**Garage and Auto Shop Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**General Workshop Safety and Health**

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| Is general housekeeping neat and orderly? |
| Do all areas have adequate illumination? |
| Are new employees trained on safety procedures? |
| Are job hazard analysis or safe work procedures in writing and available for review? |
| Are safety inspections done on a regular basis? |
| Is a near miss/incident reporting system in place? |
| Is Lockout/Tagout used for appropriate tasks? |
| Are emergency phone numbers and evacuation map posted? |
| Are emergency eyewash and/or shower units accessible and tested regularly? |
| Is a first aid kit available at work site? |
| Is a first aid trained competent person available? |
| Are extinguishers readily available, accessible, and routinely inspected? |
| Are OSHA informational posters mounted in commonly accessible location? |
| Does the safety bulletin board contain up to date information? |
| Are employees trained on the use of fire extinguishers, spill kits, respirators, and any other necessary safety protocol? |

**Hazard Communication**

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| Are SDSs openly available to all employees? |
| Does SDS inventory contains all items in the garage/shop? |
| Are all hazardous containers labeled appropriately? |
| Are flammable liquids in FM/UL metal safety cans? |
| Are flammable liquids storage containers labeled properly? |
| Oily rags placed in covered metal containers? |
| Are hazardous liquids stored below eye level? |

**Personal Protective Equipment Emergency**

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| Is eye protection (safety glasses and/or goggles) available and used by employees? |
| Is hearing protection (ear plugs/mugs) provided for loud work? |
| Are gloves provided for hand protection used/worn as required? |
| Is foot protection (safety boots) worn as required? |
| Is welding helmet, gloves, apron, and curtain available? |
| Is a respirator or proper ventilation available? |
| Is a spill kit incidental chemical spill? |

**Electrical Safety**

*See Electrical Safety Inspection checklist*

**Hot Work / Welding Safety**

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| Are compressed gas cylinders stored upright, with safety cap on, and secured with a belt or chain or inside a cage? |
| Are hot work permits required for grinding, cutting and/or welding? |
| Are flashback arrestors in lace on oxygen/acetylene torch units? |

**Fall Protection**

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| Are wall openings and floor holes are covered or guarded? |
| Is fall protection in place for platforms above 6 feet in height? |
| Are employees trained on operating aerial work platforms? |
| Are ladders safe and inspected as appropriate? |
| Do extension and straight ladders extend three feet (3') beyond landing when being used? |
| Are stepladders or commercial stepstool used for high access to shelving etc.? |
| Are step ladders used only in open position? |
| Do guard rails exist for platforms and scaffolding? |

**Tool Safety**

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| Are portable jacks inspected according to manufacturers' requirements? |
| Are safety jacks used while working under vehicles? |
| Are ladders safe and inspected as appropriate? |
| Are portable power tools provided with guarding? |
| Are portable circular saws equipped with protective guards? |
| Are unsafe hand tools prohibited? |
| Are impact tools, hammers kept free of splinters/mushrooms? |
| Are hoists inspected monthly and documented? |
| Are hoists inspected annually by outside service? |
| Do impact air tools have safety clips or retainers on them? |
| Is compressed air used for cleaning limited to 30 psi? |
| Do grinders have guards in place, set and adjusted to operating specifications, and are they seen to be used? |
| Are grinders inspected and free of defects? |
| *See Equipment and Tools checklist for additional items* |
| *See Compressors and Compressed Air checklist for additional items* |

**Painting**

*See spray paint checklist.*

**Tires**

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| In areas where tires are mounted or inflated on drop-center wheels, is a safety procedure posted and enforced? |
| Is a safety procedure posted and enforced where tires are mounted or inflated on wheels with split rims or retainer rings? |
| Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an inline valve and gauge? |
| Does the tire-inflation control valve automatically shut off the air flow when the valve is released? |
| Is a tire-restraining device used while inflating tires mounted on split rims or rims using retainer rings (e.g., cage rack)? |
| Are employees forbidden from being directly over or in front of a tire while it is being inflated? |

For Additional Inspection Items, See Following Checklists:

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| *Aerial Lifts* |
| *Compressed Gases* |
| *Electrical Safety* |
| *Elevated Surfaces* |
| *Hazard Communication* |
| *Spray Painting and Finishing* |