

Self-Audit Safety Checklist for DPW Garage

Purpose:

This is a guide to assist public employers to provide a safe workplace and reduce the risk of work-related injuries. This is not an exhaustive list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Facility Inspection – DPW Garage	Standard	Y	N	Correction Required
Electrical				
Electrical outlets and switches– cover plates installed.	1910.305(b)2 (i)			
Receptacles are grounded.	1910.304(b)(2)(i)			
Receptacles in kitchens and wet locations have GFCI.	1910.304(b)(2)(iv)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(iv)			
Power cords - Electrical grounding pins (3-prong) intact	1910.304(b)(2)(ii)			
Power strips are not piggybacked.	1910.303(b)(2)			
Circuit panels have circuits labeled.	1910.303(f)(2)			
Circuit panels and boxes - unused openings are covered.	1910.305(b)(1)(ii)			
Circuit panels – access to panels is kept clear.	1910.303(g)(1)(i)A			
Fire Prevention				
Fire extinguishers–monthly visual check conducted.	1910.157(e)(2)			
Fire extinguishers–annual maintenance check	1910.157(e)(3)			
Flammables stored away from ignition sources.	1910.106(e)(6)(i)			
Sprinkler heads – items not hung or obstructing sprinklers.	1910.159(c)(10)			
Floor Condition				
Floors kept clean and dry.	1910.22(a)(3)			
Broken, damaged floor or stair treads repaired.	1910.22(d)(1)			
Protruding object, loose boards, spills cleaned/repaired.	1910.22(a)(3)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)(ii)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Eyewash provided if chemical products are corrosive.	1910.151(c)			
Housekeeping				
Aisles are clear; areas kept clean, dry and free of pests.	1910.141(a)(3)(ii)			
Ladders				
Ladders are inspected before each initial use.	1910.23(b)(9)			
Ladders used according to purpose for which it is designed.	1910.23(b)(8)			
Lockout-Tagout				
Power is shut off before equipment maintenance (ie HVAC, appliances, lighting, wiring)	1910.147(c)(4) 1910.333(a)			
Lockout-tagout equipment is available: tags, locks	1910.147 (c)(5)			
Written procedures available for each model of equipment.	1910.147(c)			

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Material Storage				
Stored material is secure and stable from tipping.	1910.176(b)			
Stored material does not create a trip, fire, or pest hazard.	1910.176(c)			
Mezzanines – railing if more than 4ft above next level.	1910.28(b)(1)(i)			
Shelves – item height is at least 18 in below sprinkler heads	1910.159(c)(10)			
Heavy items stored in manner to reduce lifting injury	Recommended			
Mechanics				
Vehicle pits >10 ft deep: markings to reduce fall hazard.	1910.28(b)(8)(ii)			
Mechanics trained to operate hydraulic vehicle lifts.	(5)(a)(1)			
Permit Required Confined Spaces				
Employer shall evaluate workplace to identify confined spaces (Calcium chloride tanks, manholes, etc.)	1910.146(c) (1)			
Danger sign posted to prevent entry	1910.146(c)(2)			
Air tested for Oxygen, Flammables, Carbon Monoxide and toxics before entry is authorized.	1910.146(c)(5); 1910.146(d)(5)			
Written program to make entry safe.	1910.146(c)(4)			
Personal Protective Equipment (PPE)				
Gloves, goggles, ear plugs, overboots are supplied for tasks with potential exposure to chemicals or particulates.	1910.132(a)			
Roof				
Skylights are protected by guardrail, cage or net.	1910.23(b)(3)(i)			
Workers on roof for maintenance activity are protected from falling off roof. Designated areas and/or restraint system, and training required.	1910.28(b)(13)(ii)			
Stairs				
Handrail and railing on stairs and exposed landings.	1910.25(b)(1)			
Stairs kept clear. Storage not allowed on stairs or egress.	1910.176(c)			
Platform provided when a door opens directly onto a stairway.	1910.25(b)(5)			
Tools and Equipment				
Power tools inspected before use.	1910.242(a)			
Power tools- electrical cords are 3-prong or double insulated.	1910.334(a)(2)i			
Snowblowers: machine guards and push sticks available.	1910.243(e)(1)ii			
Wood saws have machine guards, push sticks, anti-kickback.	1910.213(c) 2,3			
Lawnmowers: machine guards. Ride-on mowers, tractors have ROPS and seatbelts.	1910.243(e)1 (i) 1926.1000(b)			
Mobile scaffolds: workers trained on use and stability.	1910.67(b)1			
Abrasive wheels adjusted for work rest and tongue guard.	1910.215 (a)(4)			
Machines designed for fixed location are securely anchored to prevent walking or moving.	1910.212(b)			
Portable tools, grinders shall have guards installed	1910.212 (a)(3)			
Welding				
Compressed gas cylinders capped and secured.	1910.101(b)			
Oxygen not stored adjacent to acetylene, except when in use.	1910.253(b)2(ii)			
Flashback and backflow protection	1910.253 (e)3 ii			