

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: SAFETY INSPECTIONS**

**APPROVED:** Marilyn L Rawlings  
**MARILYN L RAWLINGS, FLEET MANAGER**

**DISTRIBUTION:**

**Fleet Management**

**PURPOSE:**

**To ensure that all Fleet employees have a safe working environment.**

**PROCEDURE:**

**The Fleet Safety Officer shall perform the following inspections on a monthly basis.**

- 1. Fire Extinguishers-**
  - a. All extinguishers must be fully charged and in their designated places.**
  - b. Inspection dates on extinguishers should not exceed one year.**
  - c. Extinguishers cannot be blocked and should be clean and dust free.**
  - d. Check to make sure safety pins are in place.**
  - e. Complete (attached form), sign and date.**
  
- 2. Shop Tools-**
  - a. Shop tools must not have cracks, leaks or broken parts.**
  - b. All hydraulic tools (i.e., bottle jacks, floor jacks, hydraulic presses, etc.) must be properly labeled with the right capacities (i.e. 10-ton, 5-ton, etc.).**
  - c. Complete, sign and date (attached form).**
  
- 3. Mechanic's Hand Tools-**
  - a. Chisels, punches, etc. with mushroomed heads, must be reconditioned or replaced.**
  - b. Broken or fractured handles on hammers, axes and similar equipment must be replaced.**
  - c. Worn or bent wrenches and sockets must be replaced.**
  
- 4. Shop Equipment-**

**All equipment (jack stands, pry bars, battery chargers, hand trucks, ladders, extension cords, air conditioning machines, bench grinders, hand grinders, welders, torches, floor fans, hydraulic hose machine, hydraulic filter crusher, hydraulic lifts, etc.) must be free of leaks, broken or loose parts, fractures, etc. Fill out, sign (attached form) and date log.**

5. **First Aid Cabinet-**  
Cabinet must be properly stocked and ready for an emergency. The Fleet Safety Officer will check the log and cabinets monthly, and notify the Fiscal Officer if supplies need to be ordered. If log is full, please notify the Fleet Safety Officer to replace the log.
  
6. **Eyewash Stations-**
  - a. Make sure all eyewash stations are readily accessible.
  - b. Check date on eye wash flush kit to make sure it has not expired.

(Eyewash/Flush kits are strategically located at the sinks in the Heavy, Light and PM shops, as well as at the battery charging station in the PM Shop and the portable battery cart in the Heavy shop.)
  
7. **AED Inspections-**
  - a. Check for AED readiness. Handle will light up "OK".
  - b. Check # of Redi-Paks & expiration date.
  - c. Check battery expiration date.
  - d. Inspect AED case.
  - e. Fill out, sign (attached form) and date log.
  
8. **Fuel Tank Inspections-**
  - a. Check condition of fuel pump. Check for broken or missing parts, stains or leaks.
  - b. Check hose condition. Check for cracks or leaks in hose, damage to fuel nozzle.
  - c. Fill out, sign (attached form) and date log.
  
9. **Fleet Safety Officer-**

It is the responsibility of the Fleet Safety Officer to note and report all unsafe tools and equipment to the Shop Superintendent or the Fleet Manager. Mechanics will be advised of any tool(s) that are found to be in an unsafe condition and this will be entered on the mechanic's log. The Shop Superintendent will also be made aware of such unsafe tool(s). The mechanic will have 24 hours in which to repair or replace such tool(s) and remove it from the premises.

All signed and dated logs will be kept in a binder in the Operations Manager's office.

Revision Date: September 2010

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