
Shop Safety Checklist for Vehicle Maintenance Facilities

By David Crowley, CSP, CET, CHMM and Leon Tuttle, CIHM

If you are a SH&E professional and have responsibilities over a motor vehicle safety program that includes fleet maintenance, then take heed!

In addition to the usual issues that range from defensive driver training to the numerous Department of Transportation (DOT) requirements that impact companies that have trucks and CDL drivers—locations that have fleet maintenance garages should get their usual dose of safety on a regular basis. Certainly, much like in a manufacturing plant setting, sites that have maintenance shops or a repair garage should undergo some sort of safety inspection on a weekly or a monthly basis.

Of course, the question needs to be asked, “what sort of things should one look for on a safety inspection at a vehi-

cle maintenance facility?” Getting the mechanics involved in creating the checklist was our answer to adding the right safety items. What better way is there to get the employees to use this type of form religiously? Get them to take ownership of it by getting them involved! Our mechanics gave us tremendous insights on what types of safety issues could arise in a garage and what should be done to prevent hazards and to correct them.

We wanted to put together a user friendly safety inspection checklist (see pg xx) for use at our locations that have fleet maintenance responsibilities. It is our belief that a company is set up for success when ALL EMPLOYEES are conditioned to keep a watchful eye on safety. Knowing that the safety inspections would be done by both the maintenance supervisor

and the hourly mechanics, we wanted to layout our checklist in an easy to understand format. Recognizing this, we laid out the checklist in a grouped fashion—matching like items together.

We ended up with sections dedicated to General Shop Safety; Personal Protection; Emergency Equipment; Hazard Communication; Electrical Safety; Hot Work/Welding; Fall Protection; and Tool Safety. Also, by laying it out in this manner, it allowed us to address a majority of subjects covered in the OSHA’s outreach course for general industry as well as a few customized items according to our company safety program. The checklist follows a simple scoring method where “A” represents “acceptable” and a “U” means “unacceptable.”

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

ELECTRICAL SAFETY ISSUES	ELECTRICAL SAFETY ISSUES
GFCI's used for all portable electrical hand tools?	Strain relief integrity for cords and plugs in tact?
Extension cords rated for hard or extra hard usage? (2 wire ribbon cord is unacceptable for industrial usage)	For extension cords; hard usage cord includes three wire cord marked = S, ST, SO, STO, SJ, SJO, SJT + SJTO
Certified or listed equipment is used per manufacturer?	Electrical cords inspected & have all prongs in tact?
Electrical panels are labeled appropriately?	Strain relief in tact for all flexible cords & plug fittings?
Electrical panel knockouts are in place?	Is pressure washer is grounded per NEC requirements?
Light bulbs for illumination protected from breakage?	Electric power tools are double insulated or grounded?

GENERAL SHOP SAFETY & HEALTH ISSUES	HAZARD COMMUNICATION
General housekeeping is neat and orderly?	MSDS openly available to all employees?
Lockout/Tagout is being used for appropriate tasks?	MSDS inventory contains all items in the garage/shop?
Do all areas have adequate illumination?	All hazardous containers labeled appropriately?
Are new employees trained on safety procedures?	Flammable liquids are in OSHA/FM metal safety cans?
Job safety analysis or safe work procedures in writing?	Flammable liquids storage containers labeled properly?
At a minimum, monthly safety inspections are done?	Are covered metal containers used for oily rags?
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

Of course, it goes without saying, training on this checklist and its meaning is vital. Individuals that use this checklist have been trained in each area to recognize when circumstances are viewed as acceptable or unacceptable. The checklist has been presented to the maintenance shops within our company. Some are company operated garages and others are viewed as a "captive shop" where we have

mechanics from our lease agent providing maintenance and repairs on our trucks. Either way, the checklist can be used to monitor safety compliance at locations where our trucks are maintained. By placing the checklist in this newsletter, it is offered as a sharing tool to other ASSE members that are interested in using it to help strengthen safety matters in the maintenance shop at your location. ■

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