



# Automotive Workshop Inspection Checklist

1 Aug 2020 / Jordan Colt

Complete

Score	96.83%	Failed items	2	Actions	2
Conducted on	1st Aug, 2020 6:05 PM +08				
Prepared by	Jordan Colt				
Location	Max Mechanics				

## Failed Items & Actions

2 failed, 2 actions

### Failed items

2 failed, 2 actions

#### Inspection / Policies & Procedures

##### Emergency contact numbers displayed

No

To do | Assignee Shine Colcol | Priority Medium | Due 2nd Aug, 2020 10:00 AM +08 | 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 Juhlian Pimping | Priority Medium | Due 2nd Aug, 2020 10:00 AM +08 | 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 actions, 2 failed, 96.83%

## Policies & Procedures

2 actions, 2 failed, 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

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Ensure that emergency contact numbers are displayed in each room first thing tomorrow morning.

Standard operating procedures for workshop activities

No

To do | Assignee Juhlian Pimping | Priority Medium | Due 2nd Aug, 2020 10:00 AM +08 | 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

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

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

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

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

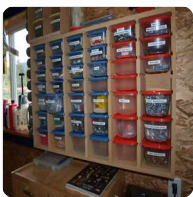


Photo 5



Photo 6

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

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

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

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**



**Jordan Colt**

1st Aug, 2020 6:47 PM +08

# Appendix



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6