

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



THOMPSON RIVERS UNIVERSITY

MECHANICS HAZARD CHECKLIST

This list is not exhaustive and over time new hazards may come to be. The space at the bottom is for you to add your own identified hazards. Please notify the OH&S department so the checklist can be updated with these additions. Answering 'no' to any of the following questions indicates a need for corrective action to be taken.

| | | YES | NO | COMMENTS | PERSON RESPONSIBLE FOR ACTION | DATE ACTION COMPLETED |
|-----------|--|-----|----|----------|-------------------------------|-----------------------|
| 1. | Hazard & Location | | | | | |
| 1. | General safety – are electrical safety procedures posted and enforced? Are protocols in place for PPE? Are there signs of safety rules posted? Is there adequate training? Are there any “no food or drink” signs? Is there an eyewash station located there? (204 – 220) | | | | | |
| 2. | Gas cylinders- Are all gas cylinders clearly labeled? Are they properly stored? Is there adequate training and supervision? Is MSDS available for all gas cylinders? (204-220) | | | | | |
| 3. | Chemicals- Are all chemicals clearly labeled? Are they safely and properly stored? Is MSDS available for all chemicals? (204-220) | | | | | |
| 4. | Fuels- Are all fuels stored in outdoor storage? Are fuels stored indoors properly and safely stored? (204-220) | | | | | |

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|-----|---|-----|----|----------|-------------------------------|-----------------------|
| 5. | Fumes- Is exhaust ventilation in good working condition? Has system been tested within the last year?(204-220) | | | | | |
| 6. | Hydraulic Press- Is there training and supervision for the press? Are there safety stickers posted by press? Are guards in place and good condition? (204-220) | | | | | |
| 7. | Crane- Is there proper training and supervision? Is the crane inspected daily? Are all slings in good condition? Are there safe work procedures for the crane usage? Is cranes rating clearly labeled? (204,208) | | | | | |
| 8. | Drill Press - - Is there adequate training and supervision? Are there safety stickers on the saw? Are guards in place? (204-220) | | | | | |
| 9. | Grinder – Is there safety training in place for the grinder? Is tool rest gap set correctly? What condition is the grinder stone in? Is a face shield provided? (204-220) | | | | | |
| 10. | Vehicles- Is there adequate training and supervision for work on vehicles? Are wheel blocks used? (204-220) | | | | | |
| 11. | Hoists- Is there adequate training and supervision? Are there safe work procedures for the hoist? Have monthly inspections been performed? Are visual inspections done before use? (212,220) | | | | | |
| 12. | Lathe- Is there adequate training and supervision? Are safety stickers posted near lathe? Is the tool rest in place and in good condition? (212,220) | | | | | |
| 13. | Hydraulic Jack- Is there adequate training and supervision? Are safe work procedures in place for the jacks? Are jacks inspected before use? (204) | | | | | |

| | | YES | NO | COMMENTS | PERSON RESPONSIBLE FOR ACTION | DATE ACTION COMPLETED |
|-----|--|-----|----|----------|-------------------------------|-----------------------|
| 14. | Jack Stands- Is there training and supervision? Are safe work procedures in place? Are jack stands rating labeled? | | | | | |
| 15. | Jacking & blocking- Is there proper training and supervision? Are safe work procedures in place? (204-220) | | | | | |
| 16. | Varsal part washer/solvent tanks- Is proper training in place? Are gloves provided? Is MSDS available? Is there a safe disposal procedure in place?(204-220) | | | | | |
| 17. | Storage- Are all materials safely and properly stored? (204-220) | | | | | |
| 18. | Hand Tools- Are all hand tools in good condition? And they properly stored when not in use? Is safety training provided? (204-220) | | | | | |
| 19. | Ladders- Is supervision provided in ladder work? Are all ladders inspected before use? Is ladder safety taught?(212) | | | | | |
| 20. | High Pressure hot water washer- Are safety instructions posted by machine? Are all appropriate PPE provided and used? (204) | | | | | |
| 21. | Cut off Saw- Is safety training and supervision provided? Are all guards in place and in good condition? Is there signage showing required PPE? (204) | | | | | |
| 22. | Batteries & Chargers- Is safety training and supervision provided? Are batteries store in a locking cabinet? Is adequate ventilation provided? Are gloves provided? (204-220) | | | | | |
| 23. | Clutter & cleanliness- Are all cleaning procedures clearly posted? (204-220) | | | | | |

General Issues to Always Look For

- Cords: Damaged extension cords, chains of extension cords, Male prong missing, proper wire size
- Lockouts: when doing work on any piece of power equipment, proper precautions must be taken to ensure the power source has been eliminated and locked out. If it's just a matter of unplugging the cord from the wall, the individual doing the work must have a constant view of the unplugged cord.
- Safe work procedures: safe work procedures must be readily available at all times
- Spills: ensure anything spilled has been cleaned up to avoid slipping hazards and exposure, a procedure should be in place to remedy accidental spills
- Work benches: work space on benches should be adequate to work safely
- Walkways: designated walk ways and safety areas should be clearly marked
- Combustibles: a collection of combustible materials such as oil rags, cardboard or garbage should be eliminated
- Equipment: equipment used must be certified and in good working condition. Anything broken should be flagged and not used.
- PPE: requirement signs should be posted on doors to shops and requirements MUST be enforced
- Training: all students need to be trained on any safety issues and equipment they are expected to use. It is a good idea to also do a follow up refresher training mid term.
- Eyewash: eyewashes should be flushed often to avoid dirt build up and to ensure they are working adequately
- Distraction: it is crucial to ensure students are totally focused on their tasks. All distractions should be avoided.
- Containers: any container that holds chemicals MUST be properly labeled and stored
- High hazard areas should be clearly marked and identified, either with signs or floor taping
- A program for servicing and preventive maintenance should be in place
- Signs: relevant warning signs relating to ALL workshop hazards should be displayed
- Waste: waste materials should be stored appropriately, and a procedure should be in place to legally dispose of the waste
- Housekeeping – if upon inspection you notice that lighting is not adequate, doors don't close properly, or something is damaged, make note of it to ensure the right people are informed
- Clutter – walkways, doorways and places where hazardous materials are stored should be free of clutter to avoid trips etc