### Automotive Workshop Inspection Checklist

**23 Jun 2023 / Jordan Colt**

<table>
<thead>
<tr>
<th>Score</th>
<th>96.83%</th>
<th>Flagged items</th>
<th>2</th>
<th>Actions</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducted on</td>
<td></td>
<td></td>
<td></td>
<td>Prepared by</td>
<td>Jordan Colt</td>
</tr>
<tr>
<td>Location</td>
<td>Max Mechanics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Conducted on:** 23.06.2023 08:30 PST
## Flagged items & Actions

2 flagged, 2 actions

### Flagged items

#### Inspection / Policies & Procedures

**Emergency contact numbers displayed**

- **To Do**
  - **Assignee:** SafetyCulture Staff
  - **Priority:** Low
  - **Due:** 30.06.2023 08:59 PST
  - **Created by:** SafetyCulture Staff

Ensure that emergency contact numbers are displayed in each room first thing tomorrow morning.

#### Inspection / Policies & Procedures

**Standard operating procedures for workshop activities**

- **To Do**
  - **Assignee:** SafetyCulture Staff
  - **Priority:** Low
  - **Due:** 30.06.2023 08:59 PST
  - **Created by:** SafetyCulture Staff

No SOPs posted in garage 3 and 7. Please print and post first thing tomorrow morning.

### Other actions

0 actions
**Inspection** | 2 flagged, 2 actions, 96.83%

### Policies & Procedures | 2 flagged, 2 actions, 81.82%

- **Safety policy displayed** | Yes
- **Safety committee in place** | Yes
- **Issue resolution procedures in place** | Yes
- **New employees and contractor orientation in place** | Yes
- **First aid kits and eye wash equipment available** | Yes

**Injury logs maintained** | Yes

**Emergency contact numbers displayed** | No

**To Do**

<table>
<thead>
<tr>
<th>Assignee</th>
<th>SafetyCulture Staff</th>
<th>Priority</th>
<th>Low</th>
<th>Due 30.06.2023 08:59 PST</th>
<th>Created by SafetyCulture Staff</th>
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Ensure that emergency contact numbers are displayed in each room first thing tomorrow morning.

**Standard operating procedures for workshop activities** | No

**To Do**

<table>
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No SOPs posted in garage 3 and 7. Please print and post first thing tomorrow morning.

- **Unauthorized persons prohibited from entering shop** | Yes
- **‘If you are injured’ explanation poster displayed** | Yes
- **Lockout/tagout used in maintenance/repair Written Program in place?** | Yes

### Manual Handling

**Manual handling risks such as heavy and awkward items identified, assessed and controls implemented** | Yes

Manual handling training is also included in orientation. Refreshers are conducted once every
Awkward and sustained postures identified, assessed and controls implemented | Yes
---
Included in orientation and refreshers once per quarter.

Mechanical aids used to lift heavy or awkward items | Yes

Tool boxes mobile for ease of moving around workshop area | Yes

**Fire Protection**

Fire extinguishers provided, maintained and accessible | Yes

Fire fighting instructions provided to personnel | Yes

Included in orientation and quarterly refreshers.

Adequate fire extinguishers (every 75 feet), identified, checked and 36” clearance maintained. | Yes

Sprinkler heads with 18” of clearance, flow not obstructed. | Yes

Phone number of fire department posted | Yes

Outside hydrants clear, accessible | Yes

Combustibles stored away from electrical outlets/junctions | Yes

NO SMOKING signs posted and enforced where needed | Yes

**Flammable Gases and Liquids**

Compressed gas cylinders stored and secured appropriately | Yes

Fire protection observed. Gas cylinders are sectioned off with designated storage area.

Oily rags stored in metal safety can with tight fitting lid while waiting laundering or disposal. | Yes

Flammable liquids stored in flammable cabinet when not in use. (10 gallons or more) | Yes
### Flammable Storage
- Locker doors shut and secured. **Yes**
- All fuels, lubricants other flammable liquids in proper container types. **Yes**
- Containers are also properly labeled to meet OSHA hazard communication standards.

![Photo 4](image)

### Flammable Liquid Dispensing
- Drums grounded and bonded to containers when dispensing **Yes**
- Heat and spark generating activities performed 20 feet or more away **Yes**

### Workshop Areas

<table>
<thead>
<tr>
<th>Area</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All exits clear and accessible</td>
<td>Yes</td>
</tr>
<tr>
<td>Toilets provided and clean</td>
<td>Yes</td>
</tr>
<tr>
<td>Kitchen/break area provided and clean</td>
<td>Yes</td>
</tr>
<tr>
<td>Adequate lighting provided</td>
<td>Yes</td>
</tr>
<tr>
<td>Hearing protection and audiometric testing provided and records maintained</td>
<td>Yes</td>
</tr>
<tr>
<td>Electrical equipment maintained per manufacturer's recommendations and records kept</td>
<td>Yes</td>
</tr>
<tr>
<td>All hoists and trolley jacks serviced and maintained according to manufacturer's recommendations and records kept</td>
<td>Yes</td>
</tr>
<tr>
<td>Compressors inspected and serviced regularly</td>
<td>Yes</td>
</tr>
<tr>
<td>Power tools inspected and serviced regularly</td>
<td>Yes</td>
</tr>
<tr>
<td>Parts stored in appropriate areas with racking, shelves, etc.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

![Photo 5](image)  ![Photo 6](image)
<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>No goods stored on top of internal offices/buildings unless designed for load bearing purposes</td>
<td>Yes</td>
</tr>
<tr>
<td>Eye protection provided and required where needed</td>
<td>Yes</td>
</tr>
<tr>
<td>Guards fitted to equipment where required (i.e. bench grinders, compressor pulleys, etc.)</td>
<td>Yes</td>
</tr>
<tr>
<td>All asbestos containing materials handled appropriately</td>
<td>Yes</td>
</tr>
<tr>
<td>No electrical equipment used in ‘wet’ areas of workshop</td>
<td>Yes</td>
</tr>
<tr>
<td>Tire inflation cages available and used</td>
<td>Yes</td>
</tr>
<tr>
<td>All lifting equipment inspected regularly (i.e. chains, slings, etc.)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Chemicals**

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All dangerous goods/hazardous substances stored and labeled appropriately</td>
<td>Yes</td>
</tr>
<tr>
<td>Material Safety Data Sheets available for all chemicals</td>
<td>Yes</td>
</tr>
<tr>
<td>Chemical inventory maintained</td>
<td>Yes</td>
</tr>
<tr>
<td>Appropriate person protective equipment/training provided for employees when using dangerous goods/hazardous substances</td>
<td>Yes</td>
</tr>
<tr>
<td>Waste oils and other products disposed of properly</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Falls from Heights**

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mezzanine levels provided with guard rails and kickboards</td>
<td>Yes</td>
</tr>
<tr>
<td>Stairs have handrails and anti-slip treads</td>
<td>Yes</td>
</tr>
<tr>
<td>Work platforms used to gain access to work at height</td>
<td>Yes</td>
</tr>
<tr>
<td>Pit areas provided with fall protection</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Housekeeping**

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop floor free of slips and trips hazards</td>
<td>Yes</td>
</tr>
<tr>
<td>Fluid spills cleaned up immediately</td>
<td>Yes</td>
</tr>
<tr>
<td>Spill-containment equipment/materials provided</td>
<td>Yes</td>
</tr>
<tr>
<td>Task</td>
<td>Status</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Rubbish not stored near flammable substances</td>
<td>Yes</td>
</tr>
<tr>
<td>All tools and equipment stored appropriately</td>
<td>Yes</td>
</tr>
<tr>
<td>Air lines, hoses, and tools clear of floor surfaces</td>
<td>Yes</td>
</tr>
<tr>
<td>Clothing laundered as appropriate</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Sign Off**

**Name and Signature**

Jordan Colt  
23.06.2023 09:06 PST
Media summary

Photo 1

Photo 2

Photo 3

Photo 4

Photo 5

Photo 6