

# King Fahd University of Petroleum & Minerals

## Environment, Health and Safety Department



### Petroleum Eng. and Geo. Workshop Safety Inspection Checklist

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Building/Office No: \_\_\_\_\_

Name of Inspector (s): \_\_\_\_\_ Date: \_\_\_\_\_

Observations	Yes	No	N/A	Comments
<b>General Workshop Safety</b>				
Do you know KFUPM emergency numbers?				
Phone numbers of Emergency Services posted near telephone?				
Are first aid kits easily accessible to each work area?				
Exits and aisles are clear and free of obstructions				
Are suitable warning signs in place; <ul style="list-style-type: none"> <li>• in the workshop?</li> <li>• at the entrance to the workshop?</li> <li>• on containers and equipment?</li> </ul>				
Are up to date posters displayed with names & locations of trained first aiders?				
Do fire door closing mechanisms operate properly?				
Are smoking rules followed?				
Are flammable substances used and stored safely?				
Are you familiar with basic first aid procedures in case of an emergency?				
Are handwashing & drying facilities available in the workshop?				
Is lighting adequate in all areas? <i>(in working order, clean and free of flicker or glare)</i>				
Do you know where emergency exits are and how to reach them?				
Are good housekeeping practices being followed?				
Is there enough fresh air, without draughts?				
Are floors in a safe condition? <i>(no cracks, slippery or uneven patches etc)</i>				
Are there separate waste bins for: <ul style="list-style-type: none"> <li>▪ general waste?</li> <li>▪ wood dust?</li> <li>▪ sharp waste?)</li> </ul> <i>(e.g. glass, swarf, metal)</i>				
Building Evacuation Routes posted				
Doors are not locked and functioning				
Do you know where fire extinguishers are and how to use them?				
Temperature is comfortable				
Trolleys are available for heavy items and loads				
Is the ventilation and room temperature appropriate?				
Workshop free of food and drink				
First aid box filled, updated and fixed at visible location				
The general area is tidy and free of obstruction and mess.				
Are you familiar with fire evacuation procedures for your building and what to do in case of fire in your area?				

<b>Mechanical General Safety</b>				
Machinery are kept clean and properly maintained				
Regular maintenance inspections are performed on the machines				
Machinery inspection history is available				
Machines have appropriate safety guards to prevent accident				
Emergency stops for machinery are functional				
Controls are accessible and labeled				
Gangways are clearly marked around machinery				
Warning signs of hazards and safety instruction are posted on equipment				
The outside of the tool is free of grease, oil and accumulated foreign matter				
Blades or bits are not damaged, cracked etc.				
Tips of screwdrivers, chisels or other similar tools show no excessive wear				
The tool has no visible cracks in jaws or handle				
Gripping surfaces pliers, wrenches or other similar tools are not worn				
Tools such as chisels and punches do not have mushroomed heads				
Have maintenance staff (including contractors) been warned about the dangers & precautions to be taken?				
Tools are stored at a tool storage table				
Lifting tools are employed to eliminate manual handling, wherever possible				
Safe Working Load (SWL) are clearly marked on lifting equipment				
<b>Compressed Gas Cylinders</b>				
Cylinders are in good conditions, clearly labeled, and secured in upright position				
Cylinders are stored in well protected, well vented and dry locations away from combustible materials				
Cylinders are grouped and stored as per the hazard class				
Valve protection caps are in place when not in-use				
Storage space is secured to prevent damage either by passing or falling objects				
Cylinders containing flammable gases are stored separately from oxidizers, toxics, and away from open flames/electrical source				
Cylinders moved on trolley with regulators removed and caps secured				

Empty or unused gas cylinders are labeled and stored separately for return				
<b>General Electrical Safety</b>				
Are outlets overloaded?				
All electrical panels and individual breakers are labeled and unobstructed				
There are no trailing cables running on floors and on workbenches				
Cable trays are used to run electrical cables along the floor/across walkways				
Electric plugs are snug fit into the sockets				
Electric cables are in good condition (i.e. free of splices or taps)				
Electrical adaptors are not used to plug-in appliances				
Extension cords are used only for temporary purposes				
Fused extension cords with rating 13 amps are used				
Extension cords are not daisy-chained (plugging one extension into another)				
Electrical outlets on floor are equipped with cover plate				
Sockets and switches securely screwed without cracks				
Correct handling procedures for cells, capacitors, inductors and other high energy storage devices is know to lab users				
All electrical equipment in good working condition?				
All equipment are grounded via 3-prong plugs				
<b>Personal Protective Equipment (PPE)</b>				
Is protective clothing worn properly & in good condition?				
Is suitable eye protection worn if needed? <i>(e.g. face shield; goggles; safety glasses)</i>				
Is respiratory protection suitable & worn if needed? <i>(e.g. respirators; air-fed helmets)</i>				
Are suitable gloves worn if needed? <i>(against sharp objects, chemicals, heat or sparks etc)</i>				
Is all PPE stored in a clean, uncontaminated area?				
Is suitable PPE available for emergency use? <i>(e.g. chemical spillages or radioactive contamination)</i>				
Required PPE available				
Signage of PPE requirements displayed.				
<b>20. Any Other Observations</b>				

<b>20. Comments/ Recommendation</b>				
Last Updated on 09/04/2022				