

Safety/Audit Monthly Checklist

Location _____ Date: _____

Performed by: _____

The following items should be reviewed monthly, and items not checked a comment is needed as to why. Action plan to correct must also accompany Checklist if not acceptable.

- 1. Employees are using personal protective equipment (eye protection, gloves, boots, aprons, face shields, etc. that are appropriate for the task being performed)
 - 2. Supervisors/visitors are using personal protective equipment
 - 3. Signs stating that eye protection must be worn in this area, are on the walls and doorways leading in
 - 4. Wash bay lighting is adequate with no broken outer shells or burned out light bulbs
 - 5. Vehicles are being pulled completely in wash bays
 - 6. Drains are cleaned on a scheduled or regular basis
 - 7. All secondary containers are labeled or marked as to content (spray bottles, drop lines, buckets, pump sprayers, etc)
 - 8. MSDS' are up-to-date and in a location available to employees
 - 9. Employees know the location of MSDS'
 - 10. Shop is posted as "NO SMOKING AREA"
 - 11. No evidence of smoking in the shop
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- 12. Vehicles are not left running while in the lanes
 - 13. Employees moving vehicles are not leaving a leg hanging out
 - 14. Vehicles are moved with all doors and hood closed
 - 15. Vehicles being pushed with one in drivers seat, at least two pushing from behind (3 employees)
 - 16. There are adequate bins for clean and used rags
 - 17. There are adequate bins for debris and other objects taken out of vehicles
 - 18. Eye wash stations are marked with signs, available, accessible, and maintained (last inspection date on station) for emergency use
 - 19. First Aid station is available and employees know it's location
 - 20. Buffers are not wearing loose clothing that could be caught in buffer
 - 21. Razor blades are used in proper holders
 - 22. Used razor blades are put in designated disposal containers
 - 23. No food, cigarettes and open top drink containers are on carts or workstations or anywhere near chemicals could come in contact

___24. All metal drums used to dispense chemicals are grounded

___25. Chemical storage area surrounded by containment or spill kits are provided to control any spills that may occur

___26. All chemical drums are labeled or have the proper laminated MSDS positioned on or directly above them

___27. Evacuation routes are posted.

Comments:
