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# General Industry Self-Inspection



## Checklist

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# General Industry Self-Inspection Checklist

(A negative answer to any question indicates an area of safety or health concern.)

**Company name:** \_\_\_\_\_

**Physical address of worksite:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date/Time:** \_\_\_\_\_

**Inspector:** \_\_\_\_\_

**Introduction:** This document contains a wide range of safety inspection checklist items. The entire list may be suitable in some instances for comprehensive safety reviews. For less stringent reviews such as monthly safety inspections, the user may wish to draw appropriate items from the list and add any checklist items that are not found here. Checklist items may reflect Occupational Safety and Health Administration (OSHA) requirements, voluntary standards, or best practices.

## General Industry – 29 CFR 1910

### Worksite General

Yes No N/A Date Corrected

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are Occupational Safety and Health Administration (OSHA) and other federal- and state-required posters displayed in a prominent location? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are safety signs or warnings posted where appropriate?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are emergency telephone numbers posted where they can be readily found?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Is a first-aid kit available and adequately stocked?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Is a substance abuse policy in place?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Is the OSHA 300A Summary of Work-Related Injuries and Illnesses signed by a ranking manager and posted between February 1 and April 30?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are emergency evacuation traffic routes identified?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are all work areas clean and orderly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Are combustible scrap, debris, and waste stored safely and removed from work areas promptly?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Are adequate toilets and washing facilities provided?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 11. Are toilets and wash areas clean and sanitary?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 12. Are work areas adequately illuminated?   |

### Recordkeeping

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are OSHA 300 logs and 301 Injury and Illness Incident Reports maintained as required?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Is the OSHA 300A Summary of Work-Related Injuries and Illnesses signed by a ranking manager and posted between February 1 and April 30? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are medical records and exposure records maintained as required?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are training records maintained in accordance with OSHA requirements?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are operating permits and records up-to-date?   |

## **Recordkeeping (cont.)**

- | Yes                      | No                       | N/A                      | Date Corrected |  |
|--------------------------|--------------------------|--------------------------|----------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 6. Are procedures in place to maintain records and logs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | a. Safety inspections                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | b. Incident logs   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | c. Safety meeting minutes                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | d. Accident investigations                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | e. Emergency response drills                             |

## **Medical Services/First Aid**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Is a bloodborne pathogens Exposure Control Plan in place if required?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Is regulated waste discarded according to applicable laws and regulations?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are medically approved first-aid kits and sharps containers adequately supplied?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are all dated medical products current, and not expired?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. If medical or first-aid facilities are not nearby, is at least one employee on each shift qualified to give first aid? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are medical personnel readily available for advice and consultation?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are quick-drenching showers and eye-flushing stations available where corrosive liquids or materials are handled?      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | a. Are these stations suitably marked and readily accessible?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | b. Are all stations inspected at least monthly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | c. Is the fluid changed in tank-type eyewash stations at least every six months?  |

## **Health and Safety Training**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Is management committed to employee training?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Have all new employees received safety orientation training?         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Do employees participate in regularly scheduled safety meetings?     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are adequate training resources available?                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Is it documented that all employees have received required training? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | a. Work-area hazards  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | b. Emergency action plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | c. Equipment operation  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | d. Personal protective equipment (PPE)                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | e. Location and use of emergency equipment                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | f. Hazard communication/safety data sheets (SDSs) and labels            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | g. Lockout/tagout   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | h. Hearing conservation   |

## **Health and Safety Training (cont.)**

Yes No N/A Date Corrected

- \_\_\_\_\_ 6. Do all employees receive refresher training at least annually?
- \_\_\_\_\_ 7. Have employees received instruction on procedures to report unsafe conditions, defective equipment, and unsafe acts?

## **Fire Protection**

- \_\_\_\_\_ 1. Is the local fire department acquainted with the facility and its specific hazards?
- \_\_\_\_\_ 2. Are fire suppression system inspections current?
- \_\_\_\_\_ 3. Are fire alarm systems tested at least annually?
- \_\_\_\_\_ 4. Are interior standpipes and valves inspected regularly?
- \_\_\_\_\_ 5. Are fire doors and shutters maintained and inspected regularly?
- \_\_\_\_\_ 6. Are automatic sprinkler system water control valves, along with air and water pressure, checked as required?
- \_\_\_\_\_ 7. Do sprinkler risers have a 3-foot buffer zone?
- \_\_\_\_\_ 8. Are sprinkler heads protected by metal guards if exposed to possible physical damage?
- \_\_\_\_\_ 9. Is there adequate clearance between sprinkler heads and stored materials?
- \_\_\_\_\_ 10. Are fire extinguishers provided in adequate number and type, and are they in readily accessible locations?
- \_\_\_\_\_ 11. Are extinguishers in their assigned stations?
- \_\_\_\_\_ 12. Can fire extinguishers be located readily? Are signs needed to point them out?
- \_\_\_\_\_ 13. Are employees trained or educated annually in the use of fire extinguishers?
- \_\_\_\_\_ 14. Do all fire extinguishers have current annual inspections?
- \_\_\_\_\_ 15. Do all fire extinguishers receive monthly visual inspections?
- \_\_\_\_\_ 16. Are safety pins and plastic secondary wraps in place and unbroken on all extinguishers?

## **Exit Routes**

- \_\_\_\_\_ 1. Are all exit routes that are subject to blackout protected by emergency lights? Do the lights work?
- \_\_\_\_\_ 2. Are doors, passageways, or stairways that are neither exits nor accessible to exits appropriately marked as "Not an Exit" or with an indication of its actual use?
- \_\_\_\_\_ 3. Is "Exit" sign lettering at least 5 inches high with a ½-inch-wide stroke?
- \_\_\_\_\_ 4. Where areas could black out, are exit signs either lighted or luminescent? If lighted, do the signs work?
- \_\_\_\_\_ 5. Where exit doors to the exterior are not visible, are exit routes marked with exit signs or exit signs with arrows?
- \_\_\_\_\_ 6. Are exit doors side-hinged?
- \_\_\_\_\_ 7. Are all exits free from obstructions?
- \_\_\_\_\_ 8. Are all exit routes at least 28 inches wide?
- \_\_\_\_\_ 9. Are there sufficient exits to permit prompt emergency escape?

## **Exit Routes (cont.)**

Yes No N/A Date Corrected

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Where ramps are used as required exits, is the ramp slope limited to dimensions of 1 foot vertical and 12 feet horizontal?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 11. Are frameless glass doors, glass exit doors, and storm doors fully tempered, and do they meet safety requirements for human impact?                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 12. Do all exit doors open from the inside without the use of a key, tool, or any special knowledge?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 13. Where panic hardware is installed on exit door, will it allow the door to open with 15 pounds' or less force in the direction of the exit traffic? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 14. Are there adequate barriers or warnings on exit doors that lead to vehicle traffic areas?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 15. Do exit discharges lead to clear areas without obstruction?  |

## **Walkways**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are aisles and passageways kept clear and clean?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are wet surfaces covered with non-slip materials?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are pits and floor openings covered or guarded?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Is sufficient aisle clearance provided for motorized or mechanical handling equipment operation?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are walkways properly marked?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are aisles and walkways that are near moving or operating machinery, welding operations, or similar operations positioned to minimize potential hazard exposure? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Is adequate headroom provided for the entire length of each walkway?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are standard guardrails provided when the walkway surface is elevated more than 30 inches above any adjacent floor or ground?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Are bridges provided over conveyors and similar hazards?   |

## **Floor and Wall Openings**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are floor openings guarded by a cover, guardrail, or equivalent on all sides?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are toeboards that are at least 4 inches tall installed around edges of permanent floor openings where there is a danger of tools or materials falling onto persons or machinery on a lower level? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Is the maximum gap between a floor or deck surface and the bottom of the toeboard no greater than 1/4 inch?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are skylight screens capable of supporting at least 200 pounds?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are grates or similar types of floor covers designed so that foot traffic or rolling equipment will not be affected by their placement?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are portions of pits that are not in use either covered or protected by guardrails or equivalent?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are manhole covers, trench covers, or similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds?   |

## **Stairs and Stairways**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are standard stair rails or handrails on all stairways with four or more risers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are stairways at least 22 inches wide?   |

## **Stairs and Stairways (cont.)**

- | Yes                      | No                       | N/A                      | Date Corrected |  |
|--------------------------|--------------------------|--------------------------|----------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 3. Do stair landing platforms extend 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?          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 4. Do stairs angle no more than 50 degrees and no less than 30 degrees?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 5. Are stairs of hollow-pan-type treads and landings filled to the top edge of the pan with solid material?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 6. Are step risers on stairs of a uniform height from top to bottom?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 7. Are steps designed or provided with a slip-resistant surface?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 8. Are handrails located between 30 and 34 inches above the stair treads?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 9. Do handrails have at least 3 inches of clearance between the handrail and the wall surface they are mounted on?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 10. 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 less than 21 inches? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 11. Are handrails capable of withstanding a load of 200 pounds applied within 2 inches of the top edge?  |

## **Elevated Surfaces**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are signs posted showing the surface load capacity?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are surfaces that are elevated more than 30 inches above the floor or ground provided with standard guardrails?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are elevated surfaces that expose people or machinery to falling objects provided with standard, 4-inch (nominal) toeboards?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are permanent means of access and egress provided to elevated storage and work surfaces?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are dock boards or bridge plates used when transferring materials between docks and trucks or railcars?  |

## **Ladders**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1a. Are ladders inspected and maintained in good condition?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1b. Are inspections recorded in writing, either on the ladders themselves or on other written records?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are non-slip feet provided on each ladder, where needed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are ladder rungs and steps free from grease and oil?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are employees trained in the proper use and operation of ladders?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are ladders prohibited from being placed on boxes, barrels, or other unstable bases to obtain extra height?              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are ladders with broken or missing steps, rungs, or cleats; broken side rails; or faulty equipment removed from service? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are employees instructed to face ladders when climbing and descending?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are employees instructed not to use the braces or the top two steps of stepladders as steps?                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. When in use, do ladders extend at least 3 feet above an elevated surface?  |



## **Ladders (cont.)**

Yes No N/A Date Corrected

- \_\_\_\_\_ 10. Are the manufacturer's load limit and warning stickers easy to read on each ladder?
- \_\_\_\_\_ 11. Are metal ladders marked with easy-to-read signs cautioning against using them around electrical power sources?
- \_\_\_\_\_ 12. Are rungs of ladders uniformly spaced at 12 inches, center to center?

## **Personal Protective Equipment (PPE)**

- \_\_\_\_\_ 1. Are protective goggles or face shields provided and worn where there is a danger of flying particles or corrosive materials?
- \_\_\_\_\_ 2. Are approved safety glasses worn at all times in areas where there is a risk of eye injuries?
- \_\_\_\_\_ 3. Are protective gloves, aprons, shields, or other means provided where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?
- \_\_\_\_\_ 4. Are hard hats provided and worn where danger of falling objects exists?
- \_\_\_\_\_ 5. Are hard hats inspected periodically for damage to the shell and suspension system?
- \_\_\_\_\_ 6. Is foot protection required as appropriate?
- \_\_\_\_\_ 7. Is PPE maintained in a sanitary condition and ready for use?
- \_\_\_\_\_ 8. Are adequate work procedures and PPE provided and used when cleaning up spilled toxic or hazardous materials or liquids?
- \_\_\_\_\_ 9. Are appropriate procedures in place for disposing of or decontaminating PPE?
- \_\_\_\_\_ 10. Are employees trained in use, limitations, maintenance, storage, and inspection requirements of PPE?

## **Respiratory Protection**

- \_\_\_\_\_ 1. Is there a written respiratory protection procedure for the selection and use of respirators where needed?
- \_\_\_\_\_ 2. Are respirator users given periodic medical evaluations to determine their ability to wear respirators?
- \_\_\_\_\_ 3. Are respirator users annually instructed in the correct usage and limitations of the respirators?
- \_\_\_\_\_ 4. Are respirator users given annual fit tests?
- \_\_\_\_\_ 5. Are respirators regularly inspected, cleaned, sanitized, and maintained?
- \_\_\_\_\_ 6. Are respirators stored in a convenient, clean, and sanitary location?
- \_\_\_\_\_ 7. Is voluntary respirator use governed through 1910.134 Appendix D?

## **Welding, Cutting, and Brazing**

- \_\_\_\_\_ 1. Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?
- \_\_\_\_\_ 2. Does each operator have a copy of the appropriate operating instructions, and does the operator follow the instructions?
- \_\_\_\_\_ 3. Are arc-welding cables intact with no damaged insulation or exposed conductors?
- \_\_\_\_\_ 4. Are precautions taken to prevent mixture of oxygen with flammable gases, except at a burner or in a torch?
- \_\_\_\_\_ 5. Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?

## **Welding, Cutting, and Brazing (cont.)**

- | Yes                      | No                       | N/A                      | Date Corrected |  |
|--------------------------|--------------------------|--------------------------|----------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 6. Are cylinders kept away from sources of heat?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 7. Are cylinders kept away from elevators, stairs, or gangways?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 8. Are hot-work permits required in areas not designed for regular hot work?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 9. Are used drums, barrels, tanks, and other containers thoroughly cleaned so that no explosive or hazardous chemical substances remain? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 10. Is required PPE used properly and inspected periodically?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 11. Is an inspection made to ensure adequate ventilation where welding or cutting is conducted?  |

## **Compressors and Compressed Air**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are all compressors equipped with pressure relief valves and pressure gauges?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are compressor air intakes installed and equipped to ensure only clean, uncontaminated air enters?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are air filters installed and regularly inspected?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are compressor safety devices checked frequently?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Before repair work is done on the pressure system, is all pressure bled off and the system locked out?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are signs posted warning of the automatic starting feature of the compressors?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are all belt drive systems totally enclosed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are compressed air nozzles either operated at 30 pounds per square inch (psi) system pressure or equipped with pressure-reducing tips that reduce the pressure to less than 30 psi?                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Is it strictly prohibited to direct compressed air toward a person?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Are safety chains or other suitable locking devices used at coupling of high-pressure hose lines where a connection failure could create a hazard?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 11. When compressed air is used with abrasive blast-cleaning equipment, is the opening valve a type that must be held open manually?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 12. Is every compressed air receiver equipped with a pressure gauge and one or more automatic, spring-loaded safety valves?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 13. 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 14. Is every air receiver provided with a drain pipe and a valve at the lowest point for the removal of accumulated oil and water?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 15. Are compressed air receivers periodically drained of moisture and oil?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 16. Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 17. Are inlets of air receivers and piping systems free of accumulated oil and carbonaceous materials?  |

## **Compressed Gas Cylinders**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are cylinders with water capacity of more than 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are cylinders legibly marked to clearly identify the gas contained?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are compressed gas cylinders stored in areas that are protected from external heat sources?  |

## **Compressed Gas Cylinders (cont.)**

- | Yes                      | No                       | N/A                      | Date Corrected |   |
|--------------------------|--------------------------|--------------------------|----------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 4. Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or tampered with by unauthorized persons?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 5. Are cylinders stored or transported in a manner to prevent them from creating a hazard by slipping, falling, or rolling?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 6. Are valve protectors or caps always placed on cylinders and tightened when cylinders are not in use or connected for use?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 7. Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 8. Are low-pressure fuel gas cylinders checked periodically for corrosion, general distortion, cracks, or other defect that might indicate a weakness or render it unfit for service? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 9. Are compressed gas cylinders regularly examined for expired hydrostatic test dates, obvious signs of defects, deep rusting, or leaking?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 10. Does the periodic check of low-pressure fuel gas cylinders include a close inspection of the cylinders' bottoms?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 11. Are cylinders stored at least 20 feet away from highly combustible materials?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 12. Are cylinders maintained with current hydro inspection dates?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 13. Are fuel gas and oxygen cylinders stored a minimum of 20 feet apart or separated by a one-hour firewall?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 14. Are in-service cylinders adequately supported to prevent them from falling over?  |

## **Lockout/Tagout Procedures**

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are all hazardous energy sources required to be de-energized, disengaged, blocked, or locked out during cleaning, servicing, adjusting, operations setup, or as required? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are all lockout/tagout procedures performed by authorized employees?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Is there a list of authorized employees in lockout/tagout records?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. When electrical control circuits cannot be disconnected, are the appropriate electrical supply enclosures identified?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Is lockout of control circuits in lieu of lockout of main power disconnects prohibited?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are equipment-specific lockout/tagout procedures in place for all machines or processes that involve multiple energy sources?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Do lockout procedures require that stored energy be released or blocked?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are authorized employees provided individually keyed safety locks?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Are authorized employees required to keep personal control of their key(s) while they have safety locks in use?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Is it required that only the authorized employee exposed to the hazard place or remove the safety lock?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 11. Is an emergency lock-removal procedure in place?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 12. Do you require authorized employees to verify equipment lockout by attempting a start-up after making sure no one is exposed to the hazard?                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 13. Are authorized employees instructed to always push the control circuit stop button before re-energizing the main power switch?   |

## **Lockout/Tagout Procedures (cont.)**

Yes No N/A Date Corrected

- \_\_\_\_\_ 14. Are means established to identify all authorized employees who are working on locked-out equipment by their locks or accompanying tags?
- \_\_\_\_\_ 15. In the event that equipment or lines cannot be shut down, locked out, and tagged out, is a safe job procedure established and rigidly followed?

## **Confined Spaces**

- \_\_\_\_\_ 1. Is the space a confined space?
- \_\_\_\_\_ 2. Is the space a permit-required confined space (PRCS) (containing one or more known or potential hazards)?
- \_\_\_\_\_ 3. Can the hazards be removed?
- \_\_\_\_\_ 4. Are permit-required confined spaces marked as such, or are employees notified through equivalent means?
- \_\_\_\_\_ 5. Are confined spaces thoroughly emptied and rinsed of corrosive or hazardous substances before entry?
- \_\_\_\_\_ 6. Are all lines to a confined space containing hazardous substances locked out and tagged before entry?
- \_\_\_\_\_ 7. Is adequate ventilation provided before and during confined space entry?
- \_\_\_\_\_ 8. Are appropriate atmospheric tests performed prior to confined space entry?
- \_\_\_\_\_ 9. Is the atmosphere inside the confined space frequently tested or continuously monitored during work?
- \_\_\_\_\_ 10. Are atmospheric tests done on all levels, from bottom to top?
- \_\_\_\_\_ 11. Is adequate light provided in confined spaces?
- \_\_\_\_\_ 12. Are assigned attendants outside of the confined space?
- \_\_\_\_\_ 13. Are confined space entrants, attendants, and supervisors appropriately trained and equipped to handle an emergency?
- \_\_\_\_\_ 14. Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- \_\_\_\_\_ 15. Is portable electrical equipment used inside confined spaces grounded or insulated, or equipped with ground fault circuit interrupter protection? Can battery-powered or low-voltage electrical equipment be substituted?
- \_\_\_\_\_ 16. Are hot-work permits required before welding and other oxygen-consuming equipment is used?
- \_\_\_\_\_ 17a. Is a confined space entry permit filled out by a qualified PRCS supervisor and posted at the entry point before entry is made?
- \_\_\_\_\_ 17b. Is the entry permit good for eight hours or the duration of the work performed inside, whichever is less?
- \_\_\_\_\_ 17c. If a new permit is needed, is the space freshly evaluated and tested before entry is made?
- \_\_\_\_\_ 18. Does the attendant have authorization to shut down the job if needed?
- \_\_\_\_\_ 19. Are rescuers or retrieval equipment ready for rapid use?
- \_\_\_\_\_ 20. Is a procedure in place to ensure the safety of contract employees working in a confined space?

## **Environmental Conditions**

- | Yes                      | No                       | N/A                      | Date Corrected |   |
|--------------------------|--------------------------|--------------------------|----------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 1. Are all work areas properly lighted?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 2. Are workers aware of the hazardous chemicals they may be exposed to in their work environment?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 3. Is employee exposure to chemicals kept within acceptable levels?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 4. Is the work area's ventilation system appropriate for the work being done?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 5. Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 6. Are noise levels in work areas below the OSHA action level of 85 dBA? If NO, are hearing protectors required of all employees in the area?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 7. Are proper precautions being taken when handling asbestos and other fibrous materials?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 8. Are caution labels and signs used to warn of hazardous substances and biohazards?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 9. Are wet methods used to prevent the emission of hazardous airborne fibers?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 10. Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 11. Do plant or shop processes produce combustible dust? If YES, are steps taken to limit the accumulation of dust on horizontal surfaces (including electrical boxes and rafters)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 12. Is potable water provided for drinking, washing, and cooking?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 13. Are water outlets that are not suitable for drinking clearly identified?  |

## **Flammable and Combustible Materials**

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are combustible materials stored in covered metal receptacles or removed from work areas promptly?                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are flammable liquids kept in closed containers when not in use?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Do storage rooms with potentially hazardous atmospheres have explosion-proof lights and adequate ventilation?                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are no-smoking signs posted on liquefied petroleum gas tanks and in areas where flammable or combustible materials are used and stored? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are spills of flammable or combustible liquids cleaned up promptly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are storage tanks adequately vented to prevent development of excessive vacuum or pressure?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Are ignition sources controlled to the extent possible?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Are flammable liquids in containment?  |

## **Fueling**

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are fueling operations prohibited while the engine is running?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are fuel tank caps replaced and secured before starting the engine?                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. In fueling operations, is there always metal contact between the container and the fuel tank? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are the fueling hoses designed to handle the specific type of fuel?                           |

## **Fueling (cont.)**

Yes No N/A Date Corrected

- \_\_\_\_\_ 5. Are fueling operations prohibited in buildings or other enclosed areas not specifically ventilated for this purpose?
- \_\_\_\_\_ 6. Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles the self-closing type?

## **Hazardous Chemical Exposure and Hazard Communication**

- \_\_\_\_\_ 1. Do you have a written Hazard Communication Program that meets the OSHA standard and addresses safety data sheets (SDSs), chemical container labeling, employee training, and other elements?
- \_\_\_\_\_ 2. Are employees trained in the safe use of hazardous chemicals and materials?
- \_\_\_\_\_ 3. Are employees knowledgeable about potential workplace chemical hazards?
- \_\_\_\_\_ 4. Are eyewash fountains and safety showers immediately accessible and provided in areas where corrosive chemicals are handled?
- \_\_\_\_\_ 5. Are chemical containers labeled with the identity of the chemical and information about its chemical hazards?
- \_\_\_\_\_ 6. Are employees required to use appropriate personal protective clothing and equipment when handling hazardous chemicals?
- \_\_\_\_\_ 7. Are flammable and toxic chemicals kept in closed containers when not in use?
- \_\_\_\_\_ 8. Are chemical piping systems clearly marked as to their contents?
- \_\_\_\_\_ 9. Are adequate means readily available for containing spills or overflows properly and safely?
- \_\_\_\_\_ 10. Are standard operating procedures established and being followed when cleaning up chemical spills?
- \_\_\_\_\_ 11a. Are employees prohibited from eating in areas where hazardous chemicals are present?
- \_\_\_\_\_ 11b. Are drinks required to be in closed containers only?
- \_\_\_\_\_ 12. Are control procedures such as respirators, ventilation systems, and handling practices used for hazardous materials?
- \_\_\_\_\_ 13. Are hazardous substances handled in properly designed and exhausted locations?
- \_\_\_\_\_ 14. If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- \_\_\_\_\_ 15. Whenever possible, is vacuuming used to clean up dust, rather than blowing or sweeping?
- \_\_\_\_\_ 16. Are materials that give off toxic, asphyxiant, suffocating, or anesthetic fumes and vapors stored in remote or isolated locations when not in use?
- \_\_\_\_\_ 17. Are periodic spirometry and medical examinations maintained for personnel using respirators?
- \_\_\_\_\_ 18. Are areas that use cryogenic gases (such as nitrogen or carbon dioxide) equipped with oxygen level monitors and warning devices?
- \_\_\_\_\_ 19. Are safety data sheets readily available for each hazardous substance used?
- \_\_\_\_\_ 20. Is a master chemical list available?
- \_\_\_\_\_ 21. Is an employee training program in place for hazardous substances?

## Hazardous Chemical Exposure and Hazard Communication (cont.)

- | Yes                      | No                       | N/A                      | Date Corrected |  |
|--------------------------|--------------------------|--------------------------|----------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 22. Are employees notified of and trained about all hazardous substances that they work with or may be exposed to?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 23. Are employees trained in:  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | a. how to recognize tasks that might result in occupational exposure;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | b. how to use work practice, engineering controls, and personal protective equipment and to know their limitations;  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | c. how to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | d. whom to contact and what to do in a chemical emergency?   |

## Electrical

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Do you specify compliance with OSHA Standards and the National Electrical Code (NEC) as a requirement for all contract electrical work?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are employees required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are employees instructed to make preliminary inspections or conduct appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches open, locked out, and tagged out whenever possible?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are portable electrical tools and equipment double-insulated or grounded?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are flexible (extension) cords only used on a temporary basis (no longer than 90 days)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Do all extension cords on site have an intact ground prong?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are flexible cords <b>not</b> run under doors, into ceilings and through windows and wall openings?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Are power strips not connected in a series (daisy-chained)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Are all extension cords and cables free of splices and taps?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 11. Are multiple plug adaptors prohibited?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 12. Are woodworking machines protected by magnetic starters or other devices to prevent automatic restart after the restoration of electricity following a power failure?             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 13. Are ground fault circuit interrupters installed on electrical outlets in bathrooms and other wet or damp areas?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 14. Are temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 15. Do electrical installations in hazardous dust or vapor areas meet the NEC for hazardous locations?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 16. Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 17. Are cord, cable, and raceway connections intact and secure?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 18. Are locations of electrical power lines and cables determined before outdoor maintenance work is begun?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 19. Is use of metal ladders prohibited in areas where the ladder or person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conductors? |



## Electrical (cont.)

- | Yes                      | No                       | N/A                      | Date Corrected |  |
|--------------------------|--------------------------|--------------------------|----------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 20. Are disconnecting switches and circuit breakers labeled to indicate their use or equipment served?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 21. Are disconnecting means always opened before fuses are replaced?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 22. Is sufficient access and working space provided and maintained around all electrical equipment to permit safe operations and maintenance?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 23. Are unused openings (including conduit knockouts) in electrical enclosures and fittings protected with appropriate covers, plugs, or plates?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 24. Are electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 25. Are disconnecting switches for electrical motors with more than 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.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 26. Is low-voltage protection provided in the control devices of motors' driving machines or equipment that could cause injury from inadvertent starting?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 27. Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 28. 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?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 29. Is the controller for each motor in excess of two horsepower, and rated in horsepower equal to or in excess of the rating of the motor it serves?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 30. Are employees who regularly work on or around energized electrical equipment or lines instructed in cardiopulmonary resuscitation (CPR) methods?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 31. Are employees prohibited from working alone on energized lines or equipment with more than 600 volts?  |

## Noise

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are there areas in the workplace where continuous noise levels exceed 85 dBA?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | a. Has this been documented through sound level meter readings or dosimetry?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. If so, is there an ongoing Hearing Conservation Program to monitor noise levels, provide audiometric testing, and educate employees in safe levels of noise exposures, effects of noise on their health, and the use of personal protective equipment? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Have work areas where noise levels make communication between employees difficult been identified and posted?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are noise levels being measured with a dosimeter or sound level meter, and are records being kept?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are engineering controls being used to reduce excessive noise levels, where practicable?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Where engineering controls are not feasible, are administrative controls such as worker rotation being used to minimize an employee's exposure to noise?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Is a selection of approved hearing protection equipment (noise-attenuating devices) available to every employee working in noisy areas?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are employees properly fitted with, and instructed in the use of, hearing protectors?  |



## **Noise (cont.)**

Yes No N/A Date Corrected

- \_\_\_\_\_ 9. Are employees in high noise areas (in excess of 85 dBA time-weighted average) given periodic audiometric testing to ensure that effective hearing protection systems are in place?
- \_\_\_\_\_ 10. Is the OSHA Noise Standard (1910.95) posted where employees can read it?

## **Identification of Piping Systems**

- \_\_\_\_\_ 1. When non-potable water is piped through a facility, are outlets or taps posted with signs to alert employees that water from them is unsafe and not to be used for drinking, washing, or other personal use?
- \_\_\_\_\_ 2. When hazardous substances are transported through above-ground piping, is piping identified at points where confusion could introduce hazards to employees?
- \_\_\_\_\_ 3. When color painting identifies pipelines, are all visible parts of the line identified?
- \_\_\_\_\_ 4. When pipelines are identified by painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve, or connection?
- \_\_\_\_\_ 5. When pipelines are identified by color, is the color code posted at all locations where confusion could pose hazards to employees?
- \_\_\_\_\_ 6. 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?
- \_\_\_\_\_ 7. When tags identify pipelines carrying hazardous substances, are tags constructed of durable materials and clearly and permanently distinguishable, and are tags installed at each valve or outlet?
- \_\_\_\_\_ 8. 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?

## **Materials Handling**

- \_\_\_\_\_ 1. Is there safe clearance for equipment through all aisles and doorways?
- \_\_\_\_\_ 2. Are aisles properly marked and kept clear?
- \_\_\_\_\_ 3. Are motorized vehicles and mechanized equipment inspected daily or before each shift when they are used?
- \_\_\_\_\_ 4. Are truck engines shut off with brakes set, before loading or unloading?
- \_\_\_\_\_ 5. Are containers of combustibles or flammables always separated by dunnage (packing material) sufficient to provide stability when stacked and moved?
- \_\_\_\_\_ 6. Are dock boards (bridge plates) used during loading or unloading operations between vehicles and docks?
- \_\_\_\_\_ 7. Are trucks and trailers secured from movement during loading and unloading operations?
- \_\_\_\_\_ 8. Are dock plates, loading ramps, and trailer or rail car floors constructed and maintained with sufficient strength to support any imposed loading?
- \_\_\_\_\_ 9. Are all hand trucks maintained in safe operating condition?
- \_\_\_\_\_ 10. Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- \_\_\_\_\_ 11. Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- \_\_\_\_\_ 12. At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?

## **Materials Handling (cont.)**

Yes No N/A Date Corrected

- \_\_\_\_\_ 13. Are employees instructed not to store empty pallets on end?
- \_\_\_\_\_ 14. Are stacked materials interlaced to prevent sliding or tipping?
- \_\_\_\_\_ 15. Are shelves secured and constructed to withstand the maximum designated storage weight?
- \_\_\_\_\_ 16. Are shelves secured to prevent tipping or falling?
- \_\_\_\_\_ 17. Are load limits posted on industrial rack beams?
- \_\_\_\_\_ 18. Are damaged rack members repaired or replaced promptly?

## **Industrial Trucks/Forklifts**

- \_\_\_\_\_ 1. Are only trained and authorized personnel allowed to operate industrial trucks?
- \_\_\_\_\_ 2. Do personnel operate only industrial trucks on which they have been certified?
- \_\_\_\_\_ 3. Are overhead guards provided on high-lift equipment?
- \_\_\_\_\_ 4. Are industrial truck operating rules posted and enforced?
- \_\_\_\_\_ 5. Are industrial trucks being operated in accordance with the posted rules?
- \_\_\_\_\_ 6. Are industrial trucks operating in dark areas equipped with functioning headlights?
- \_\_\_\_\_ 7. Do industrial trucks have warning horns or other devices that can be clearly heard above normal noise in the areas where they are operated?
- \_\_\_\_\_ 8. Are brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when it is fully loaded?
- \_\_\_\_\_ 9. Does the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
- \_\_\_\_\_ 10. Are industrial trucks approved to operate in locations where flammable gases or vapors, combustible dust, or ignitable fibers may be present in the atmosphere?
- \_\_\_\_\_ 11. Are the drive motors shut off, and are brakes applied when any motorized hand and hand/ rider truck's control grip is released?
- \_\_\_\_\_ 12. Are industrial trucks parked with the parking brake set and the forks flat on the floor or ground?
- \_\_\_\_\_ 13. Are industrial trucks parked so they do not block exits or emergency equipment and are not parked on dock plates?
- \_\_\_\_\_ 14. Are industrial trucks inspected in writing before each shift of use?

## **Transporting Employees and Materials**

- \_\_\_\_\_ 1. Do all employees who operate vehicles on public thoroughfares have valid operator's licenses?
- \_\_\_\_\_ 2. When seven or more employees are regularly transported in a van, bus, or truck, is the operator's license appropriate for the class of vehicle being driven?
- \_\_\_\_\_ 3. Is each van, bus, or truck used regularly to transport employees equipped with an adequate number of seats and seat belts?
- \_\_\_\_\_ 4. When employees are transported by truck, are provisions provided to prevent them falling from the vehicle?
- \_\_\_\_\_ 5. Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields, and turn signals that work?

## **Transporting Employees and Materials (cont.)**

- | Yes                      | No                       | N/A                      | Date Corrected |  |
|--------------------------|--------------------------|--------------------------|----------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 6. Are transport vehicles provided with handrails, steps, stirrups, or similar devices that are placed or arranged so that employees can safely mount or dismount?                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 7. Are employee transport vehicles equipped at all times with at least two reflective flares?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 8. Are fully charged fire extinguishers with at least a 4 B-C rating maintained in good condition in each employee transport vehicle?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 9. When cutting tools or other tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 10. Are employees prohibited from riding on top of any load that can shift, topple, or otherwise become unstable?  |

## **Hoist and Auxiliary Equipment**

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest points of safe travel?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Will each hoist automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Is the rated load of each hoist legibly marked and visible to the operator?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are stops provided at the safe limits of travel for hoists? Are they tested daily?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are controls of the hoists plainly marked to indicate the direction of travel or motion?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Is each cage-controlled hoist equipped with an effective warning device?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are close-fitting guards or other suitable devices installed on hoists to assure that hoist ropes will be maintained in the sheave grooves?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Are nip points or contact points between hoist ropes and sheaves that are permanently located within 7 feet of the floor, ground, or working platform guarded?              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Is it prohibited to use chains or rope slings that are kinked or twisted?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 11. Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 12. Are operators instructed to avoid carrying loads over people?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 13. Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments will not accidentally slip off the hoist hooks?        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 14. Are securing chains, ropes, chokers, or slings adequate for the job to be performed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 15. Are hooks in good condition (not stretched, or safety latches in place if manufactured that way)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 16. Are slings and chains in good condition (no broken or stretched links, no broken threads on slings)?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 17. When hoisting material or equipment, are provisions made to ensure that no one will be passing under the suspended loads?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 18. Do hoists and overhead cranes receive annual inspections, and frequent inspections in writing?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 19. Are all pelican hooks equipped with spring-loaded safety clips to prevent accidental load release?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 20. Are only employees who have been trained in the proper use of hoists allowed to use them?  |

## **Control of Harmful Substances by Ventilation**

- | Yes                      | No                       | N/A                      | Date Corrected |   |
|--------------------------|--------------------------|--------------------------|----------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 1. 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 convey them to a suitable point of disposal?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 2. Are exhaust inlets, ducts, and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 3. Are cleanout ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 4. Where two or more different types of operations are being controlled through the same exhaust systems, will the combination of substances constitute a fire, explosion, or chemical reaction hazard in the duct? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 5. Is adequate makeup air provided to areas where exhaust systems are operating?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 6. Are source points for makeup air located so that only clean, fresh air that is free of contaminants will enter the work environment?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 7. Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the function of the other?   |

## **Spraying Operations**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Is adequate ventilation assured before spray operations are started?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Is mechanical ventilation provided when spraying operations are done within enclosed areas?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. When mechanical ventilation is provided during spraying operations, does it properly vent contaminated air?      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are spray areas free of hot surfaces?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Is the spray area at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are portable lamps used to light spray areas suitable for use in hazardous locations?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Is approved respiratory equipment provided and used during spraying operations?                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Do solvents used for cleaning have a flash point of 100 degrees F or more?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Are fire control sprinkler heads kept clean?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Are no-smoking signs posted in spray areas, paint rooms, paint booths, and paint storage areas?                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 11. Is the spray area kept clean of combustible residue?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 12. Are spray booths constructed of metal, masonry, or other substantial, noncombustible material?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 13. Are spray booth floors and baffles noncombustible and easily cleaned?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 14. Is the infrared drying apparatus kept out of the spray area during spraying operations?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 15. Are spray booths completely ventilated before using the drying apparatus?                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 16. Is electric drying equipment properly grounded?   |

## **Hand Tools and Equipment**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are all tools and equipment maintained in good condition?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary? |

## **Hand Tools and Equipment (cont.)**

- | Yes                      | No                       | N/A                      | Date Corrected |  |
|--------------------------|--------------------------|--------------------------|----------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 3. Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 4. Are worn or bent wrenches replaced regularly?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 5. Are appropriate handles used on files and similar tools?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 6. Are employees made aware of the hazards caused by faulty or improperly used hand tools?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 7. Are safety glasses, face shields, or other appropriate protective equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 8. Are jacks checked periodically to ensure they are in good operating condition?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 9. Are tool handles wedged tightly in the heads of all tools?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 10. Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 11. Are tools stored in dry, secure locations?   |

## **Portable Power Tools and Equipment**

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are grinders, saws, and similar equipment provided with appropriate safety guards and are they used as recommended by the manufacturer?     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Are portable electric tools and extension cords inspected regularly with the results documented and the tools marked with a dated "OK" tag? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Are portable circular saws equipped with guards above and below the base shoe?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are rotating or moving parts of equipment guarded to prevent physical contact?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are effective guards in place over belts, pulleys, chains, and sprockets?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Are portable fans provided with full guards or screens having openings of 1/2 inch or less?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?                                   |

## **Abrasive Wheel Equipment – Grinders**

- |                          |                          |                          |       |   |
|--------------------------|--------------------------|--------------------------|-------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are work rests installed and kept adjusted to within 1/8 inch of the wheel?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are bench and pedestal grinders permanently mounted?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are goggles or face shields always worn when grinding?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Is the maximum RPM rating on each abrasive wheel compatible with the RPM rating of the grinder motor?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring methods? |

## **Abrasive Wheel Equipment – Grinders (cont.)**

- | Yes                      | No                       | N/A                      | Date Corrected |  |
|--------------------------|--------------------------|--------------------------|----------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 8. Does each grinder have an individual on/off control switch?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 9. Is each electrically operated grinder grounded effectively?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 10. Before new abrasive wheels are mounted, are they visually inspected and ring tested?                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 11. Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 12. Are splash guards mounted on grinders that use coolant to prevent it from reaching employees?                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____          | 13. Is cleanliness maintained around grinders?   |

## **Powder-Actuated Tools**

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Are employees who operate powder-actuated tools trained in their use, and do they carry a valid operator card?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Is each powder-actuated tool stored in its own locked container when not being used?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Is a sign at least 7 inches by 10 inches with bold-face type reading "POWDER-ACTUATED TOOL IN USE" clearly posted when tools are being used?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Are powder-actuated tools left unloaded until they are actually ready to be used?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Are powder-actuated tools inspected for obstructions or defects each day before use?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes, and ear protection? |

## **Machine Guarding**

- |                          |                          |                          |       |  |
|--------------------------|--------------------------|--------------------------|-------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 1. Is a program in place to train employees how to operate machines safely?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 2. Is there adequate supervision to ensure that employees are following safe machine operating procedures?                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 3. Is a program in place to regularly perform safety inspections of machinery and equipment?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 4. Is all machinery and equipment kept clean and properly maintained?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 5. Is sufficient clearance provided around and between machines to allow for safe operations, servicing, material handling, and waste removal? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 6. Are machines that could walk or tip bolted to the floor?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 7. Is the power shut-off switch within reach of the operator's position at each machine?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 8. Can electric power to each machine be locked out for maintenance, repair, or security?  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 9. Are non-current-carrying metal parts of electrically operated machines bonded and grounded?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 10. Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 11. Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 12. Are all emergency stop buttons brightly colored, or do they display a placard?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 13. Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 14. Are all moving chains, sprockets, power shafts, gears, and flywheels within 7 feet of the floor properly guarded?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | 15. Do machines that use coolant have splash guards to prevent it from reaching employees?   |

## Machine Guarding (cont.)

Yes	No	N/A	Date Corrected	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	16. Are methods provided to protect the operator and other employees in the machine areas from hazards created at the point of operation and from nip points, rotating parts, flying chips, and sparks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	17. Are machine guards secure and arranged so they do not pose a hazard when in use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	18. If special hand tools are used for placing and removing material, do they protect the operator's hands?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	19. Are revolving drums, barrels, and containers guarded by an enclosure that is interlocked with the drive mechanism, so that they don't revolve unless the guard enclosures are in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	20. Do arbors and mandrels have firm and secure bearings, and are they free from play?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	21. Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	22. Are machines constructed so they are free from excessive vibration when the largest-sized tool is mounted and run at full speed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	23. If machinery is cleaned with compressed air, is air pressure controlled, and are personal protective equipment or other safeguards used to protect operators and other workers from injury?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	24. Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	25. Are saws that are used for ripping equipped with anti-kickback devices and spreaders?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	26. Are radial arm saws arranged so that the cutting head will gently return to the back of the table when released?

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