operational? Are they clean?					

General Issues to Always Look For

- Cords: Damaged extension cords, chains of extension cords, Male prong missing, proper wire size
- Lockouts: when doing work on any piece of power equipment, proper precautions must be taken to ensure the power source has been eliminated and locked out. If it's just a matter of unplugging the cord from the wall, the individual doing the work must have a constant view of the unplugged cord.
- Safe work procedures: safe work procedures must be readily available at all times
- Spills: ensure anything spilled has been cleaned up to avoid slipping hazards and exposure, a procedure should be in place to remedy accidental spills
- Work benches: work space on benches should be adequate to work safely
- Walkways: designated walk ways and safety areas should be clearly marked
- Combustibles: a collection of combustible materials such as oil rags, cardboard or garbage should be eliminated
- Equipment: equipment used must be certified and in good working condition. Anything broken should be flagged and not used.
- PPE: requirement signs should be posted on doors to shops and requirements **MUST** be enforced
- Training: all students need to be trained on any safety issues and equipment they are expected to use. It is a good idea to also do a follow up refresher training mid term.
- Eyewash: eyewashes should be flushed often to avoid dirt build up and to ensure they are working adequately
- Distraction: it is crucial to ensure students are totally focused on their tasks. All distractions should be avoided.
- Containers: any container that holds chemicals **MUST** be properly labeled and stored
- High hazard areas should be clearly marked and identified, either with signs or floor taping
- A program for servicing and preventive maintenance should be in place
- Signs: relevant warning signs relating to **ALL** workshop hazards should be displayed
- Waste: waste materials should be stored appropriately, and a procedure should be in place to legally dispose of the waste
- Housekeeping – if upon inspection you notice that lighting is not adequate, doors don't close properly, or something is damaged, make note of it to ensure the right people are informed
- Clutter – walkways, doorways and places where hazardous materials are stored should be free of clutter to avoid trips etc

Signature: _____