



Monthly Auto Body Repair Shop Inspection Form

Name of personnel conducting inspection: _____

Name of Business: _____

Date of inspection: _____

| PAINT BOOTH | Yes | No | N/A |
|--|------------|-----------|------------|
| Are workers educated on the hazards and safework procedures associated with the paints in the shop? | | | |
| Is all painting done in the paint booth? | | | |
| Are booth filters inspected and replaced at regular intervals? | | | |
| Are there written standard operating procedures for the selection and use of respirators? | | | |
| Are employees instructed on the correct usage and limitations of the respirators? | | | |
| Are respirators regularly inspected, cleaned, sanitized, and maintained | | | |
| Are spray guns cleaned and regularly maintained? | | | |
| Are defective spray guns immediately taken out of service and repaired or replaced as appropriate? | | | |
| Are workers taking part in the medical surveillance program when Isocyanate based paints are used? | | | |
| Do workers wash their hands before eating, drinking or smoking? | | | |
| Are work clothes placed in the laundry bins provided prior to leaving work? | | | |
| Are hazard warning signs posted? | | | |
| Are air feed compressors properly maintained and serviced? | | | |
| ACTIONS REQUIRED: | | | |
| | | | |
| PAINT STORAGE AND HANDLING AREA | Yes | No | N/A |
| Are paint containers stored in the flammable storage cabinet or room? | | | |
| Are all sources of ignition removed from the paint booth and storage area? | | | |
| Are containers and dispensing equipment bonded and grounded? | | | |
| Have safework procedures based on manufacturer's instructions been established? | | | |
| Are workers trained in the hazards of chemicals and in procedures for their safe use, spill clean up and disposal? | | | |
| Is the ventilation system regularly inspected and properly maintained? | | | |
| Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? | | | |
| Are procedures in place to prevent cross contamination between solvent based and waterborne based paints? | | | |
| Are all paint and solvent containers properly labeled? | | | |
| Do storage rooms have explosion-proof lights and adequate ventilation? | | | |
| Are spills of flammable or combustible liquids cleaned up promptly? | | | |
| ACTIONS REQUIRED: | | | |
| | | | |

| PREP STATIONS | YES | NO | N/A |
|---|------------|-----------|------------|
| Are paint booth filters inspected and replaced at regular intervals? | | | |
| Are workers educated on the chemical hazards associated with sanding and filling materials? | | | |
| Are there written standard operating procedures for the selection and use of masks and respirators? | | | |
| Are dust vacuum systems serviced and maintained properly? | | | |
| Are all warning signs for hazards, PPE and safe procedures posted in the area? | | | |
| ACTIONS REQUIRED: | | | |
| | | | |
| REPAIR AREAS | YES | NO | N/A |
| Are workers educated on the hazards associated with hoists, jacks and frame straighteners? | | | |
| Are machines located to provide operators with sufficient space to work safely? | | | |
| Are safe work procedures in place and followed for all welding and cutting operations? | | | |
| Are gas cylinders properly chained? | | | |
| Are oxygen and acetylene tanks stored separately? | | | |
| Are pinch points, in-running nip points and points of operation guarded? | | | |
| Are standard operating procedures in place and operator competency tested? | | | |
| Are operating and maintenance records kept? | | | |
| Is a program for lock-out-tag-out in place for maintenance equipment? | | | |
| Is Apprenticeship training and certification up to standards? | | | |
| Are interlocked guards operative and in good condition? | | | |
| ACTIONS REQUIRED: | | | |
| | | | |
| TOOLS AND MACHINERY | Yes | No | N/A |
| Are manufacturers' manuals with safe operating procedures available for all tools and machinery? | | | |
| Do power tools conform to recognized (CSA, UL) standards? | | | |
| Is proper training provided for the safe use of tools and machinery? | | | |
| Are tools and machinery used in a way that will ensure electrical hazards are eliminated? | | | |
| Are tools, electrical cords, and air hoses in proper general condition? | | | |
| Are tools stored properly when not in use? | | | |
| Has all welding equipment (torches, hoses, tanks, etc.) been inspected to identify leaks and ensure it is in good repair? | | | |
| Are the bench grinder and guards in good repair? | | | |
| Is the parts washer clean and in good repair, with all appropriate PPE stored next to it? | | | |
| Is all the pneumatic equipment (air hoses, etc.) in good repair and functional? | | | |
| Is proper signage posted near all hazardous equipment? | | | |
| ACTIONS REQUIRED: | | | |
| | | | |

| | Yes | No | N/A |
|--|-----|----|-----|
| MACHINE SAFEGUARDS | | | |
| Are safeguards provided for all hazardous moving parts of the machine, including auxiliary parts? | | | |
| Are fixed guards secured in position? | | | |
| Are operating controls guarded against inadvertent activation? | | | |
| Does powered machinery have start and stop controls located within easy reach of the operator? | | | |
| Are the functions on the controls of all powered machinery clearly marked? | | | |
| Physical hazards are marked in a manner that clearly identifies the hazard? | | | |
| Are operating and maintenance records kept? | | | |
| Safeguards have not been tampered with, altered or removed. | | | |
| ACTIONS REQUIRED: | | | |
| MACHINE MAINTENANCE AND REPAIR | | | |
| Have maintenance workers received up-to-date instruction on the machinery they service? | | | |
| Do maintenance workers lock out the machine from its power sources before beginning repairs? Are procedures posted and followed? | | | |
| Where several maintenance personnel work on the same machine, are multiple lockout devices used? | | | |
| Do maintenance personnel use appropriate and safe equipment in their repair work? | | | |
| Is maintenance equipment properly guarded? | | | |
| Are effective means of verifying lock-out provided? | | | |
| ACTIONS REQUIRED: | | | |
| MATERIAL HANDLING AND STORAGE | | | |
| Are approved maximum load specifications posted for shelving, floors and roofs? | | | |
| Are racks and platforms loaded only within the limits of their capacity? | | | |
| Is stored material stable and secure? | | | |
| Are storage areas free from tipping/sliding hazards? | | | |
| Do personnel use proper lifting techniques? | | | |
| Is there appropriate clearance between sprinkler heads and stored material? | | | |
| Are overhead materials and objects secured against falling? | | | |
| ACTIONS REQUIRED: | | | |
| TRAINING | | | |
| Is training provided for each personnel newly assigned to a job? | | | |
| Is apprenticeship training and certification up to standards | | | |

| | | | |
|---|------------|-----------|------------|
| Does initial training include a thorough review of hazards and safework procedures associated with the job and equipment? | | | |
| Are machines and equipment operated in accordance with manufacturer's recommendations and instructions? | | | |
| ACTIONS REQUIRED: | | | |
| PERSONNELAL PROTECTIVE EQUIPMENT | Yes | No | N/A |
| Are approved safety glasses worn at all times in areas where there is a risk of eye injuries? | | | |
| Are safety shoes/boots worn by all employees working in the body shop? | | | |
| Is hearing protection provided and used for noise levels exceeding 85 decibels? | | | |
| Are employees trained in use, limitations, maintenance, storage, and inspection requirements of PPE? | | | |
| ACTIONS REQUIRED: | | | |
| HOUSEKEEPING | Yes | No | N/A |
| Is the work area clean and orderly? | | | |
| Are floors kept free of slip, trip, or fall hazards? | | | |
| Are materials and equipment stored in appropriate places when not in use? | | | |
| Are aisles and passageways kept clear of obstructions? | | | |
| ACTIONS REQUIRED: | | | |
| LIGHTING | Yes | No | N/A |
| Are walking and working areas adequately illuminated during periods of occupancy? | | | |
| Is illumination level sufficient for detail or work performed? | | | |
| Does lighting produce glare on work surfaces? | | | |
| Is emergency lighting adequate and regularly tested? | | | |
| Area lighting fixtures clean? | | | |
| ACTIONS REQUIRED: | | | |
| ELECTRICAL | Yes | No | N/A |
| Are manufacturer's safe procedures adhered to in operation of electronically powered equipment? | | | |
| Are all machines properly grounded? | | | |
| Are portable hand tools grounded or double insulated? | | | |
| Are junction boxes closed? | | | |
| Are extension cords protected or out of the aisles where they can be abused by heavy traffic? | | | |
| Are extension cords being used as permanent wiring? | | | |
| ACTIONS REQUIRED: | | | |



| EMERGENCY AND HAZARD INFORMATION | YES | NO | N/A |
|--|------------|-----------|------------|
| Are emergency procedures are posted and readable? | | | |
| Are employees aware of the company's Emergency Evacuation Procedure? Drills held regularly? | | | |
| Are employees aware of their role with respect to visitors/customers during an emergency evacuation? | | | |
| Are emergency evacuation drills held regularly? | | | |
| Are Fire extinguisher properly mounted? | | | |
| Are Fire extinguisher locations clearly marked? | | | |
| Are Fire extinguishers easy to access? | | | |
| Are all Extinguishers fully charged and operable; seal intact, date tested? | | | |
| Are first aid kits available? | | | |
| Are the locations of first aids kits clearly marked? | | | |
| Are first aid kit records kept? | | | |
| Are first aid kits re-stocked regularly? | | | |
| Are there adequate numbers of people trained in first aid to cover all locations? | | | |
| Are there continuous flow eye wash fountains available? | | | |
| Are there proper signs and instructions marking the eyewash station area? | | | |
| Are eyewash basins flushed frequently to keep them free of contaminants and blockages? | | | |
| Are all chemicals stored properly? | | | |
| Are there procedures in place to ensure that incompatible materials are not being stored together? | | | |
| Have employees received WHMIS Training? | | | |
| Are MSDS sheets available and current? | | | |
| Are all solvent rag safety bins and chemical waste bins properly labeled? | | | |
| Are all solvent rag safety bines and chemical waste bins emptied daily? | | | |
| Do workers report all incidents and those hazards to your Supervisor using the appropriate forms? | | | |
| Are emergency phone numbers posted? | | | |
| ACTIONS REQUIRED: | | | |

Inspection reviewed by Manager: _____

Date: _____