

13.2.14 Garage/Transportation Office:

Item to Be Inspected (see attached for guiding details)	Safe Y N or NA	Hazard Observed	Haz Class*	Corrective Action Needed	Assigned To	Date Due	Date Done
General Conditions – Outside							
- Roads/Parking/Yard							
- Walkways/Steps							
- Fueling Station							
- Fuel Tanks							
- Lighting							
- Fencing							
- Building Exterior							
- Exit Doors							
- Other							
General Conditions – Inside (Circle areas inspected: Paint Booth, General Shop, Compressor & Electrical Rooms, Parts Room, Driver Room, Upstairs Office, Lunch Room & Storage Area)							
- Aisles, Passageways, Stairs							
- Chemicals/Oils/Fuels							
- Compressed Gases							
- Electrical Systems							
- Haz Materials Cabinet							
- Floors							
- File Cabinets/Desks							
- Lighting							
- Stacking/Storage							

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 B – Likely to cause serious temporary injury, and/or disruptive damage – requires attention within a short timeframe
 C – Likely to cause minor non-disabling injury and/or non-disruptive damage – requires attention as soon as possible

- Working Surfaces							
- Waste Disposal							
- Exhaust Ventilation System							
- Washrooms							
- Other							
Tools/Machines							
- Battery Charger							
- Grinders							
- Drill Press							
- Chop Saw							
- Hydraulic Shop Press							
- Hand/Portable Tools							
- Portable Ladders							
- Air Compressors							
- Mig Welder							
- Cutting Torch Cart							
- Other							
Equipment							
- Forklift							
- Dollies							
- Garage Doors							
- Jacks							
- Axel Stands							
- Lifting Equipment/Hoists							
- Mig Welder Cart							
- Solvent Parts Washer							
- Oil Dispensing Reel							
- Air Hoses							

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- Other							
Emergency Equipment/Systems							
- Emergency Plans							
- Emergency Exits							
- Fire Extinguishers							
- Eyewash stations/Shower							
- First Aid Supplies							
- Spill Response							
- Valves/Mechanical Controls							
- Warning Systems							

Inspector Signatures

Date

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GUIDING DETAILS:

General Conditions – Outside:

Roads/Parking Area/Yard

- Surfaces in good repair
- Standard signs/marks displayed
- Yard Speed limit posted
- Clean/Orderly
- Hazardous materials stored appropriately
- No evidence of spilled material
- Adequately lit
- Snow/ice removal adequate
- Cylinder stored properly
- Storage containers in good condition
- Property Services storage area tidy and clear of hazards

Walkways/Steps

- Adequately lit
- In good condition/clear of obstruction
- Handrails in good repair

Fueling Station

- Fuel pumps operational, in good condition
- Adequate spill materials available
- Clear signage: no smoking, ignition off, no cell phone, fuel type (ie diesel)
- Fire extinguisher available: check charge, inspection
- Bollards in good condition

Fuel Tanks

- Tanks in good condition/not corroded/dented
- Inspected
- Equipment in place to prevent leaks

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- Not obstructed, nothing stored nearby
- Secured against unauthorized access
- Fuel tank and vent pipe intact and clear

Lighting

- Adequate lighting for walkways
- Building & parking lot lights operating

Fencing

- Fencing and gate in good condition
- Signage in good condition
- Tree growth around property

Building Exterior

- Any visible damage or graffiti
- Signage in good condition
- Gutters in good condition
- Roof access locked

Exit Doors

- Accessible and free of obstructions
- In good condition and locking mechanisms working

General Conditions – Inside:

Aisles, Passageways, Stairs

- Adequately lit
- Sufficient width for normal movement
- Free of slip, trip & fall hazards
- Handrails in good repair

Chemicals/Oils/Fuels/Compressed Gases

- Stored in appropriate containers and labeled
- Grounded, bonding ensured when dispensing
- Adequate spill containment
- No risk of entering drains

- Containers not corroded, dented, etc
- Tank/drums adequately supported
- Compressed gas tanks secured against movement
- Proper storage (fire resistant, vented, away from source of ignition)
- Approved portable safety containers are used
- Incompatible materials separated
- Not stored near/in path of exit/egress
- MSDS available and current (to within 3 years)

Electrical Systems

- High voltage & control panels closed & secured
- Control panels identified & unobstructed
- Electrical equipment protected from liquids
- Wiring, insulation and fixtures in good condition
- Electrical outlets, plates, switches secure and undamaged
- Lockout/tagout procedure in place
- Electrical/Compressor room clear of storage

Hazardous Materials Cabinet

- No leaks/emissions and in good condition
- Not obstructed or obstructing doors or passages
- Appropriate materials in storage

Floors

- Clean and in good condition
- Free of slip, trip and fall hazards
- Floor plates and manhole covers in place and not damaged

File Cabinets/Desks

- Lower cabinet drawers filled first for stability
- Cabinets are secured against tipping
- Cabinet/desk drawers closed when not in use
- Storage cabinet doors closed when not in use

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Lighting

- Adequate for detail of work performed
- All lighting in working order
- Glare avoided for computer screens
- Emergency lighting operational

Stacking/Storage (including Mezzanine area)

- Minimum 18" clearance to sprinklers
- Stacked items stable/secure against collapsing
- Not blocking exits, extinguishers, electrical panels, etc
- No signs of stress on racks/platforms
- Hazardous materials stored properly
- Heavier items stored at/below waist level
- Access to above shoulder items facilitated with stool or ladder
- Items stored properly in designated areas

Working Surfaces

- Clean and orderly
- Free of protrusions, nails, splinters

Garbage Disposal/Recycling

- Proper refuse/recycling containers available
- Garbage removal adequate
- Recycling requirements posted

Exhaust Ventilation System

- Operational and safe
- Hose intact, undamaged and ducts not leaking
- Carbon monoxide detection system in use and functioning

Washrooms

- Floors clean and sanitary
- Toilet paper/hand towels/soap available
- Toilets, sinks clean and in good condition

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Tools/Machines:

Battery Charger

- Located in isolated, well-ventilated area
- Grounding in place, wiring and connections in good condition
- No trip hazards from cords
- Authorized use signage in place
- PPE available/requirement posted
- Emergency eyewash/shower nearby

Grinders:

- Tool rest max 1/8" from wheel
- Guards in place
- Secured to working surface
- Wheels not chipped or cracked
- Cord/plug in good condition
- PPE available and requirements posted

Drill Press

- Guards in place
- Cord securely fastened, in good condition & not causing trip hazard
- Lock out device in place
- Emergency stop switch operable and easily located

Chop Saw

- Guard in place
- Cord securely fastened, in good condition & not causing trip hazard
- Exhaust

Hydraulic Shop Press

- Operational and in good working condition
- Free of leaks, hoses not frayed
- Inspected within the last year
- (Support arms structurally safe, lift cables secure, operational & undamaged)???

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Hand/Portable Tools

- In good general condition/clean
- Stored properly when in use and not in use
- Guards in place and safety devices operating
- Cord/plug in good condition and grounded
- Inspection program in place

Portable Ladders

- Safety feet in good condition
- Clean and free of grease and oil
- Properly positioned when in use
- Defective ladders immediately removed and tagged
- Ladders have danger/warning labels & CSA approval label
- Check rungs and rivets for condition

Air Compressor

- CSA approved, inspected and serviced
- Guards in place

Cutting Torch Cart

- Turned off
- Hoses in good shape, not frayed and secure
- PPE available and in good condition

Equipment

Forklift

- Available and in good condition
- Pre-use checks completed and documented
- Used properly
- Stored properly when not in use
- Forklifts operated in reverse when vision obstructed by load
- Used by qualified individuals only

Dollies

- In good condition
- Properly stored when not in use

Garage & Dock Doors

- Portable dockplates available when needed
- General areas clean and orderly, doors clear of obstacles
- Doors operational
- Safety stops working
- Switches in good working order

Jacks

- Floor Jacks inspected in the last year and in safe working condition
- Air jacks inspected in the last year, arms intact and operational

Axel Stands

- Inspected in the last year and in good working order

Lifting Equipment/Hoists

- In good condition, clean, lubricated, serviced
- Legibly labeled as to capacity (both beam & hook)
- Rated capacity of hook doesn't exceed that of beam
- Pre-use inspection recorded
- Warning signs/labels applied and visible
- Chain/cable/rope in good condition
- Hooks not damaged and safety latch intact
- In-running nip points guarded
- Vehicle restraint systems operational and applied
- Any leaks from portable crane
- Portable crane arms & braces intact, bolted securely & operational
- Check welds, wheels, etc.
- Portable crane engine operational and secure, attachments secure
- Hoist controls operational, not leaking, locks working
- Hoist inspected in the last year

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Mig Welder Cart

- Safe and operational (wheels, etc)

Solvent Parts Washer

- Container has a cover
- Signage posted with operating requirements
- PPE available and in good condition
- Safety fuse in place for circulation parts washer

Oil Dispensing Reel

- Operational, check for leaking oil
- Hose in good condition

Air Hoses

- Clean and in good condition

Emergency Equipment/Systems

Emergency Plans

- Evacuation and emergency plans posted
- Evacuation floor plan and assembly areas posted

Emergency Exits

- Routes and exits clearly marked
- Exits and exit signs illuminated
- Safe exit available from all work areas
- Approaches to exits unobstructed

Fire Extinguishers

- Visible and signs clearly identifying location
- Free from obstruction, accessible
- Properly mounted
- Inspected monthly (and initialed) for:
 - Arrow in green zone of pressure gauge
 - Tie/seal on pin not broken & pin in place
 - Container not damaged

Emergency Eyewash Station/Shower

- Appropriately located, plumbed in
- Signage and instructions
- Clean, accessible/free of obstruction
- Area free of water leaks
- Solution in portable eyewash station changed regularly

First Aid Supplies

- Clean, accessible, and free of obstruction
- Signage indicating where located
- Inventory checked regularly
- First aid treatments logged

Spill Response

- Clear signage indicating location of supplies
- Supplies readily accessible
- Contents complete, clean and not damaged

Valves/Mechanical Controls

- Properly labeled/identified
- Accessible/not obstructed and in good condition

Warning Systems

- Fire/emergency alarm system operational and audible in all areas
- Forklifts have and use back-up alarms and/or warning lights
- Carbon monoxide detectors equipped with alarm

NORM: other items to be confirmed for addition to list:

- **Tire Inflating Device? Inflator Cage? Ventilations system? Paint Booth Systems? PPE – eyewear, respiratory, footwear, gloves? Water Tank? Sand blasting equipment? Oil storage?**