



Checklist

Comprehensive Safety & Health Inspection

For:

Date:

Conducted by:

This inspection checklist is designed to help facilitate a walking inspection of your area(s) of responsibility. Answer each question as it pertains to your area. Negative answers indicate a potential safety concern and must be addressed and corrected as necessary.

Safety Administration

Employee Postings	YES	NO
Is the required OSHA workplace poster displayed in a prominent location?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency telephone numbers posted where they can be readily found in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and Material Safety Data Sheets been posted or otherwise made readily available to employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are signs concerning various hazards, such as room capacities, floor loading, biohazards, exposures to x-ray, or other harmful substances posted where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>

Recordkeeping	YES	NO
Is the company required to maintain an OSHA 300 Log?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a log that tracks all injuries and illnesses, including "first aid only" situations?	<input type="checkbox"/>	<input type="checkbox"/>
Are all recordable injuries or illnesses posted on the OSHA 300 Log within six days of the incident?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an OSHA 301 (or suitable alternative) for every entry on the OSHA 300 Log?	<input type="checkbox"/>	<input type="checkbox"/>
Is the OSHA 300A Annual Summary posted between February 1 st and April 30 th each year?	<input type="checkbox"/>	<input type="checkbox"/>
Are employee medical records kept confidential?	<input type="checkbox"/>	<input type="checkbox"/>
Are training records for employees maintained and accessible for review when required?	<input type="checkbox"/>	<input type="checkbox"/>
Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for 40 years.)	<input type="checkbox"/>	<input type="checkbox"/>
Are operating permits up-to-date for such items as elevators, air pressure tanks and LPG tanks?	<input type="checkbox"/>	<input type="checkbox"/>
Are operating permits posted in their proper locations?	<input type="checkbox"/>	<input type="checkbox"/>

Safety & Health Program Management	YES	NO
Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?	<input type="checkbox"/>	<input type="checkbox"/>
Is one person clearly responsible for the overall activities of the safety program?	<input type="checkbox"/>	<input type="checkbox"/>

In your department, does everyone clearly understand their responsibility toward safety?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a safety committee that meets regularly and reports back on its activities?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a working procedure in place for handling in-house employee complaints or concerns regarding safety and health issues?	<input type="checkbox"/>	<input type="checkbox"/>
Are you keeping your employees informed of various safety improvements made within the company?	<input type="checkbox"/>	<input type="checkbox"/>

Medical Services and First Aid

YES NO

Is there a hospital or clinic in close proximity to the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Are there people within your department who are trained in first aid procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Do those employees who are expected to provide first aid as part of their job responsibilities receive the necessary training and vaccinations as outlined in various OSHA standards?	<input type="checkbox"/>	<input type="checkbox"/>
When employees have an exposure incident involving bloodborne pathogens, do you provide an immediate post-exposure medical evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Are medical personnel readily available for advice on matters of occupational health?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid kits easily accessible to each work area, with necessary supplies available?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid kits maintained and replenished when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
When employees may be exposed to corrosive materials, such as acids, are means provided for quick drenching or flushing of the eyes and body?	<input type="checkbox"/>	<input type="checkbox"/>

General Work Environment

General Conditions

YES NO

Are all worksites clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>
Are machines and work areas swept clean at the end of each shift or workday and are debris, scrap, and other waste picked up and removed from the work area?	<input type="checkbox"/>	<input type="checkbox"/>
Are work areas adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>

Walkways

YES NO

Are aisles and passageways kept clear and passable?	<input type="checkbox"/>	<input type="checkbox"/>
Are aisles and walkways marked as required?	<input type="checkbox"/>	<input type="checkbox"/>
Are working surfaces kept dry and free of wet or otherwise slippery conditions?	<input type="checkbox"/>	<input type="checkbox"/>
Are wet or slippery surfaces, inherent to the production operation, covered with non-slip material or otherwise made safe?	<input type="checkbox"/>	<input type="checkbox"/>
Are holes in the floor, sidewalk, or other walking area repaired properly, or otherwise covered to prevent slips, trips or falls?	<input type="checkbox"/>	<input type="checkbox"/>
Is there safe clearance for walking in aisles where motorized equipment is used?	<input type="checkbox"/>	<input type="checkbox"/>
Are materials or equipment stored in such a way that sharp objects will not project into the aisle and create a hazard?	<input type="checkbox"/>	<input type="checkbox"/>
Are spilled materials cleaned up immediately?	<input type="checkbox"/>	<input type="checkbox"/>
Are changes of direction or elevation in walking or working surfaces readily identifiable?	<input type="checkbox"/>	<input type="checkbox"/>
Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be exposed to hazards?	<input type="checkbox"/>	<input type="checkbox"/>

Is adequate headroom provided for the entire length of any aisle or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
Are standard guardrails (42 inches high with a 21-inch mid-rail and 4-inch toeboard) provided whenever aisles, walkways, or working surfaces are elevated more than 30 inches off the floor or work area?	<input type="checkbox"/>	<input type="checkbox"/>
Are bridges or crossovers provided over conveyors or similar hazards at strategic locations to prevent people from crawling over or onto conveyor systems or similar hazards?	<input type="checkbox"/>	<input type="checkbox"/>

Floor or Wall Openings

YES NO

Does a cover, guardrail, or equivalent provide protection on all sides of guard floor openings?	<input type="checkbox"/>	<input type="checkbox"/>
Are toeboards installed around the edges of permanent floor openings?	<input type="checkbox"/>	<input type="checkbox"/>
Are grates or similar type covers over floor openings designed so foot traffic or rolling equipment will not be affected by the spacing or construction of the grate?	<input type="checkbox"/>	<input type="checkbox"/>
Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>

Washrooms and Locker Facilities

YES NO

Are locker room areas and toilet areas kept in a clean and sanitary manner?	<input type="checkbox"/>	<input type="checkbox"/>
Are lavatories (wash areas) provided with hot and cold running water, with hand soap, and with the means for drying hands (towels or blowers)?	<input type="checkbox"/>	<input type="checkbox"/>
Is eating and drinking in toilet areas prohibited by the company?	<input type="checkbox"/>	<input type="checkbox"/>
Are trash receptacles provided in food consumption areas and emptied each day?	<input type="checkbox"/>	<input type="checkbox"/>

Stairs and Stairways

YES NO

Are standard stair rails or handrails on all stairways having four or more risers (steps)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all stairways at least 22 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a vertical clearance of at least 7 feet from the leading edge of any stair tread to any overhead obstruction, which also includes the ceiling?	<input type="checkbox"/>	<input type="checkbox"/>
Do stairs angle no more than 50 degrees and no less than 30 degrees?	<input type="checkbox"/>	<input type="checkbox"/>
Are all step risers on stairs uniform in height from top to bottom?	<input type="checkbox"/>	<input type="checkbox"/>
Are steps on stairs and stairways designed or provided with a surface that renders them slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>
Are stairway handrails located 30 to 34 inches above the leading edge of the stair treads?	<input type="checkbox"/>	<input type="checkbox"/>
Do stairway handrails have at least 3 inches of clearance between the handrails and the surface to which they are mounted?	<input type="checkbox"/>	<input type="checkbox"/>
Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches on the platform?	<input type="checkbox"/>	<input type="checkbox"/>
Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warning provided to prevent employees from stepping into the path of traffic?	<input type="checkbox"/>	<input type="checkbox"/>

Elevated Surfaces

YES NO

Are signs posted, when appropriate, showing the elevated surface load capacity?	<input type="checkbox"/>	<input type="checkbox"/>
Are surfaces elevated more than 30 inches above the floor or ground protected with standard guardrails (a railing 42 inches from the floor with a mid-rail at 21 inches)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all elevated surfaces provided with a standard 4-inch toeboard?	<input type="checkbox"/>	<input type="checkbox"/>

Is a permanent means of access and egress provided to elevated storage and work surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Are dock boards or bridge plates properly installed, secured, and used when transferring materials between docks and trucks or rail cars?	<input type="checkbox"/>	<input type="checkbox"/>

Means of Egress

YES NO

Are all exits marked with an exit sign and illuminated by a reliable light source?	<input type="checkbox"/>	<input type="checkbox"/>
Is the way to an exit, when not immediately apparent, marked with visible signs?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors, passageways, or stairways that are not exits or ways to an exit, but such that they might be mistaken for an exit, so marked with signs to prevent mistaken use?	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors side-hinged?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits kept free of obstructions and available for instant use?	<input type="checkbox"/>	<input type="checkbox"/>
Are there sufficient exits to permit prompt escape in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Are special precautions taken to protect employees during construction or repair operations that preclude the use of one of more exits?	<input type="checkbox"/>	<input type="checkbox"/>
Can exit doors be opened in the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>
If panic hardware is installed on exit doors, will it allow the door to be opened with minimal force?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it is padlocked on the outside?	<input type="checkbox"/>	<input type="checkbox"/>
Are doors that swing in both directions and are located between rooms where there is frequent traffic provided with viewing panels in each door?	<input type="checkbox"/>	<input type="checkbox"/>

Means of Egress

YES NO

Are ladders maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are joints between steps and side rails tight?	<input type="checkbox"/>	<input type="checkbox"/>
Are all fittings and all hardware securely attached?	<input type="checkbox"/>	<input type="checkbox"/>
Are moveable parts operating freely without binding or undue play?	<input type="checkbox"/>	<input type="checkbox"/>
Are non-slip safety feet provided on each ladder?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladder rungs and steps kept free of grease and oil?	<input type="checkbox"/>	<input type="checkbox"/>
Is it prohibited to place a ladder in front of doors opening toward the ladder?	<input type="checkbox"/>	<input type="checkbox"/>
Is it prohibited to place ladders on boxes, barrels, or any other unstable base?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed to face the ladder when going up or down the ladder?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed to keep both hands on the ladder when going up or down?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees prohibited from using ladders that are broken, missing steps, rungs, cleats, have broken side rails or any other faulty or defective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders tagged and taken out of service immediately when found to be defective?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed not to use the top step of ordinary stepladders as a step?	<input type="checkbox"/>	<input type="checkbox"/>

When portable or straight ladders are used to gain access to elevated platforms or roofs, is the ladder extended at least three feet above the elevated surface?	<input type="checkbox"/>	<input type="checkbox"/>
Are any metal ladders used in the facility?	<input type="checkbox"/>	<input type="checkbox"/>
Are metal ladders prohibited from use around any electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees prohibited from using ladders in any manner other than their intended purpose?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders visually inspected before each use?	<input type="checkbox"/>	<input type="checkbox"/>

Hands Tools and Equipment

YES NO

Are all tools and equipment used by employees at their workplace in good working condition without defect (this includes company-owned and employee-owned equipment)?	<input type="checkbox"/>	<input type="checkbox"/>
Are tool handles wedged tightly in the heads of all tools?	<input type="checkbox"/>	<input type="checkbox"/>
Are broken or fractured handles on hammers, axes, or similar equipment replaced immediately?	<input type="checkbox"/>	<input type="checkbox"/>
Are worn or bent wrenches replaced regularly?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees made aware of the hazards caused by faulty or improperly used hand tools?	<input type="checkbox"/>	<input type="checkbox"/>
Is it required that all hand tools be visually inspected before use?	<input type="checkbox"/>	<input type="checkbox"/>

Power Tools and Equipment

YES NO

Are grinders, saws, and similar equipment provided with appropriate safety guards?	<input type="checkbox"/>	<input type="checkbox"/>
Are power tools used with the correct shield, guard, or attachment as required by manufacturers?	<input type="checkbox"/>	<input type="checkbox"/>
Are portable circular saws equipped with guards above and below the base shoe?	<input type="checkbox"/>	<input type="checkbox"/>
Do radial arm saws gently return to the back of the table when released?	<input type="checkbox"/>	<input type="checkbox"/>
Are saws used for ripping equipped with anti-kickback devices and spreaders?	<input type="checkbox"/>	<input type="checkbox"/>
Are rotating or moving parts of equipment guarded to prevent physical contact?	<input type="checkbox"/>	<input type="checkbox"/>
Are all cord-connected, electrically operated tools and equipment effectively grounded or are they of the approved (UL listed) double-insulated type construction?	<input type="checkbox"/>	<input type="checkbox"/>
Are portable fans non-metallic and do they have guards with openings ½ inch wide?	<input type="checkbox"/>	<input type="checkbox"/>
Are all power tools inspected before each use and taken out of service if found defective?	<input type="checkbox"/>	<input type="checkbox"/>

Abrasive Wheel Equipment

YES NO

Is the work rest (tool rest) on the grinder maintained at 1/8 inch from the wheel?	<input type="checkbox"/>	<input type="checkbox"/>
Is the tongue guard maintained at ¼ inch from the wheel?	<input type="checkbox"/>	<input type="checkbox"/>
Do side guards cover the spindle, nut, flange and at least 75% of the wheel diameter?	<input type="checkbox"/>	<input type="checkbox"/>
Are bench and pedestal grinders permanently mounted?	<input type="checkbox"/>	<input type="checkbox"/>
Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the motor?	<input type="checkbox"/>	<input type="checkbox"/>
Are goggles and face shields required to be worn whenever grinding is performed?	<input type="checkbox"/>	<input type="checkbox"/>
Does each grinder have an individual on and off control switch?	<input type="checkbox"/>	<input type="checkbox"/>
Is each electrically operated grinder effectively grounded?	<input type="checkbox"/>	<input type="checkbox"/>

Before new abrasive wheels are mounted, are they visually inspected?	<input type="checkbox"/>	<input type="checkbox"/>
Before new abrasive wheels are mounted, are they ring tested?	<input type="checkbox"/>	<input type="checkbox"/>
Are fillings and debris cleaned up at the end of each shift?	<input type="checkbox"/>	<input type="checkbox"/>
Are only those employees properly trained in abrasive wheel operations permitted to use grinders?	<input type="checkbox"/>	<input type="checkbox"/>

Machines and Machine Safeguarding

Requirements for All Safeguards	YES	NO
Are dangerous machine actions or motions that might cause injury effectively safeguarded?	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards prevent employee hands, arms, and other body parts from making contact with dangerous moving parts?	<input type="checkbox"/>	<input type="checkbox"/>
Are the safeguards firmly secured and not easily removed?	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards ensure that no objects will fall into the moving parts?	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?	<input type="checkbox"/>	<input type="checkbox"/>
Can the machine be oiled with removing the safeguard?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system in place for shutting down the machinery before safeguards are removed?	<input type="checkbox"/>	<input type="checkbox"/>
Can the existing safeguards be improved?	<input type="checkbox"/>	<input type="checkbox"/>

Mechanical Hazards	YES	NO
Is there a point of operation safeguard provided?	<input type="checkbox"/>	<input type="checkbox"/>
Does the point of operation safeguard keep the operator's hands and body parts out of danger?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any evidence that point of operation guarding has been tampered with?	<input type="checkbox"/>	<input type="checkbox"/>
Is this point of operation safeguard the most efficient guard to use?	<input type="checkbox"/>	<input type="checkbox"/>
Can point of operation hazards be engineered out of the production process?	<input type="checkbox"/>	<input type="checkbox"/>
Are all power transmission apparatus (gears, sprockets, pulleys, flywheels, etc.) guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any exposed belts or chain drives?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any exposed setscrews, key ways, collars, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other hazardous moving parts on the machine not guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are starting and stopping controls within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>
If there is more than one operator, are separate controls provided?	<input type="checkbox"/>	<input type="checkbox"/>
Have appropriate measures been taken to safeguard workers against noise hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Have special guards, enclosures or barriers been installed to protect employees from exposure to harmful substances, such as coolant/lubricating fluids, used in conjunction with machine functions?	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Machine Hazards	YES	NO
Is the machine installed in accordance with applicable codes and standards?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any loose conduit fittings?	<input type="checkbox"/>	<input type="checkbox"/>

Is the machine properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>
Is the power supply correctly fused and protected?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees able to work without receiving any electrical shocks while operating the machine?	<input type="checkbox"/>	<input type="checkbox"/>

Machine Operator Training

YES NO

Do operators and maintenance employees have the necessary training to know how to use machine safeguards, their direct purpose, and why safeguards are required?	<input type="checkbox"/>	<input type="checkbox"/>
Have operators and maintenance employees been trained as to when and how safeguards can be removed and under what circumstances removal can occur?	<input type="checkbox"/>	<input type="checkbox"/>
Have operators and maintenance employees been trained on how to properly inspect their machine and the machine safeguards before machine operation begins?	<input type="checkbox"/>	<input type="checkbox"/>
Are all operators and maintenance employees trained on how to properly document any machine safeguard inspection they conduct?	<input type="checkbox"/>	<input type="checkbox"/>
Are all operators and maintenance employees trained on the hazards of wearing loose-fitting clothes, not restraining long hair, or wearing jewelry when operating machines?	<input type="checkbox"/>	<input type="checkbox"/>
Are all operators and maintenance employees trained on what personal protective equipment is necessary for various machine operations?	<input type="checkbox"/>	<input type="checkbox"/>
Do supervisors or lead people conduct frequent inspections of machine operations to ensure correct employee compliance with all training and safety rules?	<input type="checkbox"/>	<input type="checkbox"/>

Machinery Maintenance and Repair

YES NO

Have maintenance employees received up-to-date instruction on the machine types they service?	<input type="checkbox"/>	<input type="checkbox"/>
Are maintenance employees required to lockout machines when performing service work?	<input type="checkbox"/>	<input type="checkbox"/>
Is all maintenance equipment itself properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Do maintenance employees have regular preventive maintenance service checks they perform?	<input type="checkbox"/>	<input type="checkbox"/>

Control of Hazardous Energy – Lockout/Tagout

YES NO

Are machine-specific procedures developed and available for all machines or pieces of equipment that will need service or maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Do service and maintenance employees review machine-specific procedures before any service or maintenance work begins?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who perform service and maintenance work trained as “authorized” employees?	<input type="checkbox"/>	<input type="checkbox"/>
Is it required that all machines or equipment be completely de-energized before any service or maintenance work commences?	<input type="checkbox"/>	<input type="checkbox"/>
Are all energy control devices physically capable of receiving a padlock?	<input type="checkbox"/>	<input type="checkbox"/>
Do service and maintenance employees notify employees in the immediate area that service work will take place, and is this done before any service or maintenance work begins?	<input type="checkbox"/>	<input type="checkbox"/>
Do service and maintenance employees follow a systematic procedure that outlines how a machine or piece of equipment should be de-energized before service and maintenance work begins?	<input type="checkbox"/>	<input type="checkbox"/>
Do service and maintenance employees verify that a machine or piece of equipment is properly de-energized before any service and maintenance work begins?	<input type="checkbox"/>	<input type="checkbox"/>
Do service and maintenance employees put all “run” or “on/off” buttons in the safe or neutral position while service and maintenance work is performed?	<input type="checkbox"/>	<input type="checkbox"/>
Does every employee involved in service or maintenance work have their own padlock on all energy control devices while service and maintenance work is performed?	<input type="checkbox"/>	<input type="checkbox"/>

Are all service and maintenance employees required to maintain control of their own padlock keys while service and maintenance work is performed?	<input type="checkbox"/>	<input type="checkbox"/>
Do all padlocks properly identify the owner through the use of tags or other identification means?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a requirement that prevents anyone except the owner of a padlock to remove it?	<input type="checkbox"/>	<input type="checkbox"/>
Is this owner-only requirement enforced strictly?	<input type="checkbox"/>	<input type="checkbox"/>
Are there provisions to provide a group lockout for multiple workers?	<input type="checkbox"/>	<input type="checkbox"/>
Are outside contractors advised of internal safety policies and procedures and required to be in compliance with local requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Do supervisors or other lead people frequently inspect and audit the lockout/tagout processes and are discrepancies noted and addressed immediately?	<input type="checkbox"/>	<input type="checkbox"/>
Do authorized employees receive re-training when discrepancies are identified in their knowledge or performance of lockout/tagout requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are supervisors or other lead people trained as authorized employees for lockout/tagout?	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Safety

General Electrical Safety	YES	NO
Are all conductors and related equipment approved (such as UL listed)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees required to report as soon as possible any obvious hazards associated with electrical equipment or lines?	<input type="checkbox"/>	<input type="checkbox"/>
When electrical equipment is reported as being damaged, malfunctioning, frayed, or in otherwise bad repair, are repairs given a very high priority and repaired quickly?	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical equipment such as vacuum cleaners, electrical tools, polishers, and vending machines grounded?	<input type="checkbox"/>	<input type="checkbox"/>
Does equipment listing or labeling give evidence of suitability?	<input type="checkbox"/>	<input type="checkbox"/>
Are all conductors spliced or joined together with splicing devices suitable for the use?	<input type="checkbox"/>	<input type="checkbox"/>
Are all conductors spliced or joined together covered with insulation?	<input type="checkbox"/>	<input type="checkbox"/>
Is all electrical equipment listed with the manufacturer's name, trademark, or other descriptive marking which may identify the organization responsible for the product?	<input type="checkbox"/>	<input type="checkbox"/>
Is care given to make sure all manufacturer markings remain visible?	<input type="checkbox"/>	<input type="checkbox"/>
Where manufacturer's nameplates are provided on any electrical equipment, do they remain legible at all times and not covered with paint, removed, or otherwise abused?	<input type="checkbox"/>	<input type="checkbox"/>
Are all disconnecting means (service, feeder, and branch circuit) and its disconnecting means clearly and legibly marked to indicate its purpose?	<input type="checkbox"/>	<input type="checkbox"/>
Do approved cabinets or other forms of approved enclosures to prevent accidental contact properly guard live electrical parts?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees instructed not to perform any electrical service or maintenance unless specifically authorized by the company and specifically trained and qualified to do so?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees instructed to report any electrical malfunctions or problems immediately?	<input type="checkbox"/>	<input type="checkbox"/>

Wiring Methods, Design and Equipment	YES	NO
When using outside contractors, is the contractor required through the contract to make all wiring designs and installations in compliance with OSHA, NEC, and local electrical codes?	<input type="checkbox"/>	<input type="checkbox"/>
Is a clear working space of at least 36 inches provided around all electrical equipment and is that clear working space not used for anything else such as storage, even if temporarily?	<input type="checkbox"/>	<input type="checkbox"/>

Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?	<input type="checkbox"/>	<input type="checkbox"/>
Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical raceways and enclosures securely fastened in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical enclosures (switches, receptacles, and junction boxes) provided with tight-fitting covers or plates?	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical enclosures in good repair without any damage?	<input type="checkbox"/>	<input type="checkbox"/>
Are all pieces of conduit securely fastened to walls or other support means, and is all conduit securely fastened to all junction boxes without any breaks in metal-to-metal contact?	<input type="checkbox"/>	<input type="checkbox"/>
Are all extension cords used in a temporary manner and not as a permanent wiring substitute?	<input type="checkbox"/>	<input type="checkbox"/>
Are all extension cords kept from running through holes in walls, or through doors or ceilings?	<input type="checkbox"/>	<input type="checkbox"/>
Are all extension cords kept from running through doorways, windows, or similar openings?	<input type="checkbox"/>	<input type="checkbox"/>
Are all extension cords kept from being nailed, tacked, taped, or otherwise attached to anything?	<input type="checkbox"/>	<input type="checkbox"/>
Are all extension cords kept from being concealed behind building walls, ceilings, or floors?	<input type="checkbox"/>	<input type="checkbox"/>
There are no plugs that have been tampered with to remove or modify polarity plugs.	<input type="checkbox"/>	<input type="checkbox"/>
Are all three-prong plugs complete with the grounding plug?	<input type="checkbox"/>	<input type="checkbox"/>
Are all three-prong plugs able to be plugged in without requiring a two-prong adapter?	<input type="checkbox"/>	<input type="checkbox"/>
Are only qualified persons authorized to make any repairs, installations, or adjustments to electrical equipment or components?	<input type="checkbox"/>	<input type="checkbox"/>
Is it required that all electrical equipment is visually inspected before use?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees advised not to make electrical connections when they have wet hands?	<input type="checkbox"/>	<input type="checkbox"/>

Fire Protection

Fire Protection Systems	YES	NO
Is the local fire department well-acquainted with your facilities, its location, and special hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a fire alarm system?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system tested at least annually?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm sound different from any other alarm within the facility?	<input type="checkbox"/>	<input type="checkbox"/>
If you have interior standpipes and valves, are they inspected regularly?	<input type="checkbox"/>	<input type="checkbox"/>
If you have outside private fire hydrants, are they flushed at least once a year?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors free from obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire door fusible links in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are automatic sprinkler system water control valves locked in the open position?	<input type="checkbox"/>	<input type="checkbox"/>
Are automatic sprinkler valves and systems inspected on a regular basis and documented?	<input type="checkbox"/>	<input type="checkbox"/>

Is the maintenance of automatic sprinkler systems assigned to a responsible person or contractor?	<input type="checkbox"/>	<input type="checkbox"/>
Is there at least 18 inches of clear space between stored materials and sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>
In areas where sprinkler heads may be damaged due to contact, are they protected with metal guards?	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads installed near electrical switchboards or equipment prevented from spraying directly onto this equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are portable fire extinguishers provided in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Is the travel distance between one extinguisher and another less than 75 feet?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers free from all obstructions and immediately available?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers visually inspected on a monthly basis and is this documented?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers properly mounted and not lying on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers recharged as soon as they are used?	<input type="checkbox"/>	<input type="checkbox"/>
Is a qualified fire extinguisher contractor used to do annual fire extinguisher maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Are those employees who are expected to use a fire extinguisher trained on their use annually?	<input type="checkbox"/>	<input type="checkbox"/>

Cutting and Welding – General Requirements

YES NO

Are only authorized and trained employees permitted to use cutting and welding equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Do all operators have copies of appropriate operating instructions and are they directed to use them?	<input type="checkbox"/>	<input type="checkbox"/>
When objects to be welded cannot be moved to a designated welding location, are steps taken to prevent hot slag or sparks from coming in contact with combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire watches assigned when cutting or welding is performed in areas where a serious fire might develop, and are these fire watches properly trained in all fire watch requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials kept away from any cutting and welding operations?	<input type="checkbox"/>	<input type="checkbox"/>
When welding is done on metal walls, are combustible materials on the opposite side of the wall protected?	<input type="checkbox"/>	<input type="checkbox"/>
Is it required that personal protective equipment, including eye protection, gloves, apron, and other extremity protection, be used whenever hot work is being performed?	<input type="checkbox"/>	<input type="checkbox"/>
When hot work is performed, is proper and adequate ventilation provided?	<input type="checkbox"/>	<input type="checkbox"/>

Cutting and Welding – Oxy/Fuel Gas

YES NO

Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leaks?	<input type="checkbox"/>	<input type="checkbox"/>
Is care used in handling and storing cylinders to prevent damage?	<input type="checkbox"/>	<input type="checkbox"/>
Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?	<input type="checkbox"/>	<input type="checkbox"/>
Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used in hot work operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders kept away from sources of heat?	<input type="checkbox"/>	<input type="checkbox"/>
Are the cylinders kept away from elevators, stairs, or gangways?	<input type="checkbox"/>	<input type="checkbox"/>
Is it prohibited to use cylinders as rollers or supports?	<input type="checkbox"/>	<input type="checkbox"/>
Are empty cylinders appropriately marked and their valves closed tightly?	<input type="checkbox"/>	<input type="checkbox"/>

In cylinder storage areas, are signs such as “Danger – No Smoking” or equivalent posted?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily substances?	<input type="checkbox"/>	<input type="checkbox"/>
Is care taken not to drop or strike cylinders?	<input type="checkbox"/>	<input type="checkbox"/>
Are regulators removed and valve-protection caps put in place before moving a cylinder, unless secured on special trucks?	<input type="checkbox"/>	<input type="checkbox"/>
Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?	<input type="checkbox"/>	<input type="checkbox"/>
Are liquefied gases stored and shipped valve-end up with valve covers in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are provisions made to never crack a fuel gas cylinder valve near sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>
Before a regulator is removed, is the valve closed and gas released from the regulator?	<input type="checkbox"/>	<input type="checkbox"/>
Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?	<input type="checkbox"/>	<input type="checkbox"/>
Are pressure-reducing regulators used only for the gas and pressures for which they are intended?	<input type="checkbox"/>	<input type="checkbox"/>

Cutting and Welding – Electrical Arc

YES NO

Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?	<input type="checkbox"/>	<input type="checkbox"/>
Under wet conditions, are automatic controls for reducing no load voltage used?	<input type="checkbox"/>	<input type="checkbox"/>
Are periodic checks made of machine frame grounds and portable machine grounds?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrodes removed from the holders when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Is it required that electric power to the welder be shut off when no one is in attendance?	<input type="checkbox"/>	<input type="checkbox"/>
Is suitable fire extinguishing equipment available for immediate use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the welder forbidden to coil or loop welding electrode cable around his or her body?	<input type="checkbox"/>	<input type="checkbox"/>
Are wet machines thoroughly dried and tested before being used?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrode lead cables frequently inspected for wear and damage, and replaced by qualified individuals when required?	<input type="checkbox"/>	<input type="checkbox"/>
Do means for connecting cable lengths have adequate insulation?	<input type="checkbox"/>	<input type="checkbox"/>

Compressed Gas Cylinders

YES NO

Do all gas cylinders with a weight of 30 pounds or more have a valve protector device, or a collar or recess to protect the valve?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders legibly marked to clearly identify the gas contained within?	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed gas cylinders stored in areas that are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature pipes or lines?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders located or stored in areas where passing or falling objects will not damage them and where they will not be subject to tampering by unauthorized people?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders stored or transported in a way that prevents them from tipping, falling or rolling?	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders containing liquefied fuel gas stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?	<input type="checkbox"/>	<input type="checkbox"/>
Are valve protectors always placed on cylinders when they are not in use or connected for use?	<input type="checkbox"/>	<input type="checkbox"/>

Are all valves closed off before a cylinder is moved or empty, and at the completion of each job?	<input type="checkbox"/>	<input type="checkbox"/>
Are fuel gases and oxidizers segregated and separated by a five foot-high wall or by at least a distance of 25 feet?	<input type="checkbox"/>	<input type="checkbox"/>
Are all cylinders secured in their storage or usage location to keep them from falling?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees responsible for maintaining cylinder areas familiar with and trained on proper storage requirements for compressed gas cylinders?	<input type="checkbox"/>	<input type="checkbox"/>

Flammable and Combustible Materials

YES NO

Is combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?	<input type="checkbox"/>	<input type="checkbox"/>
Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?	<input type="checkbox"/>	<input type="checkbox"/>
Are approved containers and tanks used to store and handle flammable and combustible liquids?	<input type="checkbox"/>	<input type="checkbox"/>
Are all connections vapor and liquid tight on drums and combustible liquid pipes?	<input type="checkbox"/>	<input type="checkbox"/>
Are all flammable liquids kept in closed containers when not in use?	<input type="checkbox"/>	<input type="checkbox"/>
Are bulk drums of flammable liquids grounded and bonded to containers when liquids are dispensed?	<input type="checkbox"/>	<input type="checkbox"/>
Do storage rooms for flammable and combustible liquids have explosion-proof lights?	<input type="checkbox"/>	<input type="checkbox"/>
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?	<input type="checkbox"/>	<input type="checkbox"/>
Are "No Smoking" signs posted wherever flammable or combustible materials are used or stored?	<input type="checkbox"/>	<input type="checkbox"/>
Are "No Smoking" rules strictly enforced throughout the facility?	<input type="checkbox"/>	<input type="checkbox"/>
Are LPG storage tanks guarded to prevent damage from vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?	<input type="checkbox"/>	<input type="checkbox"/>
Are firm separators placed between containers of combustible or flammable materials when stacked one upon another, to assure their support and stability?	<input type="checkbox"/>	<input type="checkbox"/>
Are spills of flammable or combustible liquids cleaned up promptly?	<input type="checkbox"/>	<input type="checkbox"/>

Fueling

YES NO

Is it prohibited to fuel an internal combustion engine while the motor is running?	<input type="checkbox"/>	<input type="checkbox"/>
Are fueling operations done in such a manner that the likelihood of spilling is minimized?	<input type="checkbox"/>	<input type="checkbox"/>
When spills occur during fueling, are measures taken to remove the fuel and vapors before restarting the engine or operating any other spark-producing equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are fuel tank caps replaced and secured before starting the engine?	<input type="checkbox"/>	<input type="checkbox"/>
When fueling, is there always metal contact between the container and the fuel tank?	<input type="checkbox"/>	<input type="checkbox"/>
Is it prohibited to handle or transfer gasoline in open containers?	<input type="checkbox"/>	<input type="checkbox"/>
Are all spark-producing, open lights, open flames, smoking, and arcing equipment prohibited from use near fueling or transfer areas?	<input type="checkbox"/>	<input type="checkbox"/>
Are fueling operations prohibited from use inside buildings or other enclosures not vented?	<input type="checkbox"/>	<input type="checkbox"/>
Where fueling is done through a gravity flow system, are the nozzles of a self-closing type?	<input type="checkbox"/>	<input type="checkbox"/>

Personal Protective Equipment (PPE)

General Protective Requirements	YES	NO
Has a documented hazard assessment been conducted to determine if hazards are present that will require the use of personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
If hazards are present that will require the use of PPE, have PPE selections been made that will guard against identified hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who are expected to use PPE been trained in all aspects (what to wear, when to wear it, how to wear it, how to adjust it, how to clean it, etc.) before being allowed to use it?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees demonstrate an understanding of the training they have received for PPE before being allowed to work in areas requiring the use of such equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is all PPE training documented?	<input type="checkbox"/>	<input type="checkbox"/>
Does management frequently check work areas to ensure employees are using assigned PPE as required?	<input type="checkbox"/>	<input type="checkbox"/>
Does management immediately address any deviations noted when employees are not wearing PPE as required?	<input type="checkbox"/>	<input type="checkbox"/>
Does management use all PPE when in posted areas and when escorting guests?	<input type="checkbox"/>	<input type="checkbox"/>

Specific Protective Requirements	YES	NO
Are protective glasses with side shields, goggles, or face shields provided and worn when there is any danger of flying particles?	<input type="checkbox"/>	<input type="checkbox"/>
Does all eye and face PPE, including visitor glasses, meet ANSI Z-87.1 requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees who need corrective lenses when working in hazard areas required to wear only approved safety glasses or protective goggles?	<input type="checkbox"/>	<input type="checkbox"/>
When protective shields are required to guard against light radiation, are the correct tints selected and used every time the hazardous work is performed?	<input type="checkbox"/>	<input type="checkbox"/>
When protective helmets are required, is it required that they meet ANSI Z-89.1 requirements?	<input type="checkbox"/>	<input type="checkbox"/>
When protective footwear is required, is it required that it meets ANSI Z-41.1 requirements?	<input type="checkbox"/>	<input type="checkbox"/>
When protection for the hands is required, are there a variety of sizes employees can pick from to make sure the equipment is the right size?	<input type="checkbox"/>	<input type="checkbox"/>
Is all protective equipment required to be maintained in a clean and sanitary manner?	<input type="checkbox"/>	<input type="checkbox"/>
Is it a requirement that protective equipment cannot be worn if it is defective?	<input type="checkbox"/>	<input type="checkbox"/>
Do supervisors and managers frequently spot-check specific PPE to ensure its adequacy for tasks?	<input type="checkbox"/>	<input type="checkbox"/>

Respiratory Protection	YES	NO
Is there a written procedure that clearly outlines procedures for selecting respirators, conducting medical evaluations on wearers, fit testing, routine use of respirators, cleaning and maintenance of respirators, training, and ongoing evaluations?	<input type="checkbox"/>	<input type="checkbox"/>
Are the affected managers and supervisors in the company/department/work area fully aware of the detailed requirements of the respiratory program?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a designated respirator program administrator who is qualified to administer all aspects of the respiratory program?	<input type="checkbox"/>	<input type="checkbox"/>
Have respiratory hazards been identified within the company or work area?	<input type="checkbox"/>	<input type="checkbox"/>
Are respirators selected based on the evaluated workplace hazards and user factors that may impact respirator performance and reliability?	<input type="checkbox"/>	<input type="checkbox"/>

Are there a sufficient number of respirators in various sizes and models provided to be acceptable and correctly fit the users?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees who will use a respirator been evaluated to determine their ability to wear a respirator prior to being fit tested?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees who use tight-fitting respirator facepieces passed an appropriate fit test prior to using a respirator in a hazardous environment?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees who wear tight-fitting respirators able to achieve a tight face-to-facepiece seal without any interference from facial hair, facial contours, or any other obstruction?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees who wear corrective lenses able to do so without interfering with the respirator seal?	<input type="checkbox"/>	<input type="checkbox"/>
Are all respirator users required to perform a seal check before each use?	<input type="checkbox"/>	<input type="checkbox"/>
Are all respirator users allowed to leave work areas to conduct necessary respirator repairs such as washing the facepiece or change respirator parts?	<input type="checkbox"/>	<input type="checkbox"/>
Are all respirators kept in a clean and sanitary location?	<input type="checkbox"/>	<input type="checkbox"/>
Are all respirators cleaned and disinfected as often as necessary when issued for exclusive use by one employee; before being worn by different employees; and after each fit testing or use for emergency purposes?	<input type="checkbox"/>	<input type="checkbox"/>
Are all respirators inspected before each use and whenever they are cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
Are respirators removed from service immediately when defects are identified?	<input type="checkbox"/>	<input type="checkbox"/>
Are all respirator users properly trained in each specific respirator they will use and has each respirator user demonstrated an understanding of this training?	<input type="checkbox"/>	<input type="checkbox"/>
Is all respirator training provided before any respirator user is required to perform respirator-required work?	<input type="checkbox"/>	<input type="checkbox"/>
Is re-training provided on an annual basis, or whenever changes in the workplace affect respirator use?	<input type="checkbox"/>	<input type="checkbox"/>
Is all training fully documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is all fit testing properly documented?	<input type="checkbox"/>	<input type="checkbox"/>

Hearing Conservation

YES NO

Are there areas where continuous noise levels exceed 85dB over a time-weighted 8-hour period?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an ongoing preventive health program to educate employees on safe noise levels, exposures, effects of noise on their health, and the use of hearing protective devices?	<input type="checkbox"/>	<input type="checkbox"/>
Are annual training and annual audiometric evaluations conducted for all exposed employees?	<input type="checkbox"/>	<input type="checkbox"/>
Have work areas where noise levels make voice communication difficult been identified and posted?	<input type="checkbox"/>	<input type="checkbox"/>
Are noise levels being measured by a qualified source and are these measurements documented?	<input type="checkbox"/>	<input type="checkbox"/>
Have engineering controls been used or attempted to reduce the excessive noise?	<input type="checkbox"/>	<input type="checkbox"/>
When engineering controls are not feasible, are administrative controls used to reduce exposure to noise?	<input type="checkbox"/>	<input type="checkbox"/>
Are hearing protective devices in a variety of sizes and styles available for all exposed employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees properly fitted for and instructed in the use of hearing protective devices?	<input type="checkbox"/>	<input type="checkbox"/>
Is there strict enforcement of all hearing conservation requirements?	<input type="checkbox"/>	<input type="checkbox"/>

Material Handling

Hoists, Cranes and Auxiliary Equipment**YES NO**

Is the rated load capacity of each hoist legibly marked and visible to the operator?	<input type="checkbox"/>	<input type="checkbox"/>
Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?	<input type="checkbox"/>	<input type="checkbox"/>
Are stops provided at the safe limits of travel for a trolley hoist?	<input type="checkbox"/>	<input type="checkbox"/>
Are the controls of the hoist plainly marked to indicate the direction of travel or motion?	<input type="checkbox"/>	<input type="checkbox"/>
Are close-fitting guards or other suitable devices installed on hoists to assure hoist ropes will be maintained in the sheave groves?	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Are nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground, or working platform guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Is it prohibited to use chains or rope slings that are kinked or twisted?	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Is the operator fully trained in all hoist operations and all load-securing and moving functions?	<input type="checkbox"/>	<input type="checkbox"/>
Is all lifting equipment, including chains and slings, visually inspected before each use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the operator prohibited from moving loads over people or in areas that are not safe?	<input type="checkbox"/>	<input type="checkbox"/>
Does an outside service provide regular maintenance and inspections on all hoists and hoisting equipment and is this service and inspection routine properly documented?	<input type="checkbox"/>	<input type="checkbox"/>

Industrial Trucks**YES NO**

Is training provided to operators that is equipment- and location-specific?	<input type="checkbox"/>	<input type="checkbox"/>
Are all operators certified to operate on specific pieces of equipment in specific locations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a method to verify previous knowledge and experience is equipment-specific?	<input type="checkbox"/>	<input type="checkbox"/>
Are there lift truck operating rules?	<input type="checkbox"/>	<input type="checkbox"/>
Are all lift truck operating rules strictly enforced by managers and supervisors?	<input type="checkbox"/>	<input type="checkbox"/>
Are directional lights provided on forklifts and are they used in dark areas?	<input type="checkbox"/>	<input type="checkbox"/>
Does each industrial truck have a warning device (horn, whistle, etc.) that can be heard above other noise in the working area?	<input type="checkbox"/>	<input type="checkbox"/>
Are the brakes on the industrial truck capable of bringing the truck to a complete and safe stop even when the truck is fully loaded?	<input type="checkbox"/>	<input type="checkbox"/>
Will the brakes on the industrial truck keep the truck from moving when the vehicle is unattended?	<input type="checkbox"/>	<input type="checkbox"/>
Are industrial trucks of the correct rating for the atmosphere they operate within?	<input type="checkbox"/>	<input type="checkbox"/>
Are motorized hand trucks so designed that the brakes are applied and power to the drive motor shut off when the operator releases his or her grip on the device?	<input type="checkbox"/>	<input type="checkbox"/>
Are industrial trucks with internal combustion engines carefully checked to ensure they do not cause harmful concentrations of dangerous gases when operated in buildings or enclosed spaces?	<input type="checkbox"/>	<input type="checkbox"/>
Are all industrial trucks visually inspected before each shift?	<input type="checkbox"/>	<input type="checkbox"/>
Are all pre-shift inspections documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a preventive maintenance program in place to ensure trucks remain in good operating condition?	<input type="checkbox"/>	<input type="checkbox"/>

Is the preventative maintenance program current and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Are bridge plates (dock boards) used when loading or unloading vehicles backed up to a dock?	<input type="checkbox"/>	<input type="checkbox"/>

Other Material Handling Concerns

YES NO

Is training provided to operators that is equipment- and location-specific?	<input type="checkbox"/>	<input type="checkbox"/>
Are all operators certified to operate on specific pieces of equipment in specific locations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have a method to verify previous knowledge and experience is equipment-specific?	<input type="checkbox"/>	<input type="checkbox"/>
Are there lift truck operating rules?	<input type="checkbox"/>	<input type="checkbox"/>
Are all lift truck operating rules strictly enforced by managers and supervisors?	<input type="checkbox"/>	<input type="checkbox"/>

Vehicle Safety

YES NO

Do employees who operate company vehicles on public roads have a valid operator's license?	<input type="checkbox"/>	<input type="checkbox"/>
Are company vehicles used on public roads regularly inspected to ensure proper working order?	<input type="checkbox"/>	<input type="checkbox"/>
Are all occupants of vehicles used on public roads required to wear safety belts and restraints?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees who operate company vehicles on public roads knowledgeable in emergency procedures in the event of an accident or other emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees who operate company vehicles on public roads have access to communication equipment such as cellular phones?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees who operate company vehicles on public roads know and follow safety rules concerning talking on cellular phones while driving?	<input type="checkbox"/>	<input type="checkbox"/>

Chemical Safety

Hazard Communication

YES NO

Is there a list of hazardous substances (chemical inventory) for your workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Is this chemical inventory current and up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>
Are there safety data sheets (SDS) readily available for every chemical on the inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Does every employee know how to access safety data sheets?	<input type="checkbox"/>	<input type="checkbox"/>
When new materials are brought into the company/department, are they added to the chemical inventory list if they are classified as hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
When new hazardous materials are brought into the company/department, are employees made aware of the new material, the new hazards, and any new protective measures they must take?	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemical containers properly labeled to include the name of the material and hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees aware of the hazard warnings and how to properly guard against hazards?	<input type="checkbox"/>	<input type="checkbox"/>
When labels are damaged, are they replaced?	<input type="checkbox"/>	<input type="checkbox"/>

Chemical Safety

YES NO

Are employees properly trained on moving and storing hazardous materials?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees properly trained on how to properly segregate chemicals such as acids and caustics?	<input type="checkbox"/>	<input type="checkbox"/>

When bulk chemical storage is used, are all bulk chemical storage containers properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>
When hazardous chemicals are used in manufacturing or testing processes, do you have a medical or biological monitoring system in operation?	<input type="checkbox"/>	<input type="checkbox"/>
When hazardous chemicals are used in manufacturing or testing processes, are you familiar with applicable threshold limit values (TLV) or permissible exposure limits (PEL) of airborne contaminants and physical agents used in the process?	<input type="checkbox"/>	<input type="checkbox"/>
Have control methods such as ventilation systems or handling practices been incorporated to reduce or eliminate potential exposure concerns when using hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
When hazardous chemicals are used in manufacturing or testing processes, have suitable but less hazardous alternatives been considered?	<input type="checkbox"/>	<input type="checkbox"/>
Are all reports of dermatitis or complaints about dryness, irritation or sensitization of the skin when working with hazardous chemicals fully investigated to determine the root cause?	<input type="checkbox"/>	<input type="checkbox"/>
Are all reports of dizziness, headaches, nausea, irritation, or other factors of discomfort when working with hazardous chemicals fully investigated to determine the root cause?	<input type="checkbox"/>	<input type="checkbox"/>
Are there set procedures in place to address any chemical spill?	<input type="checkbox"/>	<input type="checkbox"/>

Identification of Piping Systems

YES NO

When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing, or other personal use?	<input type="checkbox"/>	<input type="checkbox"/>
When hazardous substances are transported through above-ground piping, is each pipeline identified at various locations so employees are properly notified and aware of piping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
When labels, bands of tape, or other identifying means identify pipelines, are they located in reasonable intervals so as to be readily seen by employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are all hazardous pipeline inlets, valves, and other connecting points properly identified with durable tags?	<input type="checkbox"/>	<input type="checkbox"/>

Special Safety Concerns

Compressors, Compressed Air and Compressed Air Receivers

YES NO

Are compressors equipped with pressure relief valves and pressure gauges?	<input type="checkbox"/>	<input type="checkbox"/>
Are compressor air intakes installed and equipped so only clean uncontaminated air enters the compressor?	<input type="checkbox"/>	<input type="checkbox"/>
Are air filters installed on the compressor intake?	<input type="checkbox"/>	<input type="checkbox"/>
Are compressors operated and lubricated in accordance with the manufacturer's recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
Are safety devices on compressed air systems checked frequently?	<input type="checkbox"/>	<input type="checkbox"/>
Are these safety device checks documented?	<input type="checkbox"/>	<input type="checkbox"/>
Before any repair work is done on a compressor, is the pressure bled off and the system locked out?	<input type="checkbox"/>	<input type="checkbox"/>
Are signs posted to warn of the automatic starting feature of the compressor?	<input type="checkbox"/>	<input type="checkbox"/>
Is the belt drive system totally enclosed to provide protection for the front, back, top and sides?	<input type="checkbox"/>	<input type="checkbox"/>
Is it strictly prohibited to direct compressed air toward any person?	<input type="checkbox"/>	<input type="checkbox"/>
Is it strictly prohibited to use high-pressure air to clean, or "blow off" clothing or other surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
Is the pressure on air nozzles reduced to 10 psig at the tip?	<input type="checkbox"/>	<input type="checkbox"/>

Spraying Operations **YES** **NO**

Is adequate ventilation assured before spray operations are started?	<input type="checkbox"/>	<input type="checkbox"/>
Is mechanical ventilation provided when spraying operations are done in enclosed areas?	<input type="checkbox"/>	<input type="checkbox"/>
When mechanical ventilation is provided, is it set so it won't circulate contaminated air?	<input type="checkbox"/>	<input type="checkbox"/>
Is the spray area free of hot surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
Is it at least 20 feet from flames, sparks, operating electrical motors, or other ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>
Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?	<input type="checkbox"/>	<input type="checkbox"/>
Is approved respiratory equipment provided and do qualified individuals use them as required?	<input type="checkbox"/>	<input type="checkbox"/>
Do solvents used for cleaning have a flash point to 100°F or more?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire control sprinkler heads kept clean and free from paint or obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Are "No Smoking" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?	<input type="checkbox"/>	<input type="checkbox"/>
Is the spray area kept clean of combustible residue?	<input type="checkbox"/>	<input type="checkbox"/>
Are spray booths constructed of metal, masonry, or other substantial noncombustible material?	<input type="checkbox"/>	<input type="checkbox"/>
Are spray booth floors and baffles noncombustible and easily cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
Is infrared drying apparatus kept out of the spray area during spraying operations?	<input type="checkbox"/>	<input type="checkbox"/>
Is the spray booth completely ventilated before using the drying equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is the electric drying equipment properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>
Are lighting fixtures for spray booths located outside of the booth and the interior illuminated through sealed clear lighting panels?	<input type="checkbox"/>	<input type="checkbox"/>
Are the electric motors for exhaust fans placed outside booths or ducts?	<input type="checkbox"/>	<input type="checkbox"/>
Are belts and pulleys inside the booth fully enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
Do ducts have access doors to allow cleaning?	<input type="checkbox"/>	<input type="checkbox"/>
Do all drying spaces have adequate ventilation?	<input type="checkbox"/>	<input type="checkbox"/>
Are ventilation filters changed on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>

Confined Spaces **YES** **NO**

Has the facility conducted a survey to determine if there are confined spaces?	<input type="checkbox"/>	<input type="checkbox"/>
Has the facility determined if confined spaces are permit-required spaces?	<input type="checkbox"/>	<input type="checkbox"/>
Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry is allowed?	<input type="checkbox"/>	<input type="checkbox"/>
Are all lines to a confined space containing inert, toxic, flammable, or corrosive material valved off and blanked or otherwise disconnected and separated before entry?	<input type="checkbox"/>	<input type="checkbox"/>
Is either natural or mechanical ventilation provided prior to confined space entry?	<input type="checkbox"/>	<input type="checkbox"/>
Do qualified individuals perform appropriate atmospheric tests with qualified instruments and check for oxygen deficiency, toxic substances, and explosive concentrations before entry of the space?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate illumination provided for the work to be performed in the confined space?	<input type="checkbox"/>	<input type="checkbox"/>

Is the atmosphere inside the confined space frequently tested or continuously monitored during the performance or assigned work in the space?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress and to sound the alarm when necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Is the standby person appropriately trained and equipped to handle an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Is all electrical equipment used inside the confined space either grounded or insulated, or equipped with ground fault protection?	<input type="checkbox"/>	<input type="checkbox"/>
When any work is performed inside the confined space that will consume oxygen (salamanders, torches, etc.), is sufficient air provided to assure combustion without reducing the available oxygen concentration to below 19.5%?	<input type="checkbox"/>	<input type="checkbox"/>
Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented?	<input type="checkbox"/>	<input type="checkbox"/>
When any hot work is performed inside the confined space, are appropriate steps taken to ensure safe operations of the hot work equipment inside the space?	<input type="checkbox"/>	<input type="checkbox"/>

This policy is merely a guideline. It is not meant to be exhaustive nor be construed as legal advice. It does not address all potential compliance issues with Federal, State, local OSHA or any other regulatory agency standards. Consult your licensed Commercial Property and Casualty representative at Brier Grieves Agency or legal counsel to address possible compliance requirements.

Source: This checklist is from the Department of Labor's Small Business Handbook and represents major safety issues companies should monitor.

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