

AUTOMOTIVE SHOP SAFETY MONTHLY INSPECTION CHECKLIST

| WCSD FLEET MAINTENANCE MONTHLY SELF INSPECTION | | |
|---|-----|----|
| LOCATION: | | |
| DATE COMPLETED: | | |
| PRINT NAME: | | |
| REVIEWED BY: | | |
| | YES | NO |
| <p>HOUSEKEEPING</p> <p>Is equipment stored properly off the floor and not above storage compartments?</p> <p>Are there any slip/trip/fall hazards (grease or oil spills)?</p> <p>Are restrooms and break-areas clean?</p> <p>FIRE PREVENTION</p> <p>Are flammable and combustibles stored in proper storage containers?</p> <p>Are fire extinguishers inspected monthly?</p> <p>Are there fire extinguishers within 50 ft of fuel pumps?</p> <p>Are "No Smoking" signs posted at fuel stations?</p> <p>Are the pumps and tanks in good condition with no indication of leaks?</p> <p>Are metal receptacles with self closing lids provided for oil soaked rags?</p> <p>Are fire exits blocked?</p> <p>Is fuel island clean and serviceable?</p> <p>Does fuel island have spill absorbent material available?</p> <p>SAFETY SYSTEMS OR EQUIPMENT</p> <p>Are safety eye wash station inspected weekly and are not blocked?</p> <p>Are First Aid Kits and BBP Clean-up Kits available?</p> <p>Are the First Aid Kits and BBP Clean-up Kits properly stocked with up-to-date supplies?</p> <p>Asbestos related products in use?</p> <p>Are forklifts and other powered industrial vehicle inspected prior to use?</p> <p>Do employees know emergency evacuation procedures?</p> <p>Are tire service safe work practices in effect?</p> | | |

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| | YES | NO |
|--|-----|----|
| <p>PPE Are workers using PPE in their work (eye, ear, face, hands, feet) when hazards exists?</p> <p>TOOL SAFETY Are electrical tools double insulated?</p> <p>Are abrasive wheels properly guarded and tool rests set properly and secured?</p> <p>Do hand held grinders have their guards?</p> <p>Is compressed air safety nozzle restricted to 30 psi?</p> <p>ELECTRICAL SAFETY Are GFCI installed at location where water is within 6 ft. of the 110-volt outlet?</p> <p>Do cords have 3 prong conductors and are not frayed?</p> <p>Is lighting adequate?</p> <p>Are extension cords used as permanent wiring?</p> <p>Are J-Boxes, outlets, switched provided with the proper box cover?</p> <p>Do panel boxes have the proper clearance?</p> <p>COMPRESSED GAS SAFETY Are cylinders in an upright condition and secured in place so they will not fall?</p> <p>Are welding valves and hoses in good condition?</p> <p>Are stored compressed flammable gas and oxygen cylinders separated by at least 20 feet?</p> <p>COMPRESSORS Are compressors clean of oil, grease, dirt?</p> <p>Are filters and relief valves checked frequently?</p> <p>Is there an electrical disconnect close by to disconnect prior to servicing?</p> | | |

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| | YES | NO |
|---|------------|-----------|
| HAZCOM | | |
| Are MSDSs available? | | |
| Are list of chemicals available? | | |
| Are primary and secondary containers labeled? | | |