

Auto Repair Shop

SAFETY CHECKLIST

Name

Department

Date

This self-audit tool is designed to help auto repair shop owners achieve and maintain regulatory compliance. Municipal health, fire prevention, and building inspectors may also find it useful for preliminary screening.

Materials, Waste Storage and Management (Including oils, solvents, antifreeze and gasoline)

DESCRIPTION	YES	NO	N/A
Flammable and hazardous liquids are stored in containers that are either approved by the US. Department of Transportation or by the State Fire Marshall, or listed and labeled by the National Registration and Testing Laboratory (UL-listed).			
Lids are tight-fitting and sealed, and bungs are closed.			
Containers, tanks, and flammables cabinets are labeled with the name of the material they hold (for example, waste oil) and the type of hazard they present (e.g., flammable).			
Flammables are stored in an area (such as an air-tight metal cabinet, metal cabinet vented to the outside or flammables storage room) approved by the local fire department.			
Waste storage area is labeled and limits of the area are marked.			
Flammable liquids are grounded and bonded during transfer, and grounded during storage.			
There are no leaks or excessive spillage in chemical or waste storage areas, including around solvent sinks, pumps, pipes, hoses, couplings, fittings, and valves.			
Drums of materials and wastes stored outside of the building have secondary containment (e.g., berms). Otherwise, drums are empty.			

Building

DESCRIPTION	YES	NO	N/A
Building has two-hour firewalls (two walls of sheetrock or masonry) between repair garage and attached structures.			
Fire doors are equipped with automatic closures.			
All openings in walls and ceilings are sealed.			
A 40BC fire extinguisher is available, with 10BC extinguishers positioned every 50 feet. (Additional extinguishers may be necessary if the building is made of combustible materials.)			
Employees have been trained in the use of fire extinguishers.			
Aisles and emergency exits are clear, and exit signs are posted over doors.			
Smoking is prohibited where the repair work is done and allowed only in designated areas.			
Electrical receptacles have no open grounds or reverse polarity.			
Circuits are labeled and the circuit box is closed. Access to the circuit box is clear within 5-10 feet.			
Wiring is enclosed in Electrical Metallic Tubing (EMT) or rigid metal pipe.			

There is adequate central ventilation and adequate local ventilation for carbon monoxide from tailpipe exhaust systems.			
Lighting is adequate.			

Floors

DESCRIPTION	YES	NO	N/A
Floor drains are connected to the sewer (with approval from sewer authority) or equipped with an approved oil-water separator or tight tank.			
There are no cracks in the floor that would allow leakage.			
Floors are made of noncombustible material, free of oil and grease.			
Underground storage tank and above-ground storage tanks are permitted by appropriate state agency or local fire department (as required).			
Waste oil furnaces are permitted by appropriate state agency or local fire department (as required).			
There are no illegal furnaces or space heaters in use.			
Lifts have operable safety locks, and are tested and serviced monthly.			
Electrical cords are intact and have grounding prongs.			
Light bulbs are teflon-coated (rough service).			

Health and Safety

DESCRIPTION	YES	NO	N/A
The shop has written contingency plans for fire prevention, emergencies, and spill control.			
Spill control materials are available on site.			
Safety Data Sheets (SDSs) are available for all toxic chemicals.			
No food is consumed in the shop area.			
Eyewash and showers providing 15 minutes of continuous flush are available in areas where acids and bases are used.			
Employees are trained in chemical hazard, safety, and emergency preparedness.			
Hazard assessments to identify potential chemical exposures (isocyanates, silica, lead, asbestos, solvents, welding fumes) have been completed and addressed.			

Routine Car Maintenance (Managing waste oil, oily rags, and absorbents)

DESCRIPTION	YES	NO	N/A
Drained waste fluids such as waste oil, antifreeze, and solvents are stored in separate drums or tanks.			
Waste oil is removed by a licensed transporter or burned on-site in an approved heater.			
Oil filters are punctured and hot drained over waste oil drum for the required amount of time, and then recycled or disposed properly.			
Oily shop rags are placed in sealed, labeled metal containers and are managed properly.			
Oily absorbents are disposed according to state regulations.			

Solvent Parts Cleaning

DESCRIPTION	YES	NO	N/A
Solvent parts cleaner is closed.			
A licensed transporter picks up and recycles solvents or disposes of solvents as hazardous waste.			
Parts cleaner is labeled with material name and hazard type.			

If a flammable solvent is used, the parts cleaner has a fusible link that locks shut in the case of fire.			
Parts cleaner is registered with the state environmental agency (if required).			

Exhaust System Repair

DESCRIPTION	YES	NO	N/A
Welding/cutting is permitted by the local fire department.			
Compressed gas cylinders are chained to a portable dolly or to the wall in an upright position.			
Fire extinguishers are available in the welding/cutting area.			
Employees wear protective clothing and welding helmets with shields.			
Flammables are not used or stored nearby.			
Machinery is grounded.			
Local ventilation is adequate.			

Brake Repair (Grinding drums and turning rotors)

DESCRIPTION	YES	NO	N/A
Employees wear safety glasses with side shields.			
Equipment is bolted into the floor.			
Pullies on the grinder are covered with a safety guard.			
The grinding wheel offset is no greater than 1/8 inch.			
Shop uses HEPA filtered vacuum system or a wet method of grinding to prevent asbestos exposure.			

Air Conditioner and Radiator Servicing

DESCRIPTION	YES	NO	N/A
Refrigerant recovery machines are licensed by U.S. EPA.			
Refrigerant recovery operators are certified by U.S. EPA.			
Antifreeze is labeled and recycled or disposed of properly.			
If radiator repair includes brazing, procedures are in place to control and monitor lead.			

Battery and Tire Storage

DESCRIPTION	YES	NO	N/A
Batteries are stored in a single layer on pallets or shelving with an impermeable base.			
Batteries are properly recycled.			
Tires stored outside are covered and properly disposed of.			

Paint Booth

DESCRIPTION	YES	NO	N/A
Paint booth and surrounding area (within three feet) are kept free from storage/combustible construction.			
Residue scrapings and debris contaminated with residue are immediately removed from the premises and properly disposed of.			
Freshly sprayed articles are dried only in spaces provided with adequate ventilation to prevent formation of explosive vapors.			
Whenever flammable liquids are transferred from one container to another, both containers are effectively bonded and grounded to prevent discharge sparks of static electricity.			

Scrapers, spuds, or other such tools used for cleaning purposes are of non-sparking material.			
Employee clothing is not left on the premises overnight unless kept in metal locker.			
Spray booths are not alternately used for different types of coating materials unless all deposits of the first-used material are removed from the booth and exhaust ducts prior to spraying with the second-used material.			
Paint booth and equipment are free from excessive material buildup.			
Exhaust filters are changed appropriately according to use.			
Different booth elements are inspected periodically (fan belts, lighting, seals, ductwork, etc.).			
Fire suppression system is inspected periodically.			
Signage is displayed to communicate no smoking, sparks, or flames within 20 feet of the booth.			
Booth is equipped with adequate downdraft ventilation.			
Workers use adequately fitting respirators equipped with correct filters.			

Automotive Lifts

DESCRIPTION	YES	NO	N/A
Operators inspect their own lifts daily or before each use when the lift is shared.			
The repair bay is free of clutter and debris.			
Area around the lift is clearly marked so workers are aware of its presence.			
Lift's maximum weight capacity is clearly posted.			
Safety mechanisms are in working order.			
Each lift has its own set of wheel chocks.			
Stability is checked when the vehicle is a few inches off the ground before lift is raised to full height.			
Spacers or other lift accessories in use are engineered and designed for the specific lift.			
Lifts are lowered onto safety locks rather than allowing lift to rest on hydraulics.			
Lifts are inspected at least annually by a qualified lift maintenance vendor.			

Deficiencies and Recommended Actions

Note areas where the shop is out of compliance and provide information about how to correct deficiencies or any other comments.
