

AIM NATIONALEASE
SHOP SAFETY INSPECTION

Location: _____

Supervisor: _____

Inspected by: _____

Inspection for the month of: _____

Check One

NA Yes No

SAFE WORK PRACTICES

- | | | | | |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. | Employees in company uniforms, dressed properly for job. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. | Proper techniques used when lifting and moving. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. | Use of equipment guards as needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. | Use of personal protective equipment as needed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. | Air pressure for cleaning reduces to 30 PSI. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. | Work areas clean and orderly with adequate trash containers and no overflow. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. | Work areas free of spills, oils, grease, etc. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. | Correct use of tools and machines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. | Tools and machines maintained properly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. | Welding operations accomplished safely (employee properly dressed, hoses inspected, proper ventilation, cylinders secure, valves off when not in use, caps in place, acetylene cylinders chained, fire extinguisher attached and welding screen used.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. | Proper use of stands to support vehicles (not jacks). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. | Ventilating devices used when engines are running. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. | Ladders stored properly and free from defects. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. | Permanent ladders firmly attached and in good condition. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. | Stairs clear and in good repair. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. | Permanent aisle marked and clear of objects. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. | Signs show maximum floor loading. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. | Storage areas neatly kept. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 19. | Cleaning supplies readily available. |

ELECTRICAL

- | | | | | |
|--------------------------|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 20. | Permanent wiring, boxes, switches, outlets and lights secure and free of defects. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. | Breaker and fuse boxes clean and proper. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. | Machines, tools, vending and water machines grounded and working properly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. | Wiring for extension cords, portable lights and tools free of cuts, kinks, wear, used properly and plugs tight. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 24. | Lighting sufficient. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 25. | Kitchen, bath, wash bays protected with GFI's. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. | Covers over outlets in wash bays. |

FIRE CONTROL

- | | | | | |
|--------------------------|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. | Fire doors closed, free of obstructions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 28. | Exits properly marked, "No Exits" marked, illuminated as necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 29. | Fire instructions posted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 30. | No smoking areas designated and signs posted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 31. | Fire extinguishers in good condition, at proper height, visible, accessible, securely mounted, marked and tagged. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 32. | Hazardous materials located away from heat, flame, water and drains. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 33. | Flammable liquids stored properly. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 34. | Flame or spark producing operations isolated from flammable liquids and materials. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 35. | Batteries isolated from flame or spark producing operations. |

MACHINES; EQUIPMENT; TOOLS

- | | | | | |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 36. | Electrical equipment and tools protected by ground or double insulation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 37. | Moving parts within seven feet of floor enclosed (fans, pulley, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 38. | Machines guarded a point of operations (grinders, etc.). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 39. | Hoists, cranes and jacks marked for rating. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 40. | Hoists, ropes, slings and hooks in good condition. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 41. | Forklift in proper working order with fire extinguisher mounted on forklift. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 42. | Hand tools in good repair, - no burrs, loose handles, etc. |

NA Yes No

FUEL ISLAND

- () () () 43. Fuel pump in good condition.
- () () () 44. Hoses in good condition.
- () () () 45. Proper nozzle.
- () () () 46. Fuel leaks of any type.
- () () () 47. Fire extinguisher in good condition, securely mounted, marked and tagged.
- () () () 48. Is fuel island clear of grease, oil and other residue.
- () () () 49. Trash containers at fuel island.
- () () () 50. Proper signs posted – “NO SMOKING”.
- () () () 51. Permanent wiring, boxes, switches, outlets and lights, secure and free of defects.
- () () () 52. Fuel island spill kit readily available at fuel island, airtight and properly stocked.
- () () () 53. Test emergency shut off.

HAZARDOUS MATERIALS CONTROLS & RECORD KEEPING

- () () () 54. MSDS sheets and charts updated and in proper location.
- () () () 55. Used oil and used antifreeze drums properly marked.
- () () () 56. Filters being drained and disposed of properly.
- () () () 57. Proper storage of paints, solvents, etc.
- () () () 58. Bottles and containers properly marked.
- () () () 59. “Right to Know” training manual on site and available.
- () () () 60. Federal and State labor poster posted, clean and visible.

SERVICE VEHICLES

- () () () 61. In proper working condition, properly registered and inspected.
- () () () 62. Fluids are at proper levels.
- () () () 63. Vehicle is clean both inside and out.
- () () () 64. Contents of service vehicle properly secured.
- () () () 65. Spill kit in service vehicle.
- () () () 66. Hoses removed and caps secured to oxygen/acetylene tanks.
- () () () 67. Guards in place on start all and air compressor.

PPE

- () () () 68. Clean and test eye wash station.
- () () () 69. Inventory First Aid kit.
- () () () 70. Safety glasses worn by all employees.
- () () () 71. Hearing protection provided.
- () () () 72. Chemical resistant gloves worn by employees handling anti-freeze, soap and washer fluid.

Signature: _____ Date: _____

Revised 7/05

Comments:
