

Automotive Workshop Inspection Checklist

Item	Yes	No	Comments
Policies & Procedures			
Safety policy displayed			
Safety committee in place			
Issue resolution procedures in place			
New employees and contractor orientation in place			
First aid kits and eye wash equipment available			
Injury logs maintained			
Emergency contact numbers displayed			
Standard operating procedures for workshop activities			
Unauthorized persons prohibited from entering shop			
'If you are injured' explanation poster displayed			
Lockout/tagout used in maintenance/repair			
Written Program in place?			
Manual Handling			
Manual handling risks such as heavy and awkward items identified, assessed and controls implemented			
Awkward and sustained postures identified, assessed and controls implemented			
Mechanical aids used to lift heavy or awkward items			
Tool boxes mobile for ease of moving around workshop area.			
Fire Protection			
Fire extinguishers provided, maintained and accessible			
Fire fighting instructions provided to personnel			
Adequate fire extinguishers (every 75 feet), identified, checked and 36" clearance maintained.			
Sprinkler heads with 18" of clearance, flow not obstructed.			
Phone number of fire department posted			
Outside hydrants clear, accessible			
Combustibles stored away from electrical outlets/junctions			
NO SMOKING signs posted and enforced where needed			
FLAMMABLE GASES AND LIQUIDS			

Compressed gas cylinders stored and secured appropriately			
Oily rags stored in metal safety can with tight fitting lid while waiting laundering or disposal.			
Flammable liquids stored in flammable cabinet when not in use. (10 gallons or more)			
Flammable Storage locker doors shut and secured.			
All fuels, lubricants other flammable liquids in proper container types.			
Flammable liquid drums grounded and bonded to containers when dispensing			
Heat and spark generating activities performed 20 feet or more away			
Workshop Areas			
All exits clear and accessible			
Toilets provided and clean			
Kitchen/break area provided and clean			
Adequate lighting provided			
Hearing protection and audiometric testing provided and records maintained			
Electrical equipment maintained per manufacturer's recommendations and records kept			
All hoists and trolley jacks serviced and maintained according to manufacturer's recommendations and records kept			
Compressors inspected and serviced regularly			
Power tools inspected and serviced regularly			
Parts stored in appropriate areas with racking, shelves, etc.			
No goods stored on top of internal offices/buildings unless designed for load bearing purposes			
Eye protection provided and required where needed			
Guards fitted to equipment where required (i.e. bench grinders, compressor pulleys, etc.)			
All asbestos containing materials handled appropriately			
No electrical equipment used in 'wet' areas of workshop			
Tire inflation cages available and used			
All lifting equipment inspected regularly (i.e. chains, slings, etc.)			
Chemicals			
All dangerous goods/hazardous substances stored and labeled appropriately			
Material Safety Data Sheets available for all chemicals			

Chemical inventory maintained			
Appropriate person protective equipment/training provided for employees when using dangerous goods/hazardous substances			
Waste oils and other products disposed of properly			
Falls from Heights			
Mezzanine levels provided with guard rails and kickboards			
Stairs have handrails and anti-slip treads			
Work platforms used to gain access to work at height			
Pit areas provided with fall protection			
Housekeeping			
Workshop floor free of slips and trips hazards			
Fluid spills cleaned up immediately			
Spill-containment equipment/materials provided			
Rubbish not stored near flammable substances			
All tools and equipment stored appropriately			
Air lines, hoses, and tools clear of floor surfaces			
Clothing laundered as appropriate.			