



Automotive Workshop Inspection Checklist

23 Jun 2023 / Jordan Colt

Complete

Score	61 / 63 (96.83%)	Flagged items	2	Actions	2
Conducted on	23 Jun 2023 08:30 PST				
Prepared by	Jordan Colt				
Location	Max Mechanics				

Flagged items & Actions

2 flagged, 2 actions

Flagged items

2 flagged, 2 actions

Inspection / Policies & Procedures

Emergency contact numbers displayed

No

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 30 Jun 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

No

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 30 Jun 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, 61 / 63 (96.83%)
Policies & Procedures	2 flagged, 2 actions, 9 / 11 (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
 	
Photo 1	Photo 2
Injury logs maintained	Yes
Emergency contact numbers displayed	No
To do Assignee: SafetyCulture Staff Priority: Low Due: 30 Jun 2023 08:59 PST Created by: SafetyCulture Staff	
Ensure that emergency contact numbers are displayed in each room first thing tomorrow morning.	
Standard operating procedures for workshop activities	No
To do Assignee: SafetyCulture Staff Priority: Low Due: 30 Jun 2023 08:59 PST Created by: SafetyCulture Staff	
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	4 / 4 (100%)
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 quarter.	

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	8 / 8 (100%)
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	7 / 7 (100%)
Compressed gas cylinders stored and secured appropriately	Yes
Fire protection observed. Gas cylinders are sectioned off with designated storage area.	
	
Photo 3	
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

Flammable liquid drums grounded and bonded to containers when dispensing	Yes
Heat and spark generating activities performed 20 feet or more away	Yes
Workshop Areas	17 / 17 (100%)
All exits clear and accessible	Yes
Toilets provided and clean	Yes
Kitchen/break area provided and clean	Yes
Adequate lighting provided	Yes
Hearing protection and audiometric testing provided and records maintained	Yes
Electrical equipment maintained per manufacturer's recommendations and records kept	Yes
All hoists and trolley jacks serviced and maintained according to manufacturer's recommendations and records kept	Yes
Compressors inspected and serviced regularly	Yes
Power tools inspected and serviced regularly	Yes
Parts stored in appropriate areas with racking, shelves, etc.	Yes
No goods stored on top of internal offices/buildings unless designed for load bearing purposes	Yes
Eye protection provided and required where needed	Yes
Guards fitted to equipment where required (i.e. bench grinders, compressor pulleys, etc.)	Yes

All asbestos containing materials handled appropriately	Yes
No electrical equipment used in 'wet' areas of workshop	Yes
Tire inflation cages available and used	Yes
All lifting equipment inspected regularly (i.e. chains, slings, etc.)	Yes
Chemicals	5 / 5 (100%)
All dangerous goods/hazardous substances stored and labeled appropriately	Yes
Material Safety Data Sheets available for all chemicals	Yes
Chemical inventory maintained	Yes
Appropriate person protective equipment/training provided for employees when using dangerous goods/hazardous substances	Yes
Waste oils and other products disposed of properly	Yes
Falls from Heights	4 / 4 (100%)
Mezzanine levels provided with guard rails and kickboards	Yes
Stairs have handrails and anti-slip treads	Yes
Work platforms used to gain access to work at height	Yes
Pit areas provided with fall protection	Yes
Housekeeping	7 / 7 (100%)
Workshop floor free of slips and trips hazards	Yes
Fluid spills cleaned up immediately	Yes
Spill-containment equipment/materials provided	Yes
Rubbish not stored near flammable substances	Yes
All tools and equipment stored appropriately	Yes
Air lines, hoses, and tools clear of floor surfaces	Yes
Clothing laundered as appropriate	Yes

Sign Off

Name and Signature

A stylized, handwritten signature in black ink, appearing to be 'Jordan Colt'.

Jordan Colt
23 Jun 2023 09:06 PST

Media summary



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6