

# Workplace Safety Inspections



Policy:	Workplace Safety Inspections – Maintenance/Body Shop
Policy Number:	CO-SF-010
Entity:	Corporate – All Companies
Division:	Safety
Department:	Safety
Owner:	Corporate Director Safety and Training
Approver:	Vice President of Human Resources
Creation Date:	November 27, 2019
Review Cycle:	Annually
Last Review Date:	August 2023

## I. Purpose:

Martz Bus is committed to creating and maintaining a safe working environment for all employees. The Workplace Safety Inspections are designed to maintain a focus on a safe work environment in all areas of the company.

## II. Scope:

All levels of leadership are responsible for maintaining a safe work environment. Although the safety team is responsible for scheduled safety walkthroughs, management is responsible for working with the safety division to maintain safe work environments.

Everyone is also responsible for maintaining a safe working environment. Employees are the stewards of the work environment and must operate in a way that maintains safe working conditions.

## III. Dissemination/Application:

The Workplace Safety Inspections Policy applies to all Martz Bus employees. Employees will be informed of this policy as a part of the new hire orientation. Current employees are responsible for periodically reviewing policies. It is each employee's responsibility to maintain familiarity with company policies.

## IV. Definition of Terms:

1. Safety Team – the safety team is individuals who either work in the location's safety department, or are designated a safety team member.
2. Workplace – includes all physical locations and vehicles; each vehicle must be considered a safe *workplace*.

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## V. Policy:

- a. To ensure the continued cleanliness and overall safety of our workplace, a member of the safety team is required to conduct one (1) documented walkthrough/inspection on a monthly basis.
- b. To help facilitate this walkthrough, the members of the safety team will use the two (2) attached forms.
  - i. Monthly Safety Walkthrough
  - ii. Martz Bus site inspection form
- c. Upon completion of the walkthrough's, the member of the safety team will present the forms, along with any deficiencies, to be reviewed and signed off by their respective general manager (GM), the local Maintenance Manager and/or Corporate Director of Maintenance.
  - i. The GM and local Maintenance Manager/Corporate Director of Maintenance are responsible for reviewing the completed safety inspection report and will coordinate corrective action items with the local Safety representative.
  - ii. The completed safety inspection report and corrective actions will be shared with the Corporate Director Safety and Training and Vice President of Operations.
  - iii. The local Safety Manager/Supervisor will sign off on the GM and local Maintenance Manager/Corporate Director of Maintenance will sign-off on the log and forward the log to the Corporate Director Safety and Training.
- d. Any deficiencies found during the inspection must be corrected within 30 days. Major deficiencies must be corrected immediately if they put work safety in danger.

## VI. Attachments/Appendixes:

<b>Appendix A</b>	<b>General Safety Inspection Guidelines</b>
<b>Appendix B</b>	<b>Workplace Safety Inspection form</b>

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## Appendix A

### General Safety Inspection Guidelines

Please follow this as a guideline for safety inspections:

#### **Safety Glasses**

Maintain a supply in the box at shop entrance. All Martz employees involved in any spraying or operating power tools, including a buffing wheel, must wear ANSI Z87.1 safety glasses with affixed side shields. (Prescription safety glasses will be allotted to appropriate Martz employees). This includes the maintenance mechanics, bus washing and servicing team. Items can come off the coach and imbed in their eyes.

Eye protection must be worn by all Martz Bus employees, contractors, vendors, and suppliers who step outside the boundary of the painted walkway through the maintenance shops.

#### **Safety Shoes**

All Martz Bus personnel assigned to maintenance, body shop, bus wash and servicing must wear approved safety shoes (steel or composite toed). The safety shoes must meet the ASTM F2413 guidelines.

Foot protection must be worn by all Martz Bus employees, contractors, vendors, and suppliers who step outside the boundary of the painted walkway through the maintenance shops.

#### **Protective Gloves**

Safety inspectors should have a pair of work gloves on their person during an inspection and wear them if they have to touch anything during the inspection.

#### **General Housekeeping**

- Provide and maintain a clean lunchroom and washroom that are separate from the work area.
- No eating in work area.
- Do not block or obstruct access to emergency equipment (fire extinguishers, eyewash stations, spill containment equipment, first aid cabinets) doorways, and emergency exits.

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- Ensure good ventilation. All running engines produce carbon monoxide. Exposure to carbon monoxide can cause headaches, sleepiness, loss of consciousness and death. It is also a flammable gas. When we experience cold weather, bus engines are to be vented outside or the garage door is opened.
- Keep first aid kits fully stocked and accessible.
- Emergency eyewash stations are to be kept clean from dirt and debris.
- Keep floors and work benches clean to reduce slipping and tripping hazards.
- Empty trash containers regularly.
- Discard rags, paper and other items soaked with flammable materials (such as oil, gas, or solvents) **in approved metal containers.**
- Store compressed gas cylinders upright, in cages designed for this purpose or secured with chain or brackets.
- Store and dispose of waste oils and fluids according to local by-laws or environmental regulations.
- Keep fuel gas cylinders and petroleum products separate from oxygen cylinders.
- No Smoking anywhere except the designated area on lot

## Service Pit-

- Safety chains are to remain up (if applicable)
- When a coach is not over the pit the safety net must be fully extended
- The floor should be cleaned and grease free
- The pit should be well-lit

Comments:

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# Workplace Safety Inspections



Operation \_\_\_\_\_  
 Inspector \_\_\_\_\_  
 Date \_\_\_\_\_

Check "X" under Y for Satisfactory Condition Observed; N for Improvement Recommended of Condition observed at this time; NA if Not Observed at this time. For each N, comment on what was observed.

Y	N	NA	Housekeeping	Y	N	NA	Electrical
			Aisles/pathways clear				Outlets grounded - good condition
			Floors clean/free of debris				No temporary wiring
			"No Smoking" signs posted where applicable				Ground Faults where needed
			U/L listed oily rag cans				Extension cords grounded and in good condition, i.e., no cracked insulation
			Cabinets/shelves secured to wall				Electrical panels readily accessible
			Spill containment materials for spills clean and readily available				Trouble lights grounded and in good condition/protective cages in place
			Spare parts stored in orderly manner				Emergency lighting provided and tested monthly.
			New/Used tires stored safely				Electrical panels require circuit labels on the exterior of doors
			High shelving is secured.				
			Flammables				Compressed Air Systems
			U/L listed Flammable Storage Cabinet for the storage of flammable paints, solvents, starting fluids, etc.				Are belt drives guarded on automatic start systems?
			Approved bonding/grounding provided to transfer of liquids to smaller containers				Is the tank and piping system drained of moisture daily?
			Single-walled propane containers not stored inside facility				Are hoses/coupling devices in good condition, i.e., no cracks, adequate for pressure used?
			No items stored on top of Flammable cabinet.				Compressed air not used for cleaning purposes?
			Is a non-flammable solvent used for cleaning parts				
			Carbon Monoxide Systems				Eyewash Stations
			CO systems available - good condition				Available and in good condition
			Are the systems being used				Unobstructed access and labeled
			Elephant trunks of sufficient length to vent outside and in good condition				Portable bottle stations (handheld) clean and bottles not out of date?
			Protective covers in place for in-ground systems				Tested on a weekly basis? Documented?

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			Portable Power Tools				Stationary Power Equipment
			Are power tools in good condition				Are stationary tools mounted to the floor/work bench to prevent tipping
			Is there any evidence of cracked cases or other defects				If guards are provided, are they intact and working as designed
			Are tools grounded, has the third prong been removed				
			If guards are provided, are they intact and working as designed				
<b>Comments</b>							
			Oxygen & Acetylene Cylinders				
			Welding cart in good condition and equipped with charged multipurpose fire extinguisher				Is bench grinder equipped with face shield which is in good condition
			Spare stock stored separately, i.e., minimum of 20 feet between oxygen and acetylene cylinders				Are the tool rests on the bench grinder adjusted to 1/8" from wheel
			Are cylinders protected from temperature extremes, i.e., direct sunlight				Is paper washer intact on wheel, i.e., paper should be between the metal washer and the abrasive wheel
			Are all cylinders chained in upright position to prevent falling				
			Are areas identified for both full and empty cylinders				
			Cylinders identified as to type of gas				
			Inspect for dents, corrosion, etc.				
			Max. use pressure of Acetylene is 15 psi				
			Oxygen gauges marked "Use No Oil"				
			Cylinders over 30 lb. equipped with valve protection caps				
			Acetylene stored with valve end caps				
			Empty cylinders have valves closed				
							Hoisting Equipment
							Is hoisting equipment inspected annually - date of last inspection
							Is the rated capacity marked on equipment
							Are there enough bus lifts/jack stands available? - inspected annually - date of last inspection:
							Are all slings, towing/lifting cables, and chains load tested annually - date of last
							Do floor jacks have load capacity markings certifying annual testing?

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Comments			Comments		
<b>Fire Prevention Equipment</b>			<b>Battery Charging Area</b>		
		Are the correct size and type provided, i.e., 20 lb. dry chemical/300' area			Is a well-ventilated area provided for charging/storage of batteries - away from spark producing agents
		Are F.E. locations conspicuous and labeled			Are racks made of plywood or other non-sparking material
		Is the maximum travel distance between extinguishers 75'			Are vent caps in place during charging - to prevent electrolyte spray?
		Are F.E. inspected monthly - date of last inspection:			Is recharging area accessible to eye-wash station?
		Are F.E. serviced, i.e., recharged annually - date of last			Are "No Smoking" signs posted?
			<b>Comments</b>		
<b>Means of Egress</b>			<b>Personal Protective Equipment</b>		
		Are there a sufficient number of exits, i.e., minimum of two			Is eye protection provided and used for grinding and welding operations
		Are they clearly visible? Labeled?			Is hearing protection provided and used during high noise operations
		Provided with emergency lighting?			If body repair/spray painting is performed are personnel provided with approved respiratory protection
		Clear of obstructions?			Is equipment clean, in a useable condition and stored properly?
		Are "Not An Exit" doors labeled as such			Is a First-Aid kit provided and maintained at full stock/Sharps containers available?
					Are all shop/service employees wearing appropriate safety footwear?
<b>Hand Tools</b>			<b>Hand Tools</b>		
		Are hand tools in good condition			Hammer handles not taped - hides cracks and other defects
		Is a locked cabinet provided for securing hand tools			No mushroom heads present on hammers, cold chisels & punches

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 Inspector \_\_\_\_\_  
 Date \_\_\_\_\_

Check "X" under Y for Satisfactory Condition Observed; N for Improvement Recommended of Condition observed at this time; NA if Not Observed at this time. For each N, comment on what was observed.

			Forklifts				Environmental Issues
			Have all operators received documented training in accordance with OSHA requirements				All containers properly labeled (including secondary container)
			Do propane-fueled forklifts have an attached fire extinguisher				SWPPP is written and implemented
			Does each forklift have a working seatbelt				SPCC is written and implemented
							Approved hazardous waste haulers are used for waste disposal
			In-ground Pits				Appropriate permits have been obtained for fuel / hazardous material storage
			Pits are clean and free of excess grease, oil and debris				Fueling and lavatory dumping procedures are used by appropriate employees
			Pits are adequately lit for working				Emergency shutoff for fuel pumps is within reasonable distance from pump and accessible
			Pit is properly protected when not in use				Emergency shutoff location directional sign required at pump.
Comments							Each fuel pump has EPA required fuel label.
			Workplace Safety				Workplace Safety Training
			Written Employee Safety & Health Policy and Program in effect				Job specific training according to job description documented
			SDS inventory/TOC is current and data sheets are current and available to all applicable employees				Lockout / Tagout training documented
			Written job safety analysis & PPE assessment completed				Bloodborne Pathogen training documented
			Written Lockout / Tagout procedures used				Hazard Communication training documented
			Written Hearing Conservation Program in effect				PPE training, including respirators, documented
			Written Respirator Use Program in effect				Emergency Evacuation training and drills documented
			SWPPP training completed for applicable employees				



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Date _____			
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			<b>Workplace Incident/Injury</b>
			Written investigation complete
			Investigation results include steps to prevent reoccurrence
			Location injury / incident root cause analysis performed
			OSHA 300 Log maintained and current
			OSHA 300A Form posted from February 1 through April 30
<b>Comments</b>			
		<b>NA</b>	<b>Security &amp; Emergency Preparedness Plan</b>
			Written SEPP available and implemented
			Emergency contact list distributed and current
			Security awareness training received by all employees
<b>Comments</b>			

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Operation: \_\_\_\_\_

Inspector(s):  
(Print Names)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the inspection of the \_\_\_\_\_ facility on \_\_\_\_\_  
by the Inspectors and will work with the inspection team and local safety  
representatives to correct the action items in a timely manner.

\_\_\_\_\_  
Maintenance Manager/Corporate Director                      Signature                      Date

\_\_\_\_\_  
General Manager                      Signature                      Date



**Facility Inspection Action Item List**

Action Item	Responsible Person	Corrective Actions Taken	Date Completed

I have reviewed the corrective actions from the inspection of the \_\_\_\_\_ facility and confirm all action items have been completed.

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_