

TRANSPORTATION TECH LABS/ AUTO SHOPS– Safety Checklist

Automotive Equipment Safety

- Are all lifting devices such as car hoists, floor jacks, engine hoists, transmission jacks or overhead block and tackle etc. subject to an annual inspection? Are records available?
- Do all lifting devices have the maximum load capacity clearly marked on the device?
- Are all battery chargers in good condition with all switches and controls operating and all power leads and secondary leads with their connectors and insulation undamaged? Is the plug grounded and three prong?
- Do all power washers have grounded three prong plugs and undamaged power plug and cord? Are hose and hose connectors in good condition?
- Do valve-grinding machines have any belt/pulley pinch points guarded?
- Do brake drum/disc lathes have any belt/pulley pinch points guarded?
- Are brake service Asbestos HEPA vacuum systems in use in the shop? Ask if the vacuum is used **only** for this purpose? Ask if the vacuum is regularly serviced and if records are kept?

Supplies

- Are all supplies such as cleaning agents, brake fluid, automatic transmission fluid gasoline additives or solvents clearly labeled and safely stored in a metal cabinet? All decanted substances must have WHMIS workplace labels on their containers.
- Is gasoline stored in an approved safety can with a spring-loaded cap and a flame-arrest device?
- Are hazardous wastes, including empty or partly empty aerosol cans, stored in a safe place until picked up in the Board hazardous waste collection?

General Shop Safety

Housekeeping should be evaluated on the basis of clear access to all parts of the shop and to all equipment without trip hazards. A clear path to fire exit doors must be maintained. (Overhead shop doors do not qualify as fire exit doors - only the hall door and outside exit door)

- Are fire extinguishers mounted in accessible places, are tags attached indicating monthly inspections?
- Are fire safety and emergency procedures posted in the shop area; are they reviewed regularly?
- Is mechanical ventilation and exhaust provided in the automotive repair shop?
- Are sources of ignition controlled where vehicles are fuelled or flammable liquids are handled?

- Are vehicle fuel lines disconnected and drained in a well-ventilated area before commencing repairs on any part of the fuel system? Repair work on operational fuel systems i.e. fuel tank, piping and fuel injection system should not be attempted in school automotive shops.
- Are trouble lights equipped with fluorescent tubes or Teflon coated bulbs? For more information refer to the [Fire Marshall's Communique #2000-16 \(downloadable PDF\)](#), issued on June 21, 2000 and distributed by the Ministry of Education and Training, July 28, 2000 to the Directors of Education.
- Are water, oils, solvents, gasoline, hydraulic fluids etc. cleaned up immediately using suitable absorbent materials? Are absorbent materials disposed of in metal signed, sealed container for combustible waste?
- Is an eyewash station in a clearly visible signed location, is the eyewash regularly tested?