

SAFETY CHECK LIST

Introduction

The most widely accepted way to identify hazards is to conduct safety and health inspections to assist you in this fact-finding. *These checklists are not all-inclusive.* You should amend these as necessary to apply to your business. Consider carefully each item as you come to it and then make your decision.

Don't spend time with items that obviously have no application to your business. Make sure each item is seen by you or your designee, and leave nothing to memory or chance. Write down what you see, or don't see, and what you think you should do about it.

Important: Don't merely correct deficiencies that may be exposed by these checklists and forget about them; a corrected condition may not remain corrected. Instead, when you have completed the checklists, add this material to your injury information, your employee information, and your process and equipment information. You will now possess many facts that will help you determine what problems exist so you can take appropriate action. You may discover that some items were, in fact, leading contributors to past accidents.

Once the hazards have been identified, you can institute control procedures to establish your safety and health program.

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Policies and Procedures

YES NO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Have company safety policies been established that clearly document upper managements' safety commitments? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the safety program managed under the guidance of comprehensive objectives and goals? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are duties and responsibilities clearly defined? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are responsibilities for meeting safety objectives and goals emphasized during supervisory performance evaluations? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have safe work procedures for hazardous operations been established and placed in writing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are written safety procedures readily available for review by employees in locations where hazardous operations occur? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have procedures for reporting and investigating accidents been formalized and placed in writing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are supervisors familiar with accident reporting procedures? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are recordkeeping procedures clearly defined? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been trained to understand safety policies and to recognize and understand the meaning of posted safety warnings? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has your safety program been designed with active participation of both workers and management representatives? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are safe work attitudes and behavior included in workers' performance evaluations? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are workers who habitually disregard safe work practices given written reprimands when they engage in poor safe work practices? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are those who ignore reprimands concerning safety dismissed? |

Safety Management

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Has someone been assigned the responsibility and duties of "Safety Manager"? |
| <input type="checkbox"/> | <input type="checkbox"/> | If so, does your Safety Manager have documented training, experience or education that equips him/her for the job? |

YES NO

___ ___ Do you have a safety committee or group made up of management and labor representatives that meets regularly and report in writing on its activities?

___ ___ Does your company have its own safety manual or code of safety rules?

___ ___ Are records maintained to document safety committee meetings?

___ ___ Do you have a working procedure for handling inhouse employee complaints regarding safety and health?

___ ___ Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

___ ___ Have you posted the OSHA "Workers' Rights" poster (Form 3165) ?

___ ___ Are accidents promptly investigated?

___ ___ Are near miss incidents and minor injuries investigated?

___ ___ Are accident statistics used as a guide for identifying needed changes in the safety program, job activities, education or supervision?

Inspections

___ ___ Do supervisors inspect processes and operations regularly to ensure that safe practices are being followed and to ensure that safe conditions exist?

___ ___ Are written checklists provided to help branch operations or other business areas that may not have a Safety Director?

___ ___ Are workers encouraged to compete safety inspections and participate in self inspection programs?

___ ___ Are the results directed towards management for correction and follow-up of safety discrepancies?

___ ___ Are records of safety inspections maintained and filed for review?

Recordkeeping

___ ___ Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA Recordkeeping forms?

YES NO

___ ___ Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?

___ ___ Are employee training/safety meeting records maintained?

___ ___ Are operating permits and inspection records up-to-date for items required by State/local law? [append this list with items such as LPG tank permits, water discharge permits, pressure vessel inspections, etc.] ?

Training

___ ___ Do you hold regular safety meetings?

___ ___ Are employees trained in their job duties prior to job assignment?

___ ___ Do you maintain a training file covering every employee?

Medical Services

___ ___ Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?

___ ___ If medical and first-aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?

___ ___ If you have any employees who are expected to respond to medical emergencies as part of their job duties, have they:

___ ___ (1) received first-aid training;

___ ___ (2) had hepatitis B vaccination made available to them;

___ ___ (3) had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and

___ ___ (4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases?

___ ___ Where employees have had an exposure incident involving bloodborne pathogens, did you provide an immediate post-exposure medical evaluation and followup?

YES NO

___ ___ Are medical personnel readily available for advice and consultation on matters of employees' health?

___ ___ Are emergency phone numbers posted?

___ ___ Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

___ ___ Have first-aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?

___ ___ Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

Personal Protective Equipment and Clothing

___ ___ Have you accessed the workplace to determine if hazards that require the use of personal protective equipment (e.g. head, eye, face, hand, or foot protection) are present or are likely to be present?

___ ___ If hazards or the likelihood of hazards are found, have you selected appropriate PPE?

___ ___ Have employees been trained on PPE procedures, i.e. what PPE is necessary for a job tasks, when they need it, and how to properly adjust it?

___ ___ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?

___ ___ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?

___ ___ Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear *only* approved safety glasses, protective goggles, or use other medically approved precautionary procedures?

___ ___ Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?

___ ___ Are hard hats provided and worn where danger of falling objects exists?

YES NO

- ___ ___ Are hard hats inspected periodically for damage to the shell and suspension system?
- ___ ___ Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions? (e.g., cylinder plants).
- ___ ___ Are approved respirators provided for regular or emergency use where needed?
- ___ ___ Is all protective equipment maintained in a sanitary condition and ready for use?
- ___ ___ Do you have eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?
- ___ ___ Where special equipment is needed for electrical workers, is it available?
- ___ ___ Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?
- ___ ___ Is protection against the effects of noise exposure provided when sound levels exceed those of the OSHA noise standard?
- ___ ___ Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
- ___ ___ Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

General Work Environment

- ___ ___ Are all worksites clean, sanitary, and orderly?
- ___ ___ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ___ ___ Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
- ___ ___ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

YES NO

- ___ ___ Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (29 CFR 1910.1030), discarded according to federal, state, and local regulations?
- ___ ___ Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
- ___ ___ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- ___ ___ Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
- ___ ___ Are covered metal waste cans used for oily and paintsoaked waste?
- ___ ___ Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- ___ ___ Are paint spray booths, dip tanks, etc., cleaned regularly?
- ___ ___ Are the minimum number of toilets and washing facilities provided?
- ___ ___ Are all toilets and washing facilities clean and sanitary?
- ___ ___ Are all work areas adequately illuminated?
- ___ ___ Are pits and floor openings covered or otherwise guarded?
- ___ ___ Have all confined spaces been evaluated for compliance with 29 CFR 1910.146?

Walkways

- ___ ___ Are aisles and passageways kept clear?
- ___ ___ Are aisles and walkways marked as appropriate?
- ___ ___ Are wet surfaces covered with non-slip materials?
- ___ ___ Are holes in the floors, sidewalks or other walking surface repaired properly, covered or otherwise made safe?
- ___ ___ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- ___ ___ Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?
- ___ ___ Are spilled materials cleaned up immediately?

YES NO

- ___ ___ Are changes of direction or elevations readily identifiable?
- ___ ___ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
- ___ ___ Is adequate headroom provided for the entire length of any aisle or walkway?
- ___ ___ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- ___ ___ Are bridges provided over conveyors and similar hazards?

Floor and Wall Openings

- ___ ___ Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- ___ ___ Are toeboards installed around the edges of permanent floor opening (where persons may pass below the opening)?
- ___ ___ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds (90 kilograms)?
- ___ ___ Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
- ___ ___ Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
- ___ ___ Are unused portions of hydrotest or service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- ___ ___ Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
- ___ ___ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

Stairs and Stairways

YES NO

- Are standard stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
- Do stairs angle no more than 50 and no less than 30 degrees?
- Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?
- Are step risers on stairs uniform from top to bottom?
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
- Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
- Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward direction?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
- Is the vertical distance between stairway landings limited to 12 feet (3.6576 centimeters) or less?

Elevated Surfaces

YES NO

- ___ ___ Are signs posted, when appropriate, showing the elevated surface load capacity?
- ___ ___ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- ___ ___ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
- ___ ___ Is a permanent means of access and egress provided to elevated storage and work surfaces?
- ___ ___ Is required headroom provided where necessary?
- ___ ___ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- ___ ___ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

Exiting or Egress

- ___ ___ Are all exits marked with an exit sign and illuminated by a reliable light source?
- ___ ___ Are the directions to exits, when not immediately apparent, marked with visible signs?
- ___ ___ Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
- ___ ___ Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2-inch wide?
- ___ ___ Are exit doors side-hinged?
- ___ ___ Are all exits kept free of obstructions?
- ___ ___ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?

YES NO

- Are there sufficient exits to permit prompt escape in case of emergency?
- Are special precautions taken to protect employees during construction and repair operations?
- Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?
- Are exit stairways that are required to be separated from other parts of a building enclosed by at least 1-hour fire-resistive construction?
- Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot vertical and 12 feet horizontal?
- Where exiting will be through frameless glass doors, glass exit doors, or storm doors are the doors fully tempered and meet the safety requirements for human impact?

Exit Doors

- Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds (6.75 kilograms) or less in the direction of the exit traffic?
- Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
- Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

Portable Ladders

YES NO

- Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
- Are non-slip safety feet provided on each ladder?
- Are non-slip safety feet provided on each metal or rung ladder?
- Are ladder rungs and steps free of grease and oil?
- Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- Are employees instructed to face the ladder when ascending or descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- Are employees instructed not to use the top step of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?
- Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- Are portable metal ladders legibly marked with signs reading "CAUTION" - Do Not Use Around Electrical Equipment" or equivalent wording?
- Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- Are metal ladders inspected for damage?
- Are the rungs of ladders uniformly spaced at 12 inches, center to center?

Hand Tools and Equipment

YES NO

- Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?
- Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- Are broken or fractured handles on hammers and similar equipment replaced promptly?
- Are worn or bent wrenches replaced regularly?
- Are appropriate handles used on files and similar tools?
- Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- Are jacks checked periodically to ensure they are in good operating condition?
- Are tool handles wedged tightly in the head of all tools?
- Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- Are tools stored in dry, secure location where they won't be tampered with?
- Is eye and face protection used when driving hardened or tempered spuds or nails?

Portable (Power Operated) Tools and Equipment

- Are grinders, saws and similar equipment provided with appropriate safety guards?
- Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
- Are portable circular saws equipped with guards above and below the base shoe?

YES NO

- ___ ___ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- ___ ___ Are rotating or moving parts of equipment guarded to prevent physical contact?
- ___ ___ Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- ___ ___ Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as air compressors?
- ___ ___ Are portable fans provided with full guards or screens having openings 1/2 inch or less?
- ___ ___ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- ___ ___ Are ground-fault circuit interrupters provided on temporary electrical 15 and 20 ampere circuits, used during periods of construction?
- ___ ___ Are pneumatic and hydraulic hoses on poweroperated tools checked regularly for deterioration or damage?

Abrasive Wheel Equipment Grinders

- ___ ___ Is the work rest used and kept adjusted to within 8 inch of the wheel?
- ___ ___ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch (0.6350 centimeters) of the wheel?
- ___ ___ Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- ___ ___ Are bench and pedestal grinders permanently mounted?
- ___ ___ Are goggles or face shields always worn when grinding?
- ___ ___ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- ___ ___ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- ___ ___ Does each grinder have an individual on and off control switch?
- ___ ___ Is each electrically operated grinder effectively grounded?

YES NO

- ___ ___ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- ___ ___ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- ___ ___ Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?
- ___ ___ Is cleanliness maintained around grinders?

Machine Guarding

- ___ ___ Is there a training program to instruct employees on safe methods of machine operation?
- ___ ___ Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- ___ ___ Is there a regular program of safety inspection of machinery and equipment?
- ___ ___ Is all machinery and equipment kept clean and properly maintained?
- ___ ___ Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?
- ___ ___ Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
- ___ ___ Is there a power shut-off switch within reach of the operator's position at each machine?
- ___ ___ Can electric power to each machine be locked out for maintenance, repair, or security?
- ___ ___ Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- ___ ___ Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
- ___ ___ Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- ___ ___ Are all emergency stop buttons colored red?

YES NO

- Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- Are all moving chains and gears properly guarded?
- Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?
- Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?
- Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- If special handtools are used for placing and removing material, do they protect the operator's hands?
- Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosures is in place, so guarded?
- Do arbors and mandrels have firm and secure bearings and are they free from play?
- Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?
- Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
- Are saws used for ripping, equipped with anti-kick back devices and spreaders?
- Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

Lockout/Tagout Procedures

YES NO

- ___ ___ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?
- ___ ___ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
- ___ ___ Are the appropriate electrical enclosures identified?
- ___ ___ Is means provided to assure the control circuit can also be disconnected and locked-out?
- ___ ___ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- ___ ___ Are all equipment control valve handles provided with a means for locking-out?
- ___ ___ Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?
- ___ ___ Are appropriate employees provided with individually keyed personal safety locks?
- ___ ___ Are employees required to keep personal control of their key(s) while they have safety locks in use?
- ___ ___ Is it required that only the employee exposed to the hazard, place or remove the safety lock?
- ___ ___ Is it required that employees check the safety of the lock-out by attempting a startup after making sure no one is exposed?
- ___ ___ Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lock-out?
- ___ ___ Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?
- ___ ___ Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
- ___ ___ When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

YES NO

___ ___ In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

Welding, Cutting and Brazing

___ ___ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?

___ ___ Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

___ ___ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?

___ ___ Is care used in handling and storing cylinders, regulators, etc. to prevent damage?

___ ___ Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?

___ ___ Are only approved apparatus (torches, regulators, manifolds) used?

___ ___ Are cylinders kept away from sources of heat?

___ ___ Are the cylinders kept away from elevators, stairs, or gangways?

___ ___ Is it prohibited to use cylinders as rollers or supports?

___ ___ Are empty cylinders appropriately marked and their valves closed?

___ ___ Are signs reading: DANGER—NO SMOKING, MATCHES, OR OPENLIGHTS, or the equivalent, posted?

___ ___ Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?

___ ___ Is care taken not to drop or strike cylinders?

___ ___ Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

___ ___ Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?

___ ___ Are liquefied gases stored and shipped valve-end up?

___ ___ Are employees instructed to never crack a fuel gas cylinder valve near sources of ignition?

YES NO

- Before a regulator is removed, is the valve closed and gas released from the regulator?
- Is red used to identify the acetylene (and other fuelgas) hose, green for oxygen hose, and black for inert gas and air hose?
- Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- Under wet conditions, are automatic controls for reducing no load voltage used?
- Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- Are electrodes removed from the holders when not in use?
- Is it required that electric power to the welder be shut off when no one is in attendance?
- Is suitable fire extinguishing equipment available for immediate use?
- Is the welder forbidden to coil or loop welding electrode cable around his body?
- Are wet machines thoroughly dried and tested before being used?
- Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- Do means for connecting cable lengths have adequate insulation?
- When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?
- Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?
- When floors are wet down, are personnel protected from possible electrical shock?
- When welding is done on metal walls, are precautions taken to protect combustibles on the other side?

YES NO

- Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?
- Is it required that welding helmets, hand shields and goggles meet appropriate standards?
- Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?
- Is a check made for adequate ventilation in and where welding or cutting is performed?
- When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

Compressors and Compressed Air

- Are compressors equipped with pressure relief valves, and pressure gauges?
- Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?
- Are air filters installed on the compressor intake?
- Are compressors operated and lubricated in accordance with the manufacturer's recommendations?
- Are safety devices on compressed air systems checked frequently?
- Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- Are signs posted to warn of the automatic starting feature of the compressors?
- Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
- Is it strictly prohibited to direct compressed air towards a person?
- Are employees prohibited from using highly compressed air for cleaning purposes?
- If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?

YES NO

- When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?
- Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- Before compressed air is used to empty containers of liquid, is the safe working pressure of the container and container warning labels checked?
- When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
- Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

Compressors and Receivers

- Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded pressure relief valves?
- Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
- Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?
- Are compressed air receivers periodically drained of moisture and oil?
- Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- Is there a current operating permit used by the Division of Occupational Safety and Health?
- Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

Compressed Gas Cylinders

YES NO

- ___ ___ Are cylinders with a water weight capacity over 30 pounds, equipped with means for connecting a valve protection cap, or with a collar or recess to protect the valve?
- ___ ___ Are cylinders legibly marked to clearly identify the gas contained?
- ___ ___ Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
- ___ ___ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?
- ___ ___ Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?
- ___ ___ Are cylinders containing liquefied fuel gas, stored or transported in a position so that the pressure relief device is always in direct contact with the vapor space in the cylinder?
- ___ ___ Are valve protection caps always placed on cylinders when the cylinders are not in use or connected for use?
- ___ ___ Are all valves closed before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- ___ ___ Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?
- ___ ___ Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

Hoist and Auxillary Equipment

- ___ ___ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- ___ ___ Will each hoist automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed?
- ___ ___ Is the rated load of each hoist legibly marked and visible to the operator?
- ___ ___ Are stops provided at the safe limits of travel for trolley hoist?

YES NO

- Are the controls of hoist plainly marked to indicate the direction of travel or motion?
- Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?
- Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?
- Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground or working platform, guarded?
- Is it prohibited to use chains or rope slings that are kinked or twisted?
- Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- Is the operator instructed to avoid carrying loads over people?
- Are only employees who have been trained in the proper use of hoists allowed to operate them?

Industrial Trucks – Forklifts

- Are only trained personnel allowed to operate industrial trucks?
- Is substantial overhead protective equipment provided on high lift rider equipment?
- Are the required lift truck operating rules posted and enforced?
- Is directional lighting provided on each industrial truck that operates in an area with less than 2 footcandles per square foot of general lighting?
- Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?

YES NO

- Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust may be present in the atmosphere, approved for such locations?
- Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?
- Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?
- Are powered industrial trucks being safely operated?

Spraying Operations

- Is adequate ventilation assured before spray operations are started?
- Is mechanical ventilation provided when spraying operations are done in enclosed areas?
- When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- Is the spray area free of hot surfaces?
- Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- Is approved respiratory equipment provided and used when appropriate during spraying operations?
- Do solvents used for cleaning have a flash point to 100°F or more?
- Are fire control sprinkler heads kept clean?
- Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- Is the spray area kept clean of combustible residue?
- Are spray booths constructed of metal, masonry, or other substantial noncombustible material?

YES NO

- ___ ___ Are spray booth floors and baffles noncombustible and easily cleaned?
- ___ ___ Is infrared drying apparatus kept out of the spray area during spraying operations?
- ___ ___ Is the spray booth completely ventilated before using the drying apparatus?
- ___ ___ Is the electric drying apparatus properly grounded?
- ___ ___ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- ___ ___ Are the electric motors for exhaust fans placed outside booths or ducts?
- ___ ___ Are belts and pulleys inside the booth fully enclosed?
- ___ ___ Do ducts have access doors to allow cleaning?
- ___ ___ Do all drying spaces have adequate ventilation?

Entering Confined Spaces

- ___ ___ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- ___ ___ Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?
- ___ ___ Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard?
- ___ ___ Is either natural or mechanical ventilation provided prior to confined space entry?
- ___ ___ Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?
- ___ ___ Is adequate illumination provided for the work to be performed in the confined space?
- ___ ___ Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

YES NO

- ___ ___ Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
- ___ ___ Is the standby employee appropriately trained and equipped to handle an emergency?
- ___ ___ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
- ___ ___ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- ___ ___ Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- ___ ___ Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas cylinders forbidden inside of the confined space, torches kept only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
- ___ ___ If employees will be using oxygen-consuming equipment—such as torches, in a confined space—is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- ___ ___ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
- ___ ___ Is each confined space checked for decaying vegetation or animal matter which may produce methane?
- ___ ___ Is the confined space checked for possible industrial waste which could contain toxic properties?
- ___ ___ If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

Environmental Controls

- ___ ___ Are all work areas properly illuminated?
- ___ ___ Are employees instructed in proper first-aid and other emergency procedures?

YES NO

___ ___ Are hazardous substances, blood, and other potentially infectious materials identified, which may cause harm by inhalation, ingestion, or skin absorption or contact?

___ ___ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?

___ ___ Is employee exposure to chemicals in the workplace kept within acceptable levels?

___ ___ Can a less harmful method or process be used?

___ ___ Is the work area's ventilation system appropriate for the work being performed?

___ ___ Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?

___ ___ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?

___ ___ Are welders and other workers nearby provided with flash shields during welding operations?

___ ___ If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?

___ ___ Has there been a determination that noise levels in the facilities are within acceptable levels?

___ ___ Are steps being taken to use engineering controls to reduce excessive noise levels?

___ ___ Are proper precautions being taken when handling asbestos and other fibrous materials?

___ ___ Are caution labels and signs used to warn of hazardous substances?

___ ___ Are engineering controls examined and maintained or replaced on a scheduled basis?

___ ___ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?

___ ___ Are grinders, shot-blast machines, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?

YES NO

- Are all local exhaust ventilation systems designed and operating properly such as air flow and volume necessary for the application, ducts not plugged or belts slipping?
- Is personal protective equipment provided, used and maintained wherever required?
- Are there written standard operating procedures for the selection and use of respirators where needed?
- Is all water provided for drinking, washing, and cooking potable?
- Are all outlets for water not suitable for drinking clearly identified?
- Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- Are employees instructed in the proper manner of lifting heavy objects?
- Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
- Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area?
- Is equipment producing ultraviolet radiation properly shielded?
- Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur?

Flammable and Combustible Materials

- Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?
- Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
- Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Are all connections on drums and combustible liquid piping, vapor and liquid tight?

YES NO

- Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Do storage rooms for flammable and combustible liquids have explosion-proof lights?
- Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?
- Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
- Are "NO SMOKING" signs posted on LPG and cylinder storage/pumpbing areas?
- Are bulk storage tanks guarded to prevent damage from vehicles?
- Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
- Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
- Are fuel gas cylinders and oxidizing gas cylinders separated by distance or fire-resistant barriers while in storage?
- Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

Hazardous Chemical Exposure

YES NO

- Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?
- Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, and phenols?
- Is employee exposure to chemicals kept within acceptable levels?
- Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- Are all containers, such as vats, and storage tanks labeled as to their contents, e.g., "CAUSTICS"?
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, and respirators)?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Are chemical piping systems clearly marked as to their content?
- Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, are adequate means readily available for neutralizing or disposing of spills or overflows and performed properly and safely?
- Have standard operating procedures been established, and are they being followed when cleaning up chemical spills?
- Where needed for emergency use, are respirators stored in a convenient, clean, and sanitary location?
- Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- Are employees prohibited from eating in areas where hazardous chemicals are present?
- Is personal protective equipment provided, used and maintained whenever necessary?
- Are there written standard operating procedures for the selection and use of respirators where needed?

YES NO

- If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators? Are the respirators NIOSH-approved for this particular application?
- Are respirators regularly inspected and cleaned, sanitized and maintained?
- If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
- Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
- Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, and handling practices?
- Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?
- Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly?
- Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?
- Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
- If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean-up?
- Are materials which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?
- Are chemical waste producing operations documented to demonstrate amount and type of wastes generated during normal work periods?

Hazardous Substances Communication

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a list of hazardous substances used in your workplace? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials, where applicable? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is each container for a hazardous substance (i.e., drums, cylinders, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a Material Safety Data Sheet readily available for each hazardous substance used? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an employee training program for hazardous substances? |
| | | Does this program include: |
| <input type="checkbox"/> | <input type="checkbox"/> | An explanation of what an MSDS is and how to use and obtain one? |
| <input type="checkbox"/> | <input type="checkbox"/> | MSDS contents for each hazardous substance or class of substances? |
| <input type="checkbox"/> | <input type="checkbox"/> | Explanation of "Right to Know?" |
| <input type="checkbox"/> | <input type="checkbox"/> | Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas? |
| <input type="checkbox"/> | <input type="checkbox"/> | The physical and health hazards of substances in the work area, and specific protective measures to be used? |
| <input type="checkbox"/> | <input type="checkbox"/> | Details of the hazard communication program, including how to use the labeling system and MSDS's? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are employees trained in who to contact and what to do in an emergency? |

Electrical

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you specify compliance with OSHA for all contract electrical work? |
|--------------------------|--------------------------|---|

YES NO

___ ___ Are all employees required to report as soon as practicable any obvious hazard observed in connection with electrical equipment or lines?

___ ___ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?

___ ___ When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?

___ ___ Are portable electrical tools and equipment grounded or of the double insulated type?

___ ___ Are electrical appliances grounded?

___ ___ Do extension cords being used have a grounding conductor?

___ ___ Are multiple plug adaptors prohibited?

___ ___ Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?

___ ___ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

___ ___ Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?

___ ___ Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?

___ ___ Are flexible cords and cables free of splices or taps?

___ ___ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?

___ ___ Are all cord, cable and raceway connections intact and secure?

___ ___ In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?

___ ___ Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?

YES NO

- Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
- Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Are disconnecting means always opened before fuses are replaced?
- Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- Are all electrical raceways and enclosures securely fastened in place?
- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- Are electrical enclosures such as switches, receptacles, and junction boxes, provided with tightfitting covers or plates?
- Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)
- Is low voltage protection provided in the control device of motors driving machines or equipment which could cause probable injury from inadvertent starting?
- Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
- Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
- Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?

YES NO

___ Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?

___ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

Noise

___ Are there areas in the workplace where continuous noise levels exceed 85dBA?

___ Is there an ongoing preventive health program to educate employees in: safe levels of noise, exposures; effects of noise on their health; and the use of personal protection?

___ Have work areas where noise levels make voice communication between employees difficult been identified and posted?

___ Are noise levels being measured using a sound level meter or an octave band analyzer and are records being kept?

___ Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined not feasible, are administrative controls (i.e., worker rotation) being used to minimize individual employee exposure to noise?

___ Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?

___ Have you tried isolating noisy machinery from the rest of your operation?

___ If you use ear protectors, are employees properly fitted and instructed in their use?

___ Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system?

Fueling

___ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?

___ Are fueling operations done in such a manner that likelihood of spillage will be minimal?

YES NO

- When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?
- Are fuel tank caps replaced and secured before starting the engine?
- In fueling operations, is there always metal contact between the container and the fuel tank?
- Are fueling hoses of a type designed to handle the specific type of fuel?
- Is it prohibited to handle or transfer gasoline in open containers?
- Are open lights, open flames, sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?
- Is smoking prohibited in the vicinity of fueling operations?
- Are fueling operators prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose?
- Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the selfclosing type?

Identification of Piping Systems

- When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
- When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- When pipelines are identified by color painting, are all visible parts of the line so identified?
- When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?
- When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?

YES NO

___ ___ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?

___ ___ When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

Material Handling

___ ___ Does the safety manager approve all new or modified equipment installations or processes before being allowed to go into production?

___ ___ Is there safe clearance for equipment through aisles and doorways?

___ ___ Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?

___ ___ Are motorized vehicles and mechanized equipment inspected daily or prior to use?

___ ___ Are vehicles shut off and brakes set prior to loading or unloading?

___ ___ Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?

___ ___ Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?

___ ___ Are trucks and trailers secured from movement during loading and unloading operations?

___ ___ Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?

___ ___ Are hand trucks maintained in safe operating condition?

___ ___ Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?

___ ___ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?

___ ___ At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?

___ ___ Are pallets usually inspected before being loaded or moved?

YES NO

- ___ ___ Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
- ___ ___ Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- ___ ___ When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- ___ ___ Are material safety data sheets available to employees handling hazardous substances?

Control of Harmful Substances by Ventilation

- ___ ___ Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- ___ ___ Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- ___ ___ Are clean-out ports or doors provided at intervals not to exceed 12 feet (3.6576 meters) in all horizontal runs of exhaust ducts?
- ___ ___ Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?
- ___ ___ Is adequate makeup air provided to areas where exhaust systems are operating?
- ___ ___ Is the source point for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?
- ___ ___ Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

Sanitizing Equipment and Clothing

- ___ ___ Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected?

YES NO

- Are employees prohibited from interchanging personal protective clothing or equipment, unless has been properly cleaned?
- Are machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?
- Are employees prohibited from smoking or eating in any area where contaminates that could be injurious if ingested are present?
- When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?

Tire Inflation

- Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?
- Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?
- Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?
- Does the tire inflation control valve automatically shutoff the air flow when the valve is released?
- Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?
- Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?

Fire Protection

- Is your local fire department well acquainted with your facilities, its location and specific hazards?
- Do you have a fire prevention plan that includes a list of major workplace fire hazards – such as flammable liquids or gases – their proper handling and storage procedures, and control procedures?

YES NO

- ___ ___ If you have a fire alarm system, is it certified as required?
- ___ ___ If you have a fire alarm system, is it tested at least annually?
- ___ ___ If you have interior stand pipes and valves, are they inspected regularly?
- ___ ___ If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- ___ ___ Are fire doors and shutters in good operating condition?
- ___ ___ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- ___ ___ Are fire door and shutter fusible links in place?
- ___ ___ Are automatic sprinkler system water control valves, air and water pressure checked weekly/ periodically as required?
- ___ ___ Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
- ___ ___ Are sprinkler heads protected by metal guards, when exposed to physical damage?
- ___ ___ Is proper clearance maintained below sprinkler heads?
- ___ ___ Are portable fire extinguishers provided in adequate number and type?
- ___ ___ Are fire extinguishers mounted in readily accessible locations?
- ___ ___ Are fire extinguishers recharged regularly and noted on the inspection tag?
- ___ ___ Are employees periodically instructed in the use of extinguishers and fire protection procedures?
- ___ ___ Are storage areas for archived files, cardboard boxes, and similar places where large amounts of paper are stored have adequate fire prevention measures?
- ___ ___ Do you have a program to assure that portable fire extinguishers are maintained in a fully charged and operable condition and kept at their designated location at all times when not in use?
- ___ ___ Are your extinguishers conspicuously located along normal paths of travel and are they readily accessible?
- ___ ___ In areas where extinguishers cannot be seen due to visual obstructions, are these locations designated by some other means?

YES NO

___ ___ Where extinguishers for different classes of fire are grouped, are they marked to ensure proper selection at the time of a fire?

___ ___ For extinguishers mounted in cabinets or wall recesses or set on shelves, do operating instructions face outward and are the locations conspicuously marked?

___ ___ Are extinguishers located in areas of severe vibration mounted on special brackets to compensate for this?

___ ___ Are your extinguishers suitable for use within a temperature range of 40 degrees to 120 degrees F.?

___ ___ If extinguishers are exposed to temperatures less or greater than the above range, are they approved for the actual exposure temperature and placed in an enclosure capable of maintaining the designated range?

___ ___ Are extinguishers labeled for "Class A" hazards available where ordinary combustible materials such as wood, cloth, paper and rubber are stored or used?

___ ___ Are extinguishers labeled for "Class B" hazards available where flammable or combustible liquids, gases or greases are stored or used?

___ ___ Are extinguishers labeled for "Class C" hazards available near electrical equipment?

___ ___ Are extinguishers labeled for "Class D" hazards available in areas where combustible metals such as magnesium, titanium, zirconium, sodium and potassium are stored or used?

___ ___ For Class A fires, is the maximum travel distance not more than 75 feet to an extinguisher?

___ ___ For Class B fires, is the maximum travel distance not more than 50 feet to an extinguisher?

___ ___ Are your extinguishers inspected monthly and records maintained to:

___ ___ a) Ensure they are in their designated place?

___ ___ b) Ensure that they have not been actuated or tampered with?

___ ___ c) Detect any obvious physical damage, corrosion or other impairment?

___ ___ Are spare extinguishers used to replace those removed from their location for repairs?

YES NO

___ ___ Are durable tags attached to each extinguisher to show the maintenance or recharge date and the initials of the person who performed this service?

___ ___ Are any extinguishers showing evidence of corrosion or mechanical damage hydrostatically tested or replaced?

___ ___ Are the extinguishers pressure tested in accordance with "Table L1" of Section 1910.157?

___ ___ Are checks also made of auxiliary parts such as hoses and nozzles?

___ ___ Have plans been established to remove all soldered or riveted shell self generating soda acid or self-generating foam or gas cartridge water type portable fire extinguishers which are operated by inverting the extinguisher?

Do durable metal tags or decals, attached to extinguisher shell following a satisfactory hydro test, contain the following information:

___ ___ a) Test date?

___ ___ b) Test pressure?

___ ___ c) Name or initials of agency making test?

___ ___ Has everyone who is expected to use extinguishers received verified training within the past year?

___ ___ If you have a standpipe and hose system, are the components located so they are protected against mechanical and fire damage?

___ ___ Are standpipe hose outlets within easy reach and not more than 6' above the floor?

___ ___ Are hose stations conspicuously located within the immediate area of standpipe hose outlets?

___ ___ Are standpipe outlets for large hose for Class 111 service located in a stairway enclosure?

___ ___ Are standpipe outlets for small hose for Class III service located in a corridor or space adjacent to the stairway enclosure?

___ ___ Are standpipe outlets of 2% inches provided where municipal fire departments or trained brigades are expected to use the system?

___ ___ Are standpipe outlets of 1½ inches provided where building occupants are expected to use the system?

YES NO

- ___ ___ Is 1 ½ inch connected hose provided in lengths not to exceed 75 feet where building occupants are expected to use the system?
- ___ ___ Are dry standpipes conspicuously marked "Dry Standpipe for Fire Department Use Only?"
- ___ ___ Are shutoff nozzles provided for all small hose?
- ___ ___ Do all new hose installations use lined hose?
- ___ ___ Can 100 gpm be supplied to all standpipes for a period of 30 minutes with a minimal nozzle pressure of 30 psi?
- ___ ___ Are one or more fire department connections, conspicuously marked, provided for each Class I and 111 standpipe system?
- ___ ___ Are fire department connections properly supported and without shutoff valves?
- ___ ___ Is there a straightway check valve in each fire department connection with a drain between the check and tie-in joint?
- ___ ___ Do hose coupling threads on standpipe systems conform to local fire department threads?
- ___ ___ Are fire department hose connections for standpipe systems on the street side of the buildings?
- ___ ___ If the standpipe systems does not serve the whole building, do appropriate signs indicate portions served?
- ___ ___ If water tanks are employed, are they kept properly filled? If pressure tanks, is a minimum pressure of 75 psi maintained?
- ___ ___ Have all new hoses been hydrostatically tested at a pressure of not less than 200 psi?
- ___ ___ Are all hoses tested annually and after each use?
- ___ ___ Has all old or damaged hose been replaced?
- ___ ___ Are all valves in the main piping connections to automatic sources of water supply kept open at all times?
- ___ ___ If you have automatic sprinkler systems, are they designed according to NFPA 13-1969, and/or other accepted standards for special designs?
- ___ ___ Are all new sprinkler systems (installed after January 1, 1981) given proper acceptance tests?
- ___ ___ a) Flushing of underground connections.

YES NO

- ___ ___ b) Hydrostatic tests of piping in the system.
- ___ ___ c) Air tests in dry pipe systems.
- ___ ___ d) Dry pipe valve operations.
- ___ ___ e) Test of drainage facilities.
- ___ ___ Does every automatic sprinkler system have at least one automatic water supply of adequate pressure, capacity and reliability?
- ___ ___ Are standard fire department connections provided?
- ___ ___ Are waterflow alarms provided on all sprinkler systems?
- ___ ___ Is alarm apparatus readily accessible for inspection and repair?
- ___ ___ Are sprinkler systems properly maintained? Does the maintenance include:
 - ___ ___ a) Main drain flow test performed annually?
 - ___ ___ b) Opening of inspector's test valve every two years?
- ___ ___ Is there a minimum 18 inch clearance from the sprinkler head to the top of the stored material?
- ___ ___ Is automatic sprinkler system piping protected against freezing or exterior surface corrosion?

Fire Prevention Plan

- ___ ___ Does the plan include a list of major workplace fire hazards such as flammable liquids – their proper handling and storage procedures, potential ignition sources and their control procedures, and the type of fire protection equipment available for each?
- ___ ___ Does the plan include names of persons responsible for control of fire protection equipment and ignition sources?
- ___ ___ Are housekeeping procedures outlined in the plan?
- ___ ___ Are employees made aware of the types of hazards to which they are exposed?
- ___ ___ Is the plan in writing and available for review by employees?
- ___ ___ Are maintenance procedures included in the written fire prevention plan?

Emergency Planning

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Have emergency plans been written that address all foreseeable emergencies? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your plan include clearly defined evacuation procedures? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been trained in your evacuation procedures and critical plant shutdown procedures? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the plan been explained to employees and is it available for employee review? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your plan spell out procedures to be followed in response to fire, natural disaster or chemical spills or leaks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your plan include security measures against terrorist activity? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your plan include procedures for notifying governmental agencies in the event of an emergency or disaster (EPA, OSHA, DOT, Department of Health, Fire Department)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does your plan include procedures for containing the spread of fire or chemical spills? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have procedures been established for damage assessment and recovery operations? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have employees been trained in emergency procedures and do they know what to do in an emergency situation? |
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