



STANDARD OPERATING PROCEDURE

SOP 16-01 / January 1, 2016

MONTHLY SAFETY AND ENVIRONMENTAL INSPECTION

Management at each shop will conduct a formal safety and environmental inspection. The inspector will have at least one employee accompany him/her during the inspection. Any discrepancies noted on the inspection report will be corrected immediately or as soon as possible. If the problem cannot be corrected immediately, the problem area/item must be conspicuously tagged and/or taken out of service. Safety and environmental inspection records will be maintained until all discrepancies are abated or one calendar year, whichever is longer.

DATE:	SHOP:	AUDITOR(S):

CHECK THE APPROPRIATE RESPONSE AND COMPLETE EXCEPTION SUMMARY FOR ANY "NO" RESPONSE

	Y E S	N O	N/ A	SAFETY		Y E S	N O	N/ A	SAFETY
#	GENERAL				#	WALKING & WORKING SURFACES			
1				Are all work areas maintained in a clean and orderly manner and free from debris?	23				Are all stairs and ladders in good condition, free of obstruction, and equipped with slip resistant material where applicable?
2				Are toilets & wash facilities clean, sanitary & well-maintained.	24				Are all portable steps maintained in good condition?
3				Is adequate lighting in place and operating? (Check all lights for replacement needs & report)	25				Are floors clean, dry (where practical), even, and in good repair with slip resistant material where necessary?
#	ELECTRICAL				26				Are ladders not in use stored horizontally or chained/latched to a fixed object?
4				Is 3 feet of clear space maintained around all electrical panels and cabinets?	27				Are pit/floor openings covered/guarded when not in use with toe boards around all openings?
5				Are electrical disconnects labeled as to what equipment they feed?	MACHINE, TOOL, & EQUIPMENT SAFETY				
6				Is permanent wiring in place and no extension cords being used in place of permanent wiring?	28				Are all employee and shop tools in good working condition, including hand tools, power tools, jacks, etc.?
#	FIRE EXTINGUISHERS & SAFETY				29				Are all hoses (pneumatic/hydraulic) in good repair?
7				Are annual inspection tags current & secured to every fire extinguisher?	30				Are all electrical tools/equipment properly grounded with no extension cords (unless permanently installed)?
8				Are all fire extinguishers properly mounted, identified, and free from obstruction/blockage?	31				Are all machines properly guarded and are all guards in place (unless locked/tagged out)?

	Y E S	N O	N/ A	SAFETY
9				Are all fire extinguishers fully charged and in good condition with no signs of tampering?
10				Do all employees know where to meet/gather in the case of an evacuation?
#	EXITS, EMERGENCIES & HAZCOM			
11				Are all emergency exits identified and the path to exit illuminated and operational?
12				Are all exits and exit aisles free of all obstructions for immediate use?
13				Are all doors that could be confused as an exit marked with a sign " NOT AN EXIT?"
14				Are eyewash stations in good working order and free of obstruction/blockage?
15				Are all first aid kits properly stocked? (Note any restock needs)
16				Do personnel working with chemicals know where to find the MSDS/safety information in the case of a chemical accident/incident?
17				Are bulk storage tanks, totes, barrels, drums, etc. identified as to their contents with tank charts where necessary?
18				Are all chemicals approved and have an MSDS online?

	Y E S	N O	N/ A	SAFETY
32				Are all LOTO procedures available properly being followed?
33				Are all machines designed for a fixed location secured to prevent moving while in use?
#	LIFT & RACK INSPECTIONS			
34				Are all lifts in good working condition (free of rust, wires not frayed, safety locks work, etc.) with a current inspection sticker adhered to the unit?
35				Is the alignment rack in good working condition with a current inspection sticker adhered to the unit?
36				Are all storage racks in good repair (free of any damage that may affect the load capacity/stability/etc. of racks) and orderly?
#	COMPRESSORS & COMPRESSED AIR			
37				Is the compressor properly started up & shut down daily per MD-9, and done by only properly trained personnel?
38				Does the compressor have all necessary parts & guards, including safety valves, pressure gauges, air filter, belt drive guard, etc.?
39				Is their proper signage warning of automatic start up/LOTO needs when work is completed on the unit?
40				Are all employees aware that it is strictly prohibited to direct compressed air towards a person & utilize compressed air for any cleaning purposes.
41				When air is used for inflating tires, is there a properly working clip-on chuck/inline regulator present (set to 40psi)?

	Y E S	N O	N/ A	SAFETY
#	PERSONAL PROTECTIVE EQUIPMENT			
19				Are all employees wearing safety glasses in the shop/bay areas?
20				Are PPE signs in place where required, including eye protection, head protection, etc.?
21				Are all employees wearing Kevlar sleeves, bump caps, gloves, and other PPE items when required/necessary?
22				Are all personnel in proper uniform? (no baggy clothing or jewelry when working w/ equipment/vehicles, proper footwear, etc.)

	Y E S	N O	N/ A	SAFETY
#	TIRE & TIRE EQUIPMENT SAFETY			
42				Are all employees performing tire services/repairs properly trained/certified?
43				Are tire safety/inflation procedures posted near equipment?
44				Is all tire service/repair equipment in good working condition with necessary safety devices (regulator, inflation control valve, etc.)?

	Y E S	N O	N/ A	ENVIRONMENTAL
#	SPCC			
45				Are spill control supplies fully stocked and placed in proper locations?
46				Are all containers properly stored and is there a lid and label on all containers?
47				Are employees properly trained on how to react to a spill, including emergency response, reporting, clean up, etc.?
48				Are all storage tanks clean and in good repair (no evidence of overfill spills, seam leaks, hose leaks, etc.)?

	Y E S	N O	N/ A	ENVIRONMENTAL
#	WASTE & RECYCLING			
49				Are employees aware of proper disposal procedures for all items (general trash, used oil, DIY oil, used tires, used anti-freeze, etc.)?
50				Is the DIY oil log updated and all oil placed in the proper 20-gallon DIY oil barrel?
51				Is the store binder updated with copies of manifests/invoices received for used oil, anti-freeze, oily water, petroleum solids), and originals sent to main office?

EXCEPTIONS REPORT	
#	CORRECTIVE ACTION
3	Example: Three overhead 4ft lights in the mechanic shop need replacing