GARAGE/SHOP SAFETY CHECKLIST

Date inspection conducted: _____ Location: _____

Name(s) of those participating in this inspection:

INDICATE EITHER: A = Acceptable/Yes; U = Unacceptable/No; N/A = Not Applicable

PERSONAL PROTECTIVE EQUIPMENT	EMERGENCY/OSHA RELATED ITEMS	
Safety glasses and/or goggles available + used? Protective eyewear use specified in writing? Noise protection provided for loud work?	Emergency phone #'s and evacuation map posted? Emergency eyewash and/or shower units accessible? First aid kit + BBP kit available at work site? Emergency eyewash and/or shower units accessible?	
Hand protection used/worn as required? Foot protection worn as required? Welding helmet, gloves, apron, and curtain available?	First aid trained competent person available? Fire extinguishers readily available (not blocked)? Fire extinguishers inspected monthly/yearly as needed?	
Respirator or proper ventilation available? Supplies on hand for incidental chemical spills?	DOSH poster mounted in prominent location? Safety bulletin board contains up to date information?	

ELECTRICAL SAFTEY ISSUES	ELECTRICAL SAFETY ISSUES		
GFCI's used for all portable electrical hand tools?	Light bulbs for illumination protected from breakage?		
Extension cords rated for hard or extra hard usage? 3 wire marked = S, ST, SO, STO, SJ, SJO, SJT + SJTO	Grounding and or bonding integrity maintained for chemical dispensing?		
Certified or listed equipment used per manufacturer?	Electrical cords inspected & have all prongs in tact?		
Electrical panels labeled appropriately?	Strain relief in tact for all flexible cords & plug fittings?		
Electrical panel knockouts in place?	Pressure washer grounded per NEC requirements?		
Electrical panel access requirements maintained?	Double insulated or grounded electric power tools used?		

GENERAL SHOP SAFETY & HEALTH ISSUES	HAZARD COMMUNICATION	
General housekeeping is neat and orderly?	MSDS openly available to all employees?	
Lockout/Tagout used for appropriate tasks?	MSDS inventory contains all items in the garage/shop?	
Do all areas have adequate illumination?	All hazardous containers labeled appropriately?	
New employees trained on safety procedures?	Flammable liquids are in FM/UL metal safety cans?	
Job safety analysis or safe work procedures in writing?	Flammable liquids storage containers labeled properly?	
At a minimum, monthly safety inspections done?	Oily rags placed in covered metal containers?	
Near-miss/close call reporting system is in place?	Hazardous liquids stored below eye level?	

Copy the completed inspection sheet to: _____

If marked "U" for unacceptable or no; list the appropriate corrective action on the reverse side

HOT WORK / WELDING SAFETY		FALL PROTECTION		
Compressed gas cylinders stored secured upright w/caps?		Wall openings + floor holes are covered or guarded?		
Hot work permits used for grinding, cutting, welding?		100% fall protection in place above 6 feet in height?		
Oxygen/acetylene torch units have flash back arrestors?		Employees trained on operating aerial work platforms?		
Grinders (portable + stationary) have guards in place?		Ladders are safe and inspected as appropriate?		
Stationary grinding wheel tool rest is 1/8 inch or less?		Extension + straight ladders extend 3' beyond landing?		
Stationary grinding wheel tongue guard is ¹ / ₄ inch or less?		Stepladder or commercial stepstool used for high access?		
Grinders inspected, ring tested + free of defects?		Guard rails exist for platforms and scaffolding?		

TOOL SAFETY		TOOL SAFETY		
Portable jacks inspected according to mfg. requirements?		Portable circular saws equipped with protective guards?		
Safety jacks used while working under vehicles?		Unsafe hand tools prohibited?		
Ladders are safe and inspected as appropriate?		Impact tools, hammers kept free of splinters/mushrooms?		
Extension + straight ladders extend 3' beyond landing?		Hoists inspected monthly and documented?		
Stepladder or commercial stepstool used for high access?		Hoists inspected annually by outside service?		
Step ladders used only in open position?		Impact air tools have safety clips or retainers on them?		
Portable power tools provided with guarding?		Compressed air used for cleaning limited to 30 psi?		

CORRECTIVE ACTION PLAN

LIST ITEM, THE PERSON RESPONSIBLE AND EXPECTED COMPLETION DATE!				
PERSON (S) RESPONSIBLE	TO BE DONE BY	STATUS		
	PERSON (S)	PERSON (S) TO BE		

Status column should be marked = either listed as "open", "in process, or "closed"

Signature of lead inspector:

Checklist courtesy of HP Hood LLC, through American Society of Safety Engineers, Transportation Practice Specialty, <u>www.asse.org/practicespecialties/transportation/</u>