



PLACEMENT CHECKLISTS

Service and Repair Safety Checklist Computer and Appliances Repair Assembly And Servicing

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.

- Does the employer train employees in proper lifting techniques and do proper follow up to ensure that the techniques are being applied?
- Is mechanical handling equipment provided to limit lifting?
- Are the employees trained in electrical safety?
- Are all appliances unplugged prior to working on them (unless they are undergoing a circuit or electrical test when special procedures should be followed)?
- Are electrical isolation devices (such as transformers) and ground fault breaker circuits used when checking equipment?
- Are adequate permanent wiring and plugs with grounding available?
- Is the use of electrical extension cords limited or restricted?
- Are all cords kept out of aisles and walkways?
- Is the condition of hand tools and test equipment checked regularly and a log kept?
- Are personal protective equipment such as gloves, eye protection and smocks required and the rules enforced?
- Do employees document all potential hazards that are observed, regardless of whether or not they choose to repair the item?
- Are the floor surfaces clear, smooth and slip resistant?
- Are there adequate, uncongested work areas and aisles?
- Are there appropriate and adequate shelving and other storage areas?
- Is there a counter or doorway to separate customers from the work area?
- Is there adequate packing material or containers to protect items that are being handled or transported to and from the repair shop?

Pick up and Delivery if applicable:

Students may not drive but are often passengers:

- Is there a vehicle maintenance program that identifies inspection and repair responsibilities?
- Are the driving qualifications and insurance coverage of personnel verified?