

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: SAFETY INSPECTIONS**

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

**DISTRIBUTION:**  
**Fleet Management**

**PURPOSE:**  
To establish guidelines are in order to ensure a safe working environment. All fire extinguishers, mechanic's tools and shop equipment will be inspected on a monthly basis to comply with Fleet safety standards.

**PROCEDURE:**

- 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 Light 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 violations 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. Fleet's Safety Officer will do inspections on a monthly basis.

Revision Date: April 2010

FLEET MANAGEMENT  
 AED -- MONTHLY SAFETY INSPECTION FORM  
 FISCAL YEAR \_\_\_\_\_

MONTH: \_\_\_\_\_

	AED LOCATION	AED Readiness	# of Redi-Paks & Exp. Date	Battery Exp. Date	AED Case
1	FRONT OFFICE				
2	PARTS HALLWAY				
3	PM SHOP OFFICE				
INSPECTED BY (INITIALS) AND DATE					

**Description**

AED Readiness - Enter display information from AED case handle. If anything other than "OK" please report to Operations Manager  
 # of Redi-Paks & Exp. Date - Enter number of "Adult" Quik-Combo Redi-Paks in case cover and expiration date on back of packs  
 Battery Exp. Date - Enter battery expiration date, found on a service sticker on AED box access door, if sticker is missing please report to Operations Manager  
 AED Case - Inspect case for cracks or damage. If anything other than "OK" please report to Operations Manager

**LEE COUNTY FLEET MANAGEMENT LOCATION OF FIRE EXTINGUISHERS**

LOCATION NUMBER	SIZE	TYPE	LOCATION	INSPECTION DATE SHOWN	CONDITION OF FIRE EXTINGUISHER
A	5	ABC	Front office, front door	September	GOOD NEEDS RECHARGE
B	5	ABC	Front office, north door	September	GOOD NEEDS RECHARGE
1	10	ABC	Front office, file room	September	GOOD NEEDS RECHARGE
2	10	ABC	Lunch room	September	GOOD NEEDS RECHARGE
3	10	ABC	Parts room, Janets office	September	GOOD NEEDS RECHARGE
4	10	ABC	Parts room, rear east wall	September	GOOD NEEDS RECHARGE
5	10	ABC	Parts room rear north wall	September	GOOD NEEDS RECHARGE
6	10	ABC	Parts room by Eric's desk	September	GOOD NEEDS RECHARGE
7	10	ABC	2nd floor front north wall	September	GOOD NEEDS RECHARGE
8	10	ABC	2nd floor rear north wall	September	GOOD NEEDS RECHARGE
9	10	ABC	Heavy Shop by Bill's office	September	GOOD NEEDS RECHARGE
10	10	ABC	Heavy Shop mid west wall	September	GOOD NEEDS RECHARGE
11	10	ABC	Heavy Shop northeast wall	September	GOOD NEEDS RECHARGE
12	10	ABC	Heavy Shop southeast wall	September	GOOD NEEDS RECHARGE
13	10	ABC	Heavy Shop south wall	September	GOOD NEEDS RECHARGE
14	10	ABC	Heavy Shop southwest wall	September	GOOD NEEDS RECHARGE
15	10	ABC	Heavy Shop south pole	September	GOOD NEEDS RECHARGE
16	10	ABC	Heavy Shop noth pole	September	GOOD NEEDS RECHARGE
17	10	ABC	Light Shop front of office	September	GOOD NEEDS RECHARGE
18	10	ABC	Light Shop mid north wall	September	GOOD NEEDS RECHARGE
19	10	ABC	Light Shop northeast wall	September	GOOD NEEDS RECHARGE
20	10	ABC	Light Shop east wall	September	GOOD NEEDS RECHARGE
21	10	ABC	Light Shop southeast wall	September	GOOD NEEDS RECHARGE
22	10	ABC	Light Shop mid south wall	September	GOOD NEEDS RECHARGE
23	10	ABC	Light Shop southwest wall	September	GOOD NEEDS RECHARGE
24	10	ABC	Light Shop west wall	September	GOOD NEEDS RECHARGE
25	10	ABC	Sheriff Shop northwest wall	September	GOOD NEEDS RECHARGE
26	10	ABC	Sheriff Shop mid north wall	September	GOOD NEEDS RECHARGE
27	10	ABC	Sheriff Shop northeast wall	September	GOOD NEEDS RECHARGE
28	10	ABC	Sheriff Shop east wall	September	GOOD NEEDS RECHARGE
29	10	ABC	Sheriff Shop southeast wall	September	GOOD NEEDS RECHARGE
30	10	ABC	Sheriff Shop mid south wall	September	GOOD NEEDS RECHARGE
31	10	ABC	Sheriff Shop east break room	September	GOOD NEEDS RECHARGE
32	10	ABC	Sheriff Shop west wall	September	GOOD NEEDS RECHARGE
33	10	ABC	PM Shop east wall	September	GOOD NEEDS RECHARGE
34	10	ABC	PM Shop west wall	September	GOOD NEEDS RECHARGE
35	10	ABC	EMS Shop, office south wall	September	GOOD NEEDS RECHARGE
36	10	ABC	EMS Shop west wall	September	GOOD NEEDS RECHARGE
37	10	ABC	EMS Shop east partial wall	September	GOOD NEEDS RECHARGE
38	5	ABC	Outside EMS Shop east wall	September	GOOD NEEDS RECHARGE
39	20	ABC	Fuel island north end	September	GOOD NEEDS RECHARGE
40	20	ABC	Fuel island south end	September	GOOD NEEDS RECHARGE
41	10	ABC	Inside car wash building	September	GOOD NEEDS RECHARGE
42	10	ABC	Welding Shop southwest wall	September	GOOD NEEDS RECHARGE
43	10	ABC	Waste facility southwest property	September	GOOD NEEDS RECHARGE
44	10	ABC	Welding Shop northeast wall	September	GOOD NEEDS RECHARGE
45	5	ABC	Mounted to asset 31917	September	GOOD NEEDS RECHARGE
46	5	ABC	Bench top in Welding Shop	September	GOOD NEEDS RECHARGE
47	5	ABC	Bench top in Welding Shop	September	GOOD NEEDS RECHARGE

CIRCLE ONE IN THE BOX FOR THE CONDITION OF FIRE EXTINGUISHER.

FOR THE MONTH OF: \_\_\_\_\_

SIGN AND DATE: \_\_\_\_\_

FLEET MANAGEMENT  
 SHOP -- MONTHLY SAFETY INSPECTION FORM  
 FISCAL YEAR \_\_\_\_\_

MONTH: \_\_\_\_\_

O = INSPECTED AND OK  
 N = INSPECTED AND NEEDS REPAIR  
 L = INSPECTED AND LOCKED OUT AND TAGGED  
 R = INSPECTED AND NEEDS TO BE REPLACED

	EMS SHOP	PMS SHOP	LIGHT SHOP
1	AIR HOSES	AIR HOSES	A/C RECYCLING 134A
2	A/C RECYCLING 134A	AIR/HYD JACK	AIR HOSES
3	BATTERY CHARGER	BENCH GRINDER	BATTERY CHARGERS - 2
4	BENCH GRINDER	BENCH VISE	BENCH GRINDER
5	BENCH VISE	CENTER COLUMN LIFT ON LIFTS	BENCH VISES (4)
6	ELECT/HYD LIFTS 18,000 LBS. (8)	DRIVE ON LIFTS	BRAKE LATHE
7	EXTENSION CORDS	EXTENSION CORDS	EXTENSION CORDS
8	FLOOR FANS	FILTER CRUSHER	FLOOR FANS
9	HYD JACK 3 TON (1)	FLOOR FANS	FLOOR JACKS (2)
10	HYD JACK 5 TON (1)	FLOOR JACKS (2)	IN GROUND LIFTS (3)
11	JACK STANDS - 12 TON (2)	IN GROUND HYD LIFTS (2)	JACK STANDS (11)
12	JACK STANDS - 6 TON (6)	JACK STANDS (7)	PARTS WASHER
13	OIL DRAIN CONTAINERS (2)	PARTS WASHER	POST LIFTS (6)
14	PARTS WASHER	SHOP VACUUM	SHOP VACUUM
15	PORTABLE STEPS	TIRE CHANGING MACHINE	TORCHES
16	SMALL WHEEL DOLLY	VACUUM CLEANERS - (2) OUTSIDE	TRANS FLUSH MACHINE
17	TORQUE WRENCH 3/4"	WHEEL BALANCE MACHINE	TRANSMISSION JACK
18		YELLOW DUAL SHOP LIGHT	UNLEADED FUEL CADDY
19		ELECT/HYD LIFTS 18,000 LBS. (4)	
20			
21			
22			
	INSPECTED BY (INITIALS) AND DATE		

PLEASE USE THE BACK OF THE PAPER FOR EXPLANATIONS AND COMMENTS FOR ANYTHING OTHER THAN (O) = INSPECTED AND OK OR IF ANY SAFETY ISSUES ARE FOUND THAT ARE NOT ON SHOP LISTS.

REFER TO SAFETY BOOK FOR GENERAL LIST OF THINGS TO CHECK (SORTED BY SHOP) ON EACH ITEM LISTED ABOVE.  
 Revised 12/07

FLEET MANAGEMENT  
 SHOP -- MONTHLY SAFETY INSPECTION FORM  
 FISCAL YEAR \_\_\_\_\_

MONTH: \_\_\_\_\_  
 O = INSPECTED AND OK  
 N = INSPECTED AND NEEDS REPAIR  
 L = INSPECTED AND LOCKED OUT AND TAGGED  
 R = INSPECTED AND NEEDS TO BE REPLACED

	HEAVY SHOP	WELDING SHOP	PARTS ROOM
1	A/C RECYCLING 134A	AIR GREASE GUN	HAND TRUCKS - 2
2	AIR HOSES	AIR HOSES	
21	BATTERY CHARGER	AIR/HYD BUMPER JACK	
3	BENCH GRINDER	BAND SAW	
4	BENCH VISE (7)	BATTERY CHARGER	
5	BOTTLE JACKS (4)	BENCH GRINDER (2)	
6	CUT OFF SAW	BENCH VISES (3)	
7	DIESEL FUEL CADDY	CLEAN AIR MACHINE	
8	DRILL PRESS	CUT OFF SAW	
9	ELECTRIC/HYD 18K LIFTS (4)	DRILL PRESS (2)	
10	EXTENSION CORDS	EXTENSION CORDS	
11	FLOOR CLEANING MACHINE	FLOOR FAN	
12	FLOOR FANS	FLOOR JACK	
13	FLOOR JACKS (4)	HAND GRINDERS (2)	
14	HYD FILTERING MACHINE	HYD PRESS	
15	HYD HOSE MACHINE	IMPACT WRENCH 1"	
16	HYD PRESS	JACK STANDS (11)	
17	IMPACT WRENCH 1"	LADDER - 6'	
18	JACK STANDS (12)	METAL LATHE	
19	LADDERS - (4)	PLASMA CUTTER	
20	OVER-HEAD CHAIN HOIST	PORTABLE STEPS	
22	TORCHES	TORCHES (2)	
23	TORQUE WRENCH 3/4"	WELDER	
24	TRANS JACK	WHEEL DOLLY	
25	WHEEL DOLLY		
26			
27			
28			
29			
30			
	INSPECTED BY (INITIALS) & DATE		

PLEASE USE THE BACK OF THE PAPER FOR EXPLANATIONS AND COMMENTS FOR ANYTHING OTHER THAN (O) = INSPECTED AND OK OR IF ANY SAFETY ISSUES ARE FOUND THAT ARE NOT ON SHOP LISTS.

REFER TO SAFETY BOOK FOR GENERAL LIST OF THINGS TO CHECK ON EACH ITEM LISTED ABOVE. Revised 12/07

**FLEET MANAGEMENT  
TECHNICIAN -- MONTHLY TOOL SAFETY INSPECTION FORM  
FISCAL YEAR \_\_\_\_\_**

MONTH: \_\_\_\_\_

- O = INSPECTED AND OK
- N = INSPECTED AND NEEDS REPAIR
- L = INSPECTED AND LOCKED OUT AND TAGGED
- R = INSPECTED AND NEEDS TO BE REPLACED

Technician Hand Tools to be inspected:

- a. Chisels, punches, etc. with mushroomed heads, must be reconditioned or replaced.
- b. Broken or fractured handles on hammers and similar equipment must be replaced.
- c. Worn or bent wrenches and sockets must be replaced.
- d. This list is not meant to be all inclusive. Please report all unsafe tools.

TECHNICIAN	
1	Ball, Russell
2	Carmichael, Andy
3	Cavaluzzi, Bobby
4	Clukey, Lonnie
5	Cortes, Raul
6	Cruz, Carlos
7	Feintstein, Randy
8	Glaserapp, Fred
9	Herzfeld, Steve
10	Holmes, Gary
11	Irick, Rick
12	Layman, Randy
13	Lemieux, Robert
14	Lopez, Jose
15	Lynch, Patrick
16	Nicchia, Ray
17	Pacheco, Luis
18	Painter, Randy
19	Shultz, Danny
20	Solomon, Keith
21	Surratt, Bob
22	Twardus, Keith
23	
24	
25	
INSPECTED BY (INITIALS) AND DATE	

PLEASE USE THE BACK OF THE PAPER FOR EXPLANATIONS AND COMMENTS FOR ANYTHING OTHER THAN (O) = INSPECTED AND OK OR IF ANY SAFETY ISSUES ARE FOUND THAT ARE NOT ON THE ABOVE LIST. Revised 12/07





# MONTHLY FUEL SITE AND TANK INSPECTION

DISPENSERS	FUEL PUMP CONDITION	HOSE CONDITION	COMMENTS / REMARKS	INSPECTION DATE
DISPENSER # 1				
DISPENSER # 2				
DISPENSER # 3				
DISPENSER # 4				
DISPENSER # 5				
DISPENSER # 6				

FUEL PUMP CONDITION: THINGS TO CHECK = PHYSICAL CONDITION, BROKEN OR MISSING PARTS, STAINS OR LEAKS.  
 HOSE CONDITION: THINGS TO CHECK = PHYSICAL CONDITION, CRACKS OR LEAKS IN HOSE, DAMAGE TO FUEL NOZZLE.

- O = INSPECTED AND OK
- N = INSPECTED AND NEEDS REPAIR (PLEASE SPECIFY)
- L = INSPECTED AND LOCKED OUT AND TAGGED (OUT OF ORDER)
- W = INSPECTED AND FOUND WET (NOTE WHETHER WATER OR PRODUCT)

SUMPS AND LINERS	CONDITION	COMMENTS / REMARKS	INSPECTION DATE
UNLEADED			
DIESEL			
WASTE OIL			

CONDITION: CHECK FOR WATER OR PRODUCT

- O = INSPECTED AND OK
- N = INSPECTED AND NEEDS REPAIR
- W = INSPECTED AND FOUND WET \*
- \* IF WET, CHECK TO CONFIRM, IF POSSIBLE, LIQUID IS EITHER WATER OR PRODUCT BY USING THE 'KOLOR KUT' PASTE WHICH IS AVAILABLE FROM NURAY CARTER. REPORT FINDING TO NURAY.

ABOVE GROUND OIL TANKS	CONDITION	COMMENTS / REMARKS	INSPECTION DATE
NEW OIL 1000 GALLON			
NEW OIL 500 GALLON			
NEW HYDRAULIC OIL 250 GALLON			
NEW TRACTOR OIL 250 GALLON			

- O = INSPECTED AND OK
- N = INSPECTED AND NEEDS REPAIR