

Self-Audit Safety Checklist for DPW Garage

Purpose:

This checklist is a guide to assist public employers provide a safe workplace and reduce the risk of work-related injuries. This is not a complete 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.

Building Name: _____ Date: _____

Address: _____

Conducted by: _____

| Facility Inspection – DPW Garage | Standard | Y | N | Correction Required |
|--|-----------------------------------|---|---|---------------------|
| Electrical | | | | |
| Electrical outlets and switches– cover plates installed. | 1910.305(b) | | | |
| Receptacles are grounded. | 1910.304(b)(2)(i) | | | |
| Receptacles in kitchens and wet locations have GFCI. | 1910.304(b) | | | |
| Extension cords are not used for permanent wiring. | 1910.305(g)(1)(ii) | | | |
| Power cords - Electrical grounding pins (3-prong) intact | 1910.335(a)(3)(i) | | | |
| 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) | | | |
| 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(d)(5)(iii) | | | |
| Sprinkler heads – items not hung or obstructing sprinklers. | 1910.159(c)(10) | | | |
| Floor Condition | | | | |
| Floors kept clean and dry. | 1910.22(a)(2) | | | |
| Broken, damaged floor or stair treads repaired. | 1910.22(d)(1) | | | |
| Protruding object, loose boards, spills cleaned/repaired. | 1910.28(b)(3)(ii) | | | |
| Hazardous Chemicals | | | | |
| Containers kept closed, labeled. | 1910.1200(f)(6) | | | |
| Safety Data Sheet available for each product. | 1910.1200(g)(8) | | | |
| Eyewash is provided if chemical products are corrosive. | 1910.151(c) | | | |
| Housekeeping | | | | |
| Aisles clear, areas kept clean, dry and free of pests. | 1910.141(a) | | | |
| Ladders | | | | |
| Ladders are inspected before each initial use. | 1910.23(b)(9) | | | |
| Ladders are 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) | 1910.333(a)(1); 1910.333(b)(2) | | | |
| Lockout-tagout equipment is available: tags, locks | 1910.333(b)(2)(iii) | | | |

| Facility Inspection – DPW Garage | Standard | Y | N | Correction Required |
|---|------------------|---|---|---------------------|
| Material Storage | | | | |
| Stored material is secure and stable. | 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 | (5)(a)(1) | | | |
| Mechanics | | | | |
| Vehicle pits >10 ft deep: markings to reduce fall hazard. | 1910.28(b)(8) | | | |
| Mechanics trained to operate hydraulic vehicle lifts. | (5)(a)(1) | | | |
| 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(a)(4) | | | |
| Workers on roof for maintenance activity are protected from falling off roof. Designated areas and training required. | 1910.28(b)(13) | | | |
| Stairs | | | | |
| Handrail and railing on stairs and exposed landings. | 1910.25(b)(1) | | | |
| Stairs kept clear. Storage is 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) | | | |
| Snowblowers: machine guards and push sticks available. | 1910.243(e) | | | |
| Saws have machine guards, push sticks, and anti-kickback. | 1910.213 | | | |
| Lawnmowers: machine guards. Ride-on mowers have ROPS and seatbelts. | 1910.243(e) | | | |
| Mobile scaffolds: workers trained on use and stability. | 1910.29(e) | | | |
| 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) | | | |
| Welding | | | | |
| Compressed gas cylinders capped and secured. | 1910.101(b) | | | |
| Oxygen is not stored adjacent to acetylene, except when in use. | 1910.253(b) | | | |
| Flashback and backflow protection | 1910.253 (e) | | | |

| Required Training – DPW Garage | Standard | Initial | Refresher |
|--|-----------------|----------------|-------------------|
| Emergency action plan for all employees in facility. | 1910.38(f) | Yes | Performance Based |
| Fire extinguisher, if employees expected to use. | 1910.157(g)(2) | Yes | Performance Based |
| Hazard communication for custodial/facility workers. | 1910.1200(h) | Yes | Performance Based |
| Hydraulic vehicle lifts, operator training. | 5(a)(1) | Yes | Performance Based |
| Ladder training for custodial/facility workers. | 1910.26(b)(3) | Yes | Performance Based |
| Lockout Tagout for custodial/facility workers. | 1910.332(a)-(c) | Yes | Performance Based |
| Personal Protective Equipment | 1910.132 | Yes | Performance Based |
| Roof activity – designated areas for fall protection | 1910.28(b)(13) | Yes | Performance Based |
| Staff trained in the use of equipment (snow blowers, chainsaws, mobile scaffolds, mowers, saws, etc.) Follow <i>Owner's Manual</i> . | 1910.242(a) | Yes | Performance Based |