



Manager's Monthly Inspection Report

Location:		Date:		
Shop:				
Inspector:				
Safety process		Yes	No	N/A
	Weekly inspections complete			
	All items mitigated or corrected			
	Toolbox meeting held? Topic:			
General Housekeeping				
1	Walkways and exits are identified and clear of obstructions.			
2	Floors are clean and in good repair without slip or trip hazards.			
3	Lighting is adequate in all areas.			
4	No trash is found in aisles, walkways, on the floor and on tables/shelves.			
5	Waste cans are emptied on a regular basis.			
6	Work is positioned in the bay as to allow 360 degree access			
Personal Protection Equipment				
7	Safety glasses worn at all times			
8	Eye wash stations flushed monthly			
9	Full face shields provided while dispensing/using chemicals or generating flying debris and pressure washing.			
10	Respirators used when needed, employees trained in their use.			
11	Hearing protection available and worn when needed.			
12	Proper fall protection procedures and equipment are used while performing elevated work.			
13	Lockout procedures are in place during equipment repair.			
14	Safety toed boots worn where required.			
Emergency Procedures				
15	Emergency procedures are posted.			
16	First aid supplies are provided and identified.			
Fire Safety and Prevention				
17	Fire exits are clear and easily accessible.			
18	Fire extinguishers are mounted, current, and maintained clear of obstruction for immediate use.			

19	Flammable materials are stored in NFPA approved cabinets.			
20	All oily rags are properly disposed of in an approved container and emptied daily.			
Tooling				
21	Broken or damaged tools are taken out of service.			
22	Hammers and chisels/punches are in good condition.			
23	Hand, electrical and air tools are being used for their intended purpose.			
Shop Machinery and Equipment				
24	Grinding, sawing, sanding and other machines guarded properly.			
25	Grinder work rests are within 1/8" of the grinding wheel and the adjustable tongue on the topside of the grinder is used and within 1/4" of the grinder wheel.			
26	Effective guards are in place over belts, pulleys, chains, sprockets and similar equipment.			
27	All cord connected electrically operated tools and equipment grounded or of approved double insulation type.			
28	Broken or damaged equipment is tagged and/or locked out until repairs are complete.			
29	Compressed air lines, connections and tools free from damage and are in good working order.			
30	Ladders and step stools in good condition and certified.			
31	Hydraulic presses are in working order with no visible leaks.			
32	Loose clothing, long hair, jewelry secured during equipment operation.			
Material Handling Equipment and Storage				
33	Lift trucks are in good working order and free from damage.			
34	Lift truck seat belts worn at all times.			
Material Handling Equipment and Storage				
35	Cranes pendant controls are marked.			
36	All cranes are in good working order or tagged and/or locked out.			
37	Chains, straps, slings, lifting hooks, hook keeper and other components are not cracked, bent or otherwise damaged and have properly filled out information tags.			
38	Jack stands are available, capacity marked, in good condition, and used where appropriate. Equipment is adequately blocked to prevent movement.			
39	Lifting devices (floor jacks, etc.) are not being used in place of stands, blocking or cribbing.			
40	Storage racks, shelving and tables are in good condition.			
Hazardous Materials				
41	MSDS are on hand and accessible.			
42	Hazardous materials are stored and segregated properly.			

43	All hazardous material containers are labeled properly.			
44	Gas cylinders are stored upright and secured.			
45	Site personnel are familiar with written hazard communication program.			
46	Lead acid batteries are properly managed and stored.			
47	Propane filling/storing areas clearly marked with signage and are clear of obstruction.			
Electrical Safety				
48	Electrical panel doors are closed.			
49	Access to electrical panels, circuit breakers have 36" of unobstructed clearance.			
50	Exposed wiring and frayed/deteriorated cords are repaired or replaced promptly.			
51	Flexible cords and cables are free of splices and or taps.			
52	Extension cords in use have a grounding conductor.			
53	GFCI used in wet or damp locations.			
Welding Safety				
54	Check for propylene/oxygen leaks on building valves, hoses and regulators.			
55	Check for leaks on portable acetylene/oxygen systems.			
56	Welding curtains are in good condition.			
57	Check for scrap steel laying around and all steel stored properly with no jagged edges.			
58	Flammable materials are not present in areas where hot work is performed and combustible materials are minimized in these areas.			
Administrative Safety				
59	Is a minimum 30" entry and egress aisle clear from tripping hazards			
60	Flexible cords and cables are free of splices and or taps.			
61	Extension cords in use have a grounding conductor.			
62	Are the extension cords/ power strips in use overloaded?.			
63	Is the work station positioning in optimum ease of use?			
64	Is adequate lighting provided?			
65	Are all emergency exits signs in proper working condition?			
List each item # marked "No" above. Explain the hazard and recommended corrective actions and or notes				