

Shop Safety Inspection

TERMINAL _____

INSPECTED BY _____ DATE _____

CHECK ONE:

SAFE WORK PRACTICES

YES NO

- 1. Employees dressed appropriately
- 2. Smoking rules obeyed
- 3. Use of proper equipment handling techniques (lifting & moving)
- 4. Use of equipment guards as needed
- 5. Use of personal protective equipment as needed
- 6. Air pressure for cleaning reduced to 30 psi
- 7. No evidence of horseplay or other unsafe acts
- 8. Employee work places clean and orderly (free of spills, oil, grease, trash, etc.)
- 9. Tools and machines used properly
- 10. Tools and machines properly maintained
- 11. Flame or spark producing operations isolated from flammable liquids and materials
- 12. Flammables in proper containers and stored properly
- 13. Welding operations accomplished safely (employee properly dressed, has inspected hoses, provided ventilation, cylinders secure, valves turned off when job completed, caps in place, acetylene cylinders chained)
- 14. Containers bonded when transferring flammable liquids
- 15. Dip tanks closed when not in use
- 16. Flammable liquid spills cleaned up immediately
- 17. Proper use of stands to support vehicle (not jacks)
- 18. Safe procedure followed when moving vehicles
- 19. Ventilating devices used when engines running

Note locations, nature of violations & recommendations for improvement

HOUSEKEEPING

- 1. Floors clean, free of defects, no grease & oil spills
- 2. Signs show maximum floor loading
- 3. Trash containers sufficient in number and no overflow
- 4. Permanent aisle marked and clear of objects
- 5. Stairs clear and in good repair
- 6. Permanent ladders firmly attached and in good condition
- 7. Cleaning supplies readily available
- 8. Storage areas neatly kept
- 9. Ladders stored properly and free of defects

FIRE CONTROL

- 1. Fire doors closed, free of obstructions
- 2. Exits properly marked. "No Exits" marked
- 3. Fire instructions posted
- 4. No smoking areas designated, and signs posted
- 5. Fire extinguishers in good condition, at proper height, visible, accessible, securely mounted, marked and tagged

(continued on back)

CHECK ONE:

YES NO

- 6. Hazardous materials located away from heat, flame, water and damage
- 7. Flammable liquids stored properly, provision for bonding & materials available to clean up spills
- 8. Are hazardous operations isolated (welding, grinding, cutting, etc.)
- 9. Are combustible materials safely stored away from flames and sparks

Site locations, nature of violations & recommendations for improvement

ELECTRICAL

- 1. Permanent wiring, boxes, switches, outlets and lights secure and free of defects
- 2. Breaker and fuse boxes clean and proper
- 3. Machines, tools, vending and water machines grounded and working properly
- 4. Wiring for extension cords, portable lights and tools free of cuts, kinks, wear, used properly and plugs tight
- 5. Protective devices for equipment in use
- 6. Lighting sufficient, free from glare

HEALTH AND SANITATION

- 1. Food areas clean and maintained
- 2. Bathroom areas clean and equipped
- 3. Noise level OK – noise protectors and controls in use
- 4. Lighting systems adequate for general and special needs
- 5. Ventilation good – includes special venting as needed
- 6. Hazardous processes separated
- 7. First aid kit available and maintained
- 8. First aider on duty
- 9. Water for quick wash off in battery rooms
- 10. Protective equipment adequate, stored neatly, accessible and used

MACHINES, EQUIPMENT, TOOLS

- 1. Electrical equipment and tools protected by ground or double insulation
 - 2. Moving parts within 7 feet of floor enclosed (fans, pulley, etc.)
 - 3. Machines guarded at point of operation (grinders, etc.)
 - 4. Hoists, cranes & jacks marked for rating
 - 5. Hoists, ropes, slings and hooks in good condition
 - 6. Spray booth has "No Smoking" sign, filters clear, fire extinguisher near, explosion proof wiring, sprinkler system OK, trash containers adequate, flammables in booth limited
 - 7. Dip tanks: fire extinguishers nearby, "No Smoking" sign, ventilation good, tanks have automatic and manual closures, tanks isolated from sparks, heat, flame
 - 8. Hand tools in good repair—no burrs, loose handles, etc.
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