

SHOP SAFETY CHECKLIST

This checklist is provide by State Wire and Terminal, Inc. as a way for repair facilities to prevent accidents and ensure safety. The checklist is based upon protocols established by the Transportation Practice Specialty division of the American Society of Safety Engineers.

Date of the inspection: _____

Location: _____

Name(s) of those participating in this inspection: _____

For each checklist item below, indicate the status as:
A = Acceptable/Yes; U Unacceptable/No; N/A = Not Applicable

PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses and/or goggles available + used? _____
- Protective eyewear use specified in writing? _____
- Noise protection provided for loud work? _____
- Hand protection used/worn as required? _____
- Foot protection worn as required? _____
- Welding helmet, gloves, apron, curtain available? _____
- Respirator or proper ventilation available? _____
- Supplies on hand for incidental chemical spills? _____

EMERGENCY/OSHA RELATED ITEMS

- Emergency phone #'s & evacuation map posted? _____
- Emergency eyewash/shower units accessible? _____
- First aid kit + BBP kit available at work site? _____
- First aid trained competent person available? _____
- Fire extinguishers readily available (not blocked)? _____
- Fire extinguishers inspected monthly/yearly? _____
- DOSH poster mounted in prominent location? _____
- Safety bulletin board up to date? _____

ELECTRICAL SAFETY ISSUES

- GFCI's used for all portable electrical hand tools? _____
- Extension cords rated for hard or extra hard usage? _____
- 3 wire marked = S, ST, SO, STO, SJ, SJO, SJT + SJTO _____
- Equipment used per manufacturer instructions? _____
- Electrical panels labeled appropriately? _____
- Electrical panel knockouts in place? _____

ELECTRICAL SAFETY ISSUES

- Electrical panel access requirements maintained? _____
- Light bulbs for illumination protected from breakage? _____
- Grounding and or bonding integrity maintained for chemical dispensing? _____
- Strain relief in tact for all flexible cords & plug fittings? _____
- Pressure washer grounded per NEC requirements? _____
- Double insulated or grounded electric power tools used? _____

GENERAL SAFETY & HEALTH ISSUES

- General housekeeping is neat and orderly? _____
- Lockout/Tagout used for appropriate tasks? _____
- Do all areas have adequate illumination? _____
- New employees trained on safety procedures? _____
- Job safety analysis or safe work procedures in writing? _____
- At a minimum, monthly safety inspections done? _____
- Near-miss/close call reporting system is in place? _____

HAZARD COMMUNICATION

- MSDS openly available to all employees? _____
- MSDS inventory contains all items in the garage/shop? _____
- All hazardous containers labeled appropriately? _____
- Flammable liquids are in FM/UL metal safety cans? _____
- Flammable liquids storage containers labeled properly? _____
- Oily rags placed in covered metal containers? _____
- Hazardous liquids stored below eye level? _____

HOT WORK / WELDING SAFETY

- Compressed gas cylinders secured upright w/caps? _____
- Hot work permits used for grinding, cutting, welding? _____
- Oxygen/acetylene torches have flash back arrestors? _____
- Grinders (portable/stationary) have guards in place? _____
- Stationary grinding wheel tool rest is 1/8 inch or less? _____
- Stationary grinding wheel tongue guard 1/4 inch or less? _____
- Grinders inspected, ring tested + free of defects? _____

FALL PROTECTION

- Wall openings + floor holes are covered or guarded? _____
- 100% fall protection in place above 6 feet in height? _____
- Employees trained on operating aerial work platforms? _____
- Ladders are safe and inspected as appropriate? _____
- Extension + straight ladders extend 3' beyond landing? _____
- Stepladder or commercial stepstool used for high access? _____
- Guard rails exist for platforms and scaffolding? _____

TOOL SAFETY

- Portable jacks inspected according to mfg. requirements? _____
- Safety jacks used while working under vehicles? _____
- Ladders are safe and inspected as appropriate? _____
- Extension + straight ladders extend 3' beyond landing? _____
- Stepladder or commercial stepstool used for high access? _____
- Step ladders used only in open position? _____
- Portable power tools provided with guarding? _____

TOOL SAFETY

- Portable circular saws equipped with protective guards? _____
- Unsafe hand tools prohibited? _____
- Impact tools, hammers kept free of splinters/mushrooms? _____
- Hoists inspected monthly and documented? _____
- Hoists inspected annually by outside service? _____
- Impact air tools have safety clips or retainers on them? _____
- Compressed air used for cleaning limited to 30 psi? _____