

Fleet Service Garage Safety Inspection Checklist

Building Area: _____ Date: _____

Inspector(s): _____ Supervisor: _____

*Instructions: This form should be completed **quarterly** and submitted to the Safety Unit to ensure the safe and proper maintenance of City facilities. This checklist is by no means all-inclusive. You should add to the items listed or delete items based upon their applicability in your work environment. Carefully consider each item.*

Description of Inspection	Satisfactory	Notes
GENERAL SAFETY / HOUSEKEEPING		
Is the facility clean and properly lit?	Yes No	
Are the aisles, emergency exits and work areas free of stored materials?	Yes No	
Are floors and work surfaces made of noncombustible materials, slip resistant and free of oil and grease?	Yes No	
Is the general lighting adequate for the work being done?	Yes No	
Is there adequate storage in the facility?	Yes No	
Are the tops of cabinets free of stacked materials?	Yes No	
Are cabinets and shelves anchored to prevent tripping?	Yes No	
Are heavy items stored on the lowest possible shelf/drawer?	Yes No	
Are batteries stored in proper racks or shelves?	Yes No	
Are tires stored in proper racks or shelves?	Yes No	
Is heavy equipment and unstable tools bolted to the floor?	Yes No	
HAZARDOUS MATERIALS		
Are Material Safety Data Sheets (MSDS) available for products such as oils, solvents, cleaners and other products?	Yes No	
Have employees been trained on how to read them?	Yes No	
Where are they kept? Indicate location		
Is personal protective equipment available to employees (i.e., eye/hand protection)?	Yes No	
Are hazardous flammables stored in metal cabinets or containers?	Yes No	
Are oily shop rags placed in sealed, labeled metal disposal containers?	Yes No	
Are solvent parts cleaners enclosed and labeled with material name and hazard?	Yes No	
Are eyewashes and safety showers providing 15 minutes of continuous flush available in areas where acids and bases are used?	Yes No	
FIRE PROTECTION		
Does the work area contain sprinkler heads?	Yes No	
Is a large (40BC) fire extinguisher available with smaller (10BC) extinguishers available in the work areas?	Yes No	
Have employees been trained in their use?	Yes No	
Are compressed gas cylinders chained to portable cylinder carts or to the wall in an upright position?	Yes No	
Are regular fire/emergency evacuation drills held?	Yes No	
Are the emergency evacuation routes posted?	Yes No	
Are exit signs lit?	Yes No	
ELECTRICAL SAFETY		
Is the electrical system properly maintained, labeled and enclosed in metal tubing?	Yes No	
Are all electrical cords and extensions in good condition with grounding prongs?	Yes No	
Are all light bulbs either Teflon-coated or sealed fluorescent units?	Yes No	
Does all equipment with moving parts have guards?	Yes No	
OTHER CONCERNS: (List below, if you need more space, list in a separate sheet of paper and attach it to this list).		