

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



THOMPSON RIVERS UNIVERSITY

PRINT SHOP HAZARD 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.	Hazards					
1.	Are all inks and toners properly stored and used? Are safety instructions available?					
2.	Are all shelving properly secured? Is inventory safely and proper stored?					
3.	Press- Is adequate training provided? Is chain guard in place and in good condition? Has auto shutoff been tested?					
4.	Folders- Is adequate training provided? Are all guards in place?					
5.	Plate Burner- Is adequate training provided? Does the cover provide sufficient protection? Are all controls legible?					
6.	Cutters- Is safety training provided? Is safety stickers posted? Are guards in place and in good condition? Does machine use two handed operation?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
7.	Ring Loader -Is safety training provided? Are foot controls in good condition?					
8.	Stitch Machine - Is safety training provided? Are foot controls in good condition?					
9.	Coil Punch - Is auto feed operating safely? Are all internal components protected?					
10.	Booklet Maker - Is adequate training provided? Are internal operations guarded? Has auto shut off been tested?					
11.	Heavy Items - Have safe lifting instruction been provided? Have workers been trained in the use of pallet jacks?					
12.	Golf Cart - Have operators been trained? Are all operators designated users? Is golf cart in good condition? Are there any signs of leaks or wear?					
13.	Are all solvents and chemicals clearly labeled? Are all solvents and chemicals properly stored? Is MSDS available for all controlled products?					
14.	T shirt Maker - Is adequate training provided?					
15.	Wrapper - Is adequate training provided?					
16.	3 Hole Drills - Is adequate training provided? Is safety signage present? Is foot control in good condition?					
17.	Fast back - Is adequate training provided? Are internal operations covered?					
18.	Paddy - Is adequate training provided?					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
19.	Is a first aid kit located in the shop? Is it properly maintained?					

General Items to Always Watch 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 sources 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 constant view of the unplugged cord or place a small lock through the holes in the prongs.
- 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
- 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 tagged and taken out of service.
- A program for servicing and preventative maintenance should be in place
- Housekeeping: If upon inspection you notice that lighting is not adequate, doors don't close properly, or something is damaged, make a note of it to ensure the right people are informed.
- Clutter: Walkways, doorways and places where hazardous material are stored should be free of clutter to avoid trips etc.

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