

13.2.16 Maintenance Shop:

Item to Be Inspected (see attached for guiding details)	Safe Y N or NA	Hazard Observed	Haz Class*	Corrective Action Needed	Assigned To	Date Due	Date Done
General Conditions – Outside							
- Roads/Parking/Yard							
- Walkways/Steps							
- Lighting							
- Fencing							
- Building Exterior							
- Exit Doors							
- Other							
General Conditions – Inside							
- Aisles, Passageways, Stairs							
- Chemicals/Oils/Fuels							
- Compressed Gases							
- Electrical Systems							
- Haz Materials Storage							
- Windows, Ceilings, Floors							
- File Cabinets/Desks							
- Lighting							
- Stacking/Storage							
- Working Surfaces							
- Waste Disposal							
- Ventilation							
- Washrooms							

Classes: A – Likely to cause permanent injury, loss of life or body part, and/or extensive damage - requires immediate attention
 B – Likely to cause serious temporary injury, and/or disruptive damage – requires attention within a short timeframe
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- Other							
Tools/Machines							
- Planer							
- Grinders							
- Drill Press							
- Chop Saw							
- Sander							
- Hand/Portable Tools							
- Portable Ladders							
- Air Compressors							
- Table Saw							
- Other							
Equipment							
- Dollies							
- Garage Doors							
- Jacks							
- Lifting Eqpt/Hoists							
- Other							
Emergency Equipment/Systems							
- Emergency Plans							
- Emergency Exits							
- Fire Extinguishers							
- Eyewash stations							
- First Aid Supplies							
- Spills Response							
- Valves & Mech Controls							

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Inspector Signatures

Date

DRAFT

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GUIDING DETAILS:

General Conditions – Outside:

Roads/Parking Area/Yard

- Surfaces in good repair
- Standard signs/marks displayed
- Clean/Orderly
- Hazardous materials stored appropriately
- No evidence of spilled material
- Adequately lit
- Snow/ice removal adequate
- Cylinder stored properly
- Storage containers in good condition
- Property Services storage area tidy and clear of hazards

Walkways/Steps

- Adequately lit
- In good condition/clear of obstruction
- Handrails in good repair

Lighting

- Adequate lighting for walkways
- Building & parking lot lights operating

Fencing

- Fencing and gate in good condition
- Signage in good condition
- Tree growth around property

Building Exterior

- Any visible damage or graffiti
- Signage in good condition
- Gutters in good condition

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- Walls/roof in good condition
 - Roof access locked
- Exit Doors
- Accessible and free of obstructions
 - In good condition and locking mechanisms working

General Conditions – Inside:

Aisles, Passageways, Stairs

- Adequately lit
- Sufficient width for normal movement
- Free of slip, trip & fall hazards
- Handrails in good repair

Chemicals/Oils/Fuels/Compressed Gases

- Stored in appropriate containers and labeled
- Grounded, bonding ensured when dispensing
- Adequate spill containment
- No risk of entering drains
- Containers not corroded, dented, etc
- Tank/drums adequately supported
- Compressed gas tanks secured against movement
- Proper storage (fire resistant, vented, away from source of ignition)
- Approved portable safety containers are used
- Incompatible materials separated
- Not stored near/in path of exit/egress
- MSDS available and current (to within 3 years)

Electrical Systems

- High voltage & control panels closed & secured
- Control panels identified & unobstructed
- Electrical equipment protected from liquids
- Wiring, insulation and fixtures in good condition

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- Electrical outlets, plates, switches secure and undamaged
- Electrical cords in good condition, undamaged with all prongs in place
- Extension cords only is use for temporary power
- Lockout/tagout procedure in place
- Electrical/Compressor room clear of storage

Hazardous Materials Storage

- No leaks/emissions and in good condition
- Not obstructed or obstructing doors or passages
- Appropriate materials in storage and in proper containers & labelled
- MSDS accessible and current (to within 3 years)

Windows, Ceilings and Floors

- Clean and in good condition, free from leaks or damage
- Windows open easily if designed to do so
- Floors free of slip, trip and fall hazards
- Floor plates and manhole covers in place and not damaged

File Cabinets/Desks

- Lower cabinet drawers filled first for stability
- Cabinets are secured against tipping
- Cabinet/desk drawers closed when not in use
- Storage cabinet doors closed when not in use
- Adequate work surface available

Lighting

- Adequate for detail of work performed
- All lighting in working order
- Glare avoided for computer screens
- Emergency lighting operational

Stacking/Storage (including Mezzanine area)

- Minimum 18" clearance to sprinklers (36" without sprinklers)
- Stacked items stable/secure against collapsing

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- Not blocking exits, extinguishers, electrical panels, etc
- No signs of stress on racks/platforms
- Hazardous materials stored properly
- Heavier items stored at/below waist level
- Access to above shoulder items facilitated with stool or CSA approved ladder
- Items stored properly in designated areas

Working Surfaces

- Clean and orderly
- Free of protrusions, nails, splinters

Waste Disposal/Recycling

- Proper refuse/recycling containers available
- Garbage removal adequate
- Recycling requirements posted

Ventilation System

- any local exhaust systems operational
- dust collector in use and adequately functioning

Washrooms

- Floors clean and sanitary
- Toilet paper/hand towels/soap available
- Toilets, sinks clean and in good condition

Tools/Machines:

Planer:

Sander:

Grinders:

- Tool rest max 1/8" from wheel
- Guards in place
- Secured to working surface
- Wheels not chipped or cracked
- Cord/plug in good condition

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- PPE available and requirements posted

Drill Press

- Guards in place
- Cord securely fastened, in good condition & not causing trip hazard
- Lock out device in place
- Emergency stop switch operable and easily located

Chop Saw

- Guard in place
- Cord securely fastened, in good condition & not causing trip hazard
- Exhaust

Hand/Portable Tools

- In good general condition/clean (ie power cords, handles in good shape, blades sharp, guards in place)
- Stored properly when in use and not in use

Portable Ladders

- Safety feet in good condition
- Clean and free of grease and oil
- Properly positioned when in use
- Defective ladders immediately removed and tagged
- Ladders have danger/warning labels & CSA approval label
- Check rungs and rivets for condition

Air Compressor

- CSA approved, inspected and serviced
- Guards in place

Table Saw

Equipment

Dollies

- In good condition
- Properly stored when not in use

Garage & Dock Doors

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- Portable dockplates available when needed
- General areas clean and orderly, doors clear of obstacles
- Doors operational
- Safety stops working
- Switches in good working order

Jacks

- Floor Jacks inspected in the last year and in safe working condition
- Air jacks inspected in the last year, arms intact and operational

Lifting Equipment/Hoists

- In good condition, clean, lubricated, serviced
- Legibly labeled as to capacity (both beam & hook)
- Rated capacity of hook doesn't exceed that of beam
- Pre-use inspection recorded
- Warning signs/labels applied and visible
- Chain/cable/rope in good condition
- Hooks not damaged and safety latch intact
- In-running nip points guarded
- Vehicle restraint systems operational and applied
- Any leaks from portable crane
- Portable crane arms & braces intact, bolted securely & operational
- Check welds, wheels, etc.
- Portable crane engine operational and secure, attachments secure
- Hoist controls operational, not leaking, locks working
- Hoist inspected in the last year

Emergency Equipment/Systems

Emergency Plans

- Evacuation and emergency plans posted
- Evacuation floor plan and assembly areas posted

Emergency Exits

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- Routes and exits clearly marked
- Exits and exit signs illuminated
- Safe exit available from all work areas
- Approaches to exits unobstructed

Fire Extinguishers

- Visible or signs clearly identifying location
- Free from obstruction, accessible
- Secure mounted and container not damaged
- Inspected annually (dated and initialed on tag)
- Check for pressure gauge arrow in green zone
- Check for tie/seal on pin not broken & pin in place

Emergency Eyewash Station/Shower

- Appropriately located, plumbed in
- Signage and instructions
- Clean, accessible/free of obstruction
- Area free of water leaks
- Solution in portable eyewash station expiry checked

First Aid Supplies

- Clean, accessible, and free of obstruction
- Signage indicating where located
- Inventory checked regularly (list on back of kit)
- First aid treatments logged

Spill Response

- Clear signage indicating location of supplies
- Supplies readily accessible
- Contents complete, clean and not damaged

Valves/Mechanical Controls

- Properly labeled/identified
- Accessible/not obstructed and in good condition

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