



## PLACEMENT CHECKLISTS

**Auto Shop / Garage Safety Checklist****What to look for:**

Look at all areas and consider the points indicated below. Some parts may not apply.

Use a check mark to indicate that an item is OK.

Use an X to indicate items that are unacceptable or need further assessment.

- Are the facilities clean, properly lit and free of accumulated waste materials?
- Are the aisles, emergency exits, and work areas free of stored materials?
- Are floors and floor surfaces made of noncombustible material, slip resistant and free of oil and grease?
- Are Material Safety Data Sheets available for hazardous products such as oils, solvents, cleaners and other products being used? Have employees been trained on how to use them? Where they are they stored? Is personal protection that meets the requirements of the MSDSs being used with each product?
- Are employees required to wear protective clothing, eye protection and other appropriate personal protection? Are there signs? Are the rules enforced?
- Are eyewashes and safety showers providing 15 minutes of continuous flush available in areas where acids or bases are used?
- Are hazardous flammables stored in metal flammable cabinets or in containers that are either UL or CSA approved and properly labelled with the name of the material they hold (for example, waste oil) and the type of hazard they present?
- Are flammable liquid containers grounded and bonded during transfer and grounded during storage?
- Is the waste storage area labelled, free of spills and the limits of the area marked?
- Is a large (40BC) fire extinguisher available, with smaller (10BC) extinguishers available in the work areas? Have the employees have been trained in their use?
- Is the electrical system properly maintained, labelled and enclosed in metal tubing?
- Are all electrical cords and extensions in good condition with grounding prongs?
- Are all light bulbs (trouble lights) used either Teflon-coated (rough service) or intrinsically safe (sealed) fluorescent units?
- Is the general lighting adequate for the work being done?
- Is there adequate ventilation and adequate local ventilation for carbon monoxide from tailpipe exhaust systems?
- Are there temporary furnaces or space heaters in use in the work areas? Are they approved for the type of use (flammable area) and exhausted if required?
- Do lifts and hoists have operable safety locks? Have they been inspected, tested and certified at least once during the past year? Is there a routine maintenance and testing program?
- Is there a procedure for waste and are employees trained in those procedures?



---

PLACEMENT CHECKLISTS

**Auto Shop / Garage Safety Checklist *Continued***

- Are oily shop rags placed in sealed, labeled metal disposal containers?
- Are solvent parts cleaners enclosed and labeled with material name and hazard?
- Are compressed gas cylinders chained to portable cylinder carts or to the wall in an upright position?
- Are heavy equipment and unstable tools bolted into the floor?
- Do all equipment with moving parts have guards which are intact and in place?
- If welding or brazing takes place is there a suitable ventilation and are there procedures in place to control and monitor lead or other heavy metal exposure?
- Is adequate storage available?
- Are batteries stored in a single layer on pallets or shelving with an impermeable base?
- Are tires stored in proper racks or shelves?
- Are the tops of cabinets free of stacked items being stored?
- Are cabinets and shelves anchored to prevent them from tipping?
  - Are heavy items stored on the lowest shelves or in the lowest drawers?