

MUNICIPAL SHOP AND HAND TOOL USE SAFETY AUDIT/SURVEY TOOL

Injury prevention during shop operations

Instructions: This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

Injuries in shop operations have usually been back injuries from lifting or hand injuries from improper tool use and improper personal protective equipment use. Knee and ankle injuries from slips and falls have been all too common. A few serious injuries have also occurred when fires and explosions occurred from improper procedures and lack of air and dangerous gas monitoring.

Most shop related injuries can be prevented by use of EPA approved paints, solvents and cleaning supplies which are environmentally compliant and non-toxic to workers, proper lifting practices with use of teamwork or assistive lifting devices for lifts of more than 50 pounds, properly stabilizing equipment before work begins and properly positioning work to avoid awkward positions, and varying work duties to avoid repetitive motion injuries. We recommend strict adherence to policies and procedures addressing proper use of personal protective equipment and safe work practices concerning mechanical work on vehicles and heavy equipment.

Task/Job Part – Proper Training	Yes	No	Corrective action date	NA
All training completed with passing scores in a timely manner				
All training properly recorded				
All job specific training and new employee safety orientation completed				
All job specific training and new employee safety orientation completed for seasonal workers				
Hazardous Materials and Communication training (see Chemical Use/Operations auditing tool)				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policy in place <ul style="list-style-type: none"> ✓ Policy reviewed and updated every three years ✓ Personnel has reviewed and signed off on policy 				
Personnel policies applied in a consistent manner				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment training completed				

Task/Job Part – Customer Relations and Service	Yes	No	Corrective action date	NA
All incidents or accidents involving customers reported and recorded <ul style="list-style-type: none"> ✓ At the time of an accident or incident, there is no admission of liability on the part of the municipality ✓ All appropriate public safety and EMS agencies were notified 				
Customers are treated in accordance with customer relations policy				
Any customer contact was handled in a manner consistent with customer relations policies (i.e. notification of a pothole, or playground equipment repair needed)				

Task/Job Part – Safety Meetings and Records	Yes	No	Corrective action date	NA
Periodic safety meetings attended with training and or incident investigations and corrective action taken				
All records associated with safety meetings properly maintained				

Task/Job Part – Completion of all certifications	Yes	No	Corrective action date	NA
All certifications, such as mechanic, or diesel mechanic and CEUs completed and current				
Other				
Other				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of 8" high heavy work boot with a hard toe				
Use of heavy work gloves or heavy rubber gloves if needed <ul style="list-style-type: none"> ✓ Disposable non-latex work glove for mechanical work ✓ Use of non-toxic, EPA compliant hand cleaners 				
Use of face shields, eye protection				
Use of level "D" protection, coveralls or pants, long-sleeve shirt <ul style="list-style-type: none"> ✓ Work clothing laundered on-site, never worn home ✓ Work clothing fits tightly enough to not get caught in running machinery ✓ Hair is restrained to not be a catch hazard in running machinery or hand tools 				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of fall/slip protection such as “Get a Grip Advanced” slip on cleats or other non-slip device such as a non-slip sole on work boots				
Use of hard hats and safety vests around running heavy equipment in shop area <ul style="list-style-type: none"> ✓ Equipment swing zones avoided ✓ Equipment properly stabilized and chocked 				
Use of hearing protection as needed (>85 decibels)				
Other				

Task/Job Part – Proper lifting technique	Yes	No	Corrective action date	NA
Proper position				
2 or more workers if load is more than 50#				
No lift above waist level				
Use of effective assistive lifting device if applicable				

Task/Job Part – Shop Environment – Consider Safety First	Yes	No	Corrective action date	NA
All procedure guidelines reviewed and followed				
Completed any notification or corrective action needed				
Completed all weekly risk management checklists				
Housekeeping <ul style="list-style-type: none"> ✓ Egress and work areas free of clutter and trip/fall hazards ✓ Any spills, fall/trip hazards promptly abated ✓ Openings properly protected, OSHA compliant ✓ Flammables, solvents, paints, cleaning supplies properly stored and contained in non-flammable cabinets ✓ Proper ventilation and temperature controls, with exhaust hoods and a respirator use program (if needed) 				
EPA compliant paints, solvents and cleaning supplies <ul style="list-style-type: none"> ✓ Use of non-toxic supplies to aid municipal EPA water quality compliance and eliminate the need for a respiratory program 				
Supply storage <ul style="list-style-type: none"> ✓ When possible, larger storage tanks used with mechanical(truck & hose) loading ✓ Supplies ordered in 50# bags or less ✓ Supplies stored at waist level with good access to ✓ aid proper lifting technique 				

Task/Job Part – Shop Environment – Consider Safety First	Yes	No	Corrective action date	NA
✓ Assistive lifting devices available for lifting supplies or more than 50#				
Air quality and flammable or other dangerous gas monitoring				
Other				
Other				

Task/Job Part – Power Tool and hand tool use	Yes	No	Corrective action date	NA
Proper training in tool use with review of use procedures and guidelines				
Work and assistive lifting devices positioned to avoid lifts of greater than 50#				
Power tool in proper working condition, properly grounded <ul style="list-style-type: none"> ✓ All machine guarding in place ✓ Blades, bits sharp ✓ Machine set up to use in ergonomically correct position ✓ Work area free of equipment swing areas or other overhead hazards ✓ Work area free of any possible pinches or squeeze points for hand injury prevention ✓ Blades, bits, and grinding wheels properly sized to equipment ✓ Proper PPE in use 				
Hand tool use <ul style="list-style-type: none"> ✓ Tool sharp and otherwise in working order ✓ Work positioned properly to avoid out of position use, proper ergonomics ✓ Work positioned properly to avoid pinches or other injuries to hands ✓ Proper PPE used 				
Mechanical work on vehicles and equipment <ul style="list-style-type: none"> ✓ Proper work procedures and guidelines for work reviewed and followed ✓ Proper PPE used ✓ Any work area hazards, trip/fall hazards properly cleaned up or abated ✓ Vehicle properly stabilized and chocked ✓ Any hydraulically lifted equipment properly cribbed and stabilized ✓ Work area set up to avoid jump offs from equipment and out of position work positions and or lifts ✓ Proper safety measures taken with any flammable 				

Task/Job Part – Power Tool and hand tool use	Yes	No	Corrective action date	NA
<ul style="list-style-type: none"> ✓ Liquids associated with the equipment (ventilation, fuel shut-offs closed, etc.) ✓ Equipment properly de-energized to avoid electric shock, ignition of flammables or injury to hands from moving parts ✓ Work arranged to maximize working in normal standing position with work around waist level; above shoulder positioning minimized ✓ Tools used and work arranged to minimize squeezes, pinches, and other hand injuries 				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

TOTAL SCORE

Signature _____

Print Name _____

Date _____