## **SELF-INSPECTION** 17

The most widely accepted way to identify haz- ards is to conduct safety and health inspections because the only way to be certain of an actual sit- uation is to look at it directly from time to time.

Begin a program of self-inspection in your own workplace. Self-inspection is essential if you are to know where probable hazards exist and whether they are under control.

This section includes checklists designed to assist you in self-inspection fact-finding. The checklists can give you some indication of where to begin taking action to make your business safer and more healthful for all of your employees.

**These checklists are by no means all-inclusive** and not all of the checklists will apply to your busi- ness. You might want to start by selecting the areas that are most critical to your business, then expanding your self-inspection checklists over time to fully cover all areas that pertain to your busi- ness. Remember that a checklist is a tool to help, not a definitive statement of what is mandatory.

Use checklists only for guidance.

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

Add information from your completed checklists to injury information, employee information, and process and equipment information to build a foundation to help you determine what problems exist. Then, as you use the OSHA standards in your problem-solving process, it will be easier for you to determine the actions needed to solve these problems.

Once the hazards have been identified, insti- tute the control procedures described at page 9 and establish your four-point safety and health program.

#### Self-Inspection Scope

Your self-inspections should cover safety and health issues in the following areas:

* + **Processing, Receiving, Shipping and Storage** – equipment, job planning, layout, heights, floor loads, projection of materials, material han- dling and storage methods, training for mate- rial handling equipment.
* **Building and Grounds Conditions** – floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles.
* **Housekeeping Program** – waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, storage areas.
* **Electricity** – equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, national electric code compliance.
* **Lighting** – type, intensity, controls, conditions, diffusion, location, glare and shadow control.
* **Heating and Ventilation** – type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.
* **Machinery** – points of operation, flywheels, gears, shafts, pulleys, key ways, belts, cou- plings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, ex- hausting, feeding, oiling, adjusting, mainte- nance, lockout/tagout, grounding, work space, location, purchasing standards.
* **Personnel** – training, including hazard identifi- cation training; experience; methods of check- ing machines before use; type of clothing; PPE; use of guards; tool storage; work prac- tices; methods for cleaning, oiling, or adjust- ing machinery.
* **Hand and Power Tools** – purchasing stan- dards, inspection, storage, repair, types, main- tenance, grounding, use and handling.
* **Chemicals** – storage, handling, transportation, spills, disposals, amounts used, labeling, toxi- city or other harmful effects, warning signs, supervision, training, protective clothing and equipment, hazard communication require- ments.
* **Fire Prevention** – extinguishers, alarms, sprin- klers, smoking rules, exits, personnel assign- ed, separation of flammable materials and dangerous operations, explosion-proof fix-

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tures in hazardous locations, waste disposal and training of personnel.

* + **Maintenance** – provide regular and preventive maintenance on all equipment used at the worksite, recording all work performed on the machinery and by training personnel on the proper care and servicing of the equipment.
  + **PPE** – type, size, maintenance, repair, age, stor- age, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, method of assignment.
  + **Transportation** – motor vehicle safety, seat belts, vehicle maintenance, safe driver programs.
  + **First-Aid Program/Supplies** – medical care facilities locations, posted emergency phone numbers, accessible first-aid kits.
  + **Evacuation Plan** – establish and practice pro- cedures for an emergency evacuation, e.g., fire, chemical/biological incidents, bomb threat; include escape procedures and routes, critical plant operations, employee accounting following an evacuation, rescue and medical duties and ways to report emergencies.

#### Self-Inspection Checklists

These checklists are by no means all-inclusive. You should add to them or delete items that do not apply to your business; however, carefully consider each item and then make your decision. You should refer to OSHA standards for specific guid- ance that may apply to your work situation. (**Note:** These checklists are typical for general industry but not for construction or maritime industries.)

**EMPLOYER POSTING**

❏ Is the required OSHA Job Safety and Health Protection Poster displayed in a prominent loca-

tion where all employees are likely to see it?

❏ Are emergency telephone numbers posted where they can be readily found in case of

emergency?

❏ Where employees may be exposed to toxic substances or harmful physical agents, has

appropriate information concerning employee access to medical and exposure records and Material Safety Data Sheets (MSDSs) been posted or otherwise made readily available to affected employees?

❏ Are signs concerning exit routes, room capaci- ties, floor loading, biohazards, exposures to x-

ray, microwave, or other harmful radiation or substances posted where appropriate?

❏ Is the Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) posted during the

months of February, March and April?

**RECORDKEEPING**

❏ Are occupational injuries or illnesses, except minor injuries requiring only first aid, recorded

as required on the OSHA 300 log?

❏ Are employee medical records and records of employee exposure to hazardous substances

or harmful physical agents up-to-date and in compliance with current OSHA standards?

❏ Are employee training records kept and acces- sible for review by employees, as required by

OSHA standards?

❏ Have arrangements been made to retain records for the time period required for each

specific type of record? (Some records must be maintained for at least 40 years.)

❏ Are operating permits and records up-to-date for items such as elevators, air pressure tanks,

liquefied petroleum gas tanks, etc.?

**SAFETY AND HEALTH PROGRAM**

❏ Do you have an active safety and health pro- gram in operation that includes general safety

and health program elements as well as the management of hazards specific to your work- site?

❏ Is one person clearly responsible for the safety and health program?

❏ Do you have a safety committee or group

made up of management and labor represen-

tatives that meets regularly and reports in writing on its activities?

❏ Do you have a working procedure to handle in-house employee complaints regarding safe-

ty and health?

❏ Are your employees advised of efforts and accomplishments of the safety and health pro-

gram made to ensure they will have a work- place that is safe and healthful?

❏ Have you considered incentives for employees

or workgroups who excel in reducing work-

place injury/illnesses?

**MEDICAL SERVICES AND FIRST AID**

❏ Is there a hospital, clinic, or infirmary for med- ical care near your workplace or is at least one

employee on each shift currently qualified to render first aid?

❏ Have all employees who are expected to

respond to medical emergencies as part of

their job responsibilities received first aid training; had hepatitis B vaccination made available to them; had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and have available and understand how to use appropriate PPE to protect against exposure to bloodborne diseases?\*

\*Pursuant to an OSHA memorandum of July 1, 1992, employees who render first aid only as a col- lateral duty do not have to be offered pre-exposure hepatitis B vaccine only if the employer includes and implements the following requirements in his/her exposure control plan: (1) the employer must record all first aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first aid incident occurred; (2) the em- ployer must comply with post-exposure evaluation, prophylaxis and follow-up requirements of the Bloodborne Pathogens standard with respect to “exposure incidents, ” as defined by the standard;

1. the employer must train designated first aid providers about the reporting procedure; (4) the employer must offer to initiate the hepatitis B vac- cination series within 24 hours to all unvaccinated first aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials.

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❏ If employees have had an exposure incident involving bloodborne pathogens, was an im-

mediate post-exposure medical evaluation and follow-up provided?

❏ Are medical personnel readily available for

advice and consultation on matters of employ-

ees’ health?

❏ Are emergency phone numbers posted?

❏ Are fully supplied first aid kits easily accessible

to each work area, periodically inspected and

replenished as needed?

❏ Have first aid kits and supplies been approved by a physician, indicating that they are ade-

quate for a particular area or operation?

❏ Is there an eye-wash station or sink available for quick drenching or flushing of the eyes and

body in areas where corrosive liquids or mate- rials are handled?

**FIRE PROTECTION**

❏ Is your local fire department familiar with your facility, its location and specific hazards?

❏ If you have a fire alarm system, is it certified

as required and tested annually?

❏ If you have interior standpipes and valves, are they inspected regularly?

❏ If you have outside private fire hydrants, are

they flushed at least once a year and on a rou-

tine preventive maintenance schedule?

❏ Are fire doors and shutters in good operating condition?

❏ Are fire doors and shutters unobstructed and

protected against obstructions, including their

counterweights?

❏ Are fire door and shutter fusible links in place?

❏ Are automatic sprinkler system water control

valves, air and water pressure checked period-

ically as required?

❏ Is the maintenance of automatic sprinkler sys- tems assigned to responsible persons or to a

sprinkler contractor?

❏ Are sprinkler heads protected by metal guards if exposed to potential physical damage?

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❏ Is proper clearance maintained below sprinkler heads?

❏ Are portable fire extinguishers provided in

adequate number and type and mounted in

readily accessible locations?

❏ Are fire extinguishers recharged regularly with this noted on the inspection tag?

❏ Are employees periodically instructed in the

use of fire extinguishers and fire protection

procedures?

**PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING**

❏ Has the employer determined whether hazards that require the use of PPE (e.g., head, eye,

face, hand, or foot protection) are present or are likely to be present?

❏ If hazards or the likelihood of hazards are

found, are employers selecting appropriate

and properly fitted PPE suitable for protection from these hazards and ensuring that affected employees use it?

❏ Have both the employer and the employees

been trained on PPE procedures, i.e., what PPE

is necessary for job tasks, when workers need it, and how to properly wear and adjust it?

❏ Are protective goggles or face shields provid-

ed and worn where there is any danger of fly-

ing particles or corrosive materials?

❏ Are approved safety glasses required to be worn at all times in areas where there is a risk

of eye injuries such as punctures, abrasions, contusions, or burns?

❏ Are employees who wear corrective lenses

(glasses or contacts) in workplaces with harm-

ful exposures required to wear *only* approved safety glasses, protective goggles, or use other medically approved precautionary proce- dures?

❏ Are protective gloves, aprons, shields, or other

means provided and required where employ-

ees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infec- tious materials? See the OSHA Bloodborne

Pathogens standard, 29 CFR 1910.1030(b), for the definition of “other potentially infectious materials.”

❏ Are hard hats required, provided and worn

where danger of falling objects exists?

❏ Are hard hats periodically inspected for dam- age to the shell and suspension system?

❏ Is appropriate foot protection required where

there is the risk of foot injuries from hot, corro-

sive, or poisonous substances, falling objects, crushing, or penetrating actions?

❏ Are approved respirators provided when need-

ed? (See 29 CFR 1910.134 for detailed infor-

mation on respirators or check OSHA’s website at www.osha.gov).

❏ Is all PPE maintained in a sanitary condition

and ready for use?

❏ Are food or beverages consumed only in areas where there is no exposure to toxic material,

blood, or other potentially infectious materials?

❏ Is protection against the effects of occupation- al noise provided when sound levels exceed

those of the OSHA Noise standard?

❏ Are adequate work procedures, PPE and other equipment provided and used when cleaning

up spilled hazardous materials?

❏ Are appropriate procedures in place to dispose of or decontaminate PPE contaminated with,

or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

**GENERAL WORK ENVIRONMENT**

❏ Are all worksites clean, sanitary and orderly?

❏ Are work surfaces kept dry and appropriate

means taken to assure the surfaces are slip-

resistant?

❏ Are all spilled hazardous materials or liquids, including blood and other potentially infec-

tious materials, cleaned up immediately and according to proper procedures?

❏ Is combustible scrap, debris and waste

stored safely and removed from the worksite

promptly?

❏ Is all regulated waste, as defined in the OSHA Bloodborne Pathogens standard (29 CFR

1910.1030), discarded according to Federal, state and local regulations?

❏ Are accumulations of combustible dust rou-

tinely removed from elevated surfaces includ-

ing the overhead structure of buildings, etc.?

❏ Is combustible dust cleaned up with a vacuum system to prevent suspension of dust particles

in the environment?

❏ Is metallic or conductive dust prevented from entering or accumulating on or around electri-

cal enclosures or equipment?

❏ Are covered metal waste cans used for oily or paint-soaked waste?

❏ Are all oil and gas-fired devices equipped with

flame failure controls to prevent flow of fuel if

pilots or main burners are not working?

❏ Are paint spray booths, dip tanks, etc., cleaned regularly?

❏ Are the minimum number of toilets and wash-

ing facilities provided and maintained in a

clean and sanitary fashion?

❏ Are all work areas adequately illuminated?

❏ Are pits and floor openings covered or other-

wise guarded?

❏ Have all confined spaces been evaluated for compliance with 29 CFR 1910.146? (Permit-

required confined spaces.)

**WALKWAYS**

❏ Are aisles and passageways kept clear and marked as appropriate?

❏ Are wet surfaces covered with non-slip mate-

rials?

❏ Are holes in the floor, sidewalk, or other walk- ing surface repaired properly, covered, or oth-

erwise made safe?

❏ Is there safe clearance for walking in aisles where motorized or mechanical handling

equipment is operating?

❏ Are materials or equipment stored in such a way that sharp projections will not interfere

with the walkway?

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❏ Are spilled materials cleaned up immediately?

❏ Are changes of direction or elevations readily

identifiable?

❏ Are aisles or walkways that pass near moving or operating machinery, welding operations,

or similar operations arranged so employees will not be subjected to potential hazards?

❏ Is adequate headroom provided for the entire

length of any aisle or walkway?

❏ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more

than 30 inches (76.20 centimeters) above any adjacent floor or the ground?

❏ Are bridges provided over conveyors and sim-

ilar hazards?

**FLOOR AND WALL OPENINGS**

❏ Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at

stairways or ladder entrances)?

❏ Are toeboards installed around the edges of permanent floor openings where persons may

pass below the opening?

❏ Are skylight screens able to withstand a load of at least 200 pounds (90.7 kilograms)?

❏ Is the glass in windows, doors, glass walls,

etc., subject to possible human impact, of suf-

ficient thickness and type for the condition of use?

❏ Are grates or similar type covers over floor

openings such as floor drains designed to

allow unimpeded foot traffic or rolling equip- ment?

❏ Are unused portions of service pits and pits

not in use either covered or protected by

guardrails or equivalent?

❏ Are manhole covers, trench covers and similar covers, and their supports designed to carry a

truck rear axle load of at least 20,000 pounds (9,072 kilograms) when located in roadways and subject to vehicle traffic?

❏ Are floor or wall openings in fire-resistant con-

struction provided with doors or covers com-

patible with the fire rating of the structure and

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provided with a self-closing feature when appropriate?

**STAIRS AND STAIRWAYS**

❏ Do standard stair rails or handrails on all stair- ways have at least four risers?

❏ Are all stairways at least 22 inches (55.88 cen-

timeters) wide?

❏ Do stairs have landing platforms not less than

❏ Do stairway landings have a dimension meas- ured in the direction of travel at least equal to

the width of the stairway?

❏ Is the vertical distance between stairway land- ings limited to 12 feet (3.6576 meters) or less?

**ELEVATED SURFACES**

# ❏

30 inches (76.20 centimeters) in the direction of travel and extend 22 inches (55.88 centime- ters) in width at every 12 feet (3.6576 meters) or less of vertical rise?

❏ Do stairs angle no more than 50 and no less

than 30 degrees?

❏ Are stairs of hollow-pan type treads and land- ings filled to the top edge of the pan with solid

material?

❏ Are step risers on stairs uniform from top to bottom?

❏ Are steps slip-resistant?

❏ Are stairway handrails located between 30

inches (76.20 centimeters) and 34 inches

(86.36 centimeters) above the leading edge of stair treads?

❏ Do stairway handrails have at least 3 inches

(7.62 centimeters) of clearance between the

handrails and the wall or surface they are mounted on?

❏ Where doors or gates open directly on a stair-

way, is a platform provided so the swing of

the door does not reduce the width of the plat- form to less than 21 inches (53.34 centime- ters)?

❏ Are stairway handrails capable of withstanding

a load of 200 pounds (90.7 kilograms), applied

within 2 inches (5.08 centimeters) of the top edge in any downward or outward direction?

❏ Where stairs or stairways exit directly into any

area where vehicles may be operated, are ade-

quate barriers and warnings provided to pre- vent employees from stepping into the path of traffic?

Are signs posted, when appropriate, showing

the elevated surface load capacity?

❏ Are surfaces that are elevated more than 30 inches (76.20 centimeters) provided with stan-

dard guardrails?

❏ Are all elevated surfaces beneath which peo- ple or machinery could be exposed to falling

objects provided with standard 4-inch (10.16- centimeter) toeboards?

❏ Is a permanent means of access and egress

provided to elevated storage and work sur-

faces?

❏ Is required headroom provided where neces- sary?

❏ Is material on elevated surfaces piled, stacked,

or racked in a manner to prevent it from tip-

ping, falling, collapsing, rolling, or spreading?

❏ Are dock boards or bridge plates used when transferring materials between docks and

trucks or railcars?

**EXITING OR EGRESS - EVACUATION**

❏ Are all exits marked with an exit sign and illu- minated by a reliable light source?

❏ Are the directions to exits, when not immedi-

ately apparent, marked with visible signs?

❏ Are doors, passageways or stairways that are neither exits nor access to exits, but could be

mistaken for exits, appropriately marked “NOT AN EXIT, ” “TO BASEMENT, ” “STORE- ROOM, ” etc.?

❏ Are exit signs labeled with the word “EXIT” in

lettering at least 5 inches (12.70 centimeters)

high and the stroke of the lettering at least l/2- inch (1.2700 centimeters) wide?

❏ Are exit doors side-hinged?

❏ Are all exits kept free of obstructions?

❏ Are at least two means of egress provided

from elevated platforms, pits, or rooms where

the absence of a second exit would increase the risk of injury from hot, poisonous, corro- sive, suffocating, flammable, or explosive sub- stances?

❏ Are there sufficient exits to permit prompt

escape in case of emergency?

❏ Are special precautions taken to protect employees during construction and repair

operations?

❏ Is the number of exits from each floor of a building and the number of exits from the

building itself appropriate for the building occupancy load?

❏ Are exit stairways that are required to be sepa-

rated from other parts of a building enclosed

by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive construction elsewhere?

❏ Where ramps are used as part of required exit-

ing from a building, is the ramp slope limited

to 1 foot (0.3048 meter) vertical and 12 feet

(3.6576 meters) horizontal?

❏ Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are

the doors fully tempered and meet the safety requirements for human impact?

**EXIT DOORS**

❏ Are doors that are required to serve as exits designed and constructed so that the path of

exit travel is obvious and direct?

❏ Are windows that could be mistaken for exit doors made inaccessible by means of barriers

or railings?

❏ Are exit doors able to be opened from the direction of exit travel without the use of a key

or any special knowledge or effort when the building is occupied?

❏ Is a revolving, sliding, or overhead door pro-

hibited from serving as a required exit door?

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❏ Where panic hardware is installed on a required exit door, will it allow the door to

open by applying a force of 15 pounds (6.80 kilograms) or less in the direction of the exit traffic?

❏ Are doors on cold storage rooms provided

with an inside release mechanism that will

release the latch and open the door even if the door is padlocked or otherwise locked on the outside?

❏ Where exit doors open directly onto any

street, alley, or other area where vehicles may

be operated, are adequate barriers and warn- ings provided to prevent employees from stepping into the path of traffic?

❏ Are doors that swing in both directions and

are located between rooms where there is fre-

quent traffic provided with viewing panels in each door?

**PORTABLE LADDERS**

❏ Are all ladders maintained in good condition, joints between steps and side rails tight, all

hardware and fittings securely attached, and moveable parts operating freely without bind- ing or undue play?

❏ Are non-slip safety feet provided on each metal

or rung ladder, and are ladder rungs and steps

free of grease and oil?

❏ Are employees prohibited from placing a lad- der in front of doors opening toward the lad-

der unless the door is blocked open, locked, or guarded?

❏ Are employees prohibited from placing lad-

ders on boxes, barrels, or other unstable bases

to obtain additional height?

❏ Are employees required to face the ladder when ascending or descending?

❏ Are employees prohibited from using ladders

that are broken, have missing steps, rungs, or

cleats, broken side rails, or other faulty equip- ment?

❏ Are employees instructed not to use the top

step of ordinary stepladders as a step?

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❏ When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does

the ladder always extend at least 3 feet (0.9144 meters) above the elevated surface?

❏ Are employees required to secure the base of

a portable rung or cleat type ladder to prevent

slipping, or otherwise lash or hold it in place?

❏ Are portable metal ladders legibly marked with signs reading “CAUTION - Do Not Use Around

Electrical Equipment” or equivalent wording?

❏ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other

than their intended purposes?

❏ Are employees instructed to only adjust exten- sion ladders while standing at a base (not

while standing on the ladder or from a posi- tion above the ladder)?

❏ Are metal ladders inspected for damage?

❏ Are the rungs of ladders uniformly spaced at

12 inches (30.48 centimeters) center to center?

**HAND TOOLS AND EQUIPMENT**

❏ Are all tools and equipment (both company and employee-owned) used at the workplace

in good condition?

❏ Are hand tools, such as chisels, punches, etc., which develop mushroomed heads during

use, reconditioned or replaced as necessary?

❏ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?

❏ Are worn or bent wrenches replaced?

❏ Are appropriate handles used on files and sim-

ilar tools?

❏ Are employees aware of hazards caused by faulty or improperly used hand tools?

❏ Are appropriate safety glasses, face shields,

etc., used while using hand tools or equipment

that might produce flying materials or be sub- ject to breakage?

❏ Are jacks checked periodically to ensure they

are in good operating condition?

❏ Are tool handles wedged tightly into the heads of all tools?

❏ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skip-

ping?

❏ Are tools stored in a dry, secure location where they cannot be tampered with?

❏ Is eye and face protection used when driving

hardened or tempered studs or nails?

**PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT**

❏ Are grinders, saws and similar equipment pro- vided with appropriate safety guards?

❏ Are power tools used with proper shields,

guards, or attachments, as recommended by

the manufacturer?

❏ Are portable circular saws equipped with guards above and below the base shoe?

❏ Are circular saw guards checked to ensure that

they are not wedged up, leaving the lower

portion of the blade unguarded?

❏ Are rotating or moving parts of equipment guarded to prevent physical contact?

❏ Are all cord-connected, electrically operated

tools and equipment effectively grounded or

of the approved double insulated type?

❏ Are effective guards in place over belts, pul- leys, chains and sprockets on equipment such

as concrete mixers, air compressors, etc.?

❏ Are portable fans provided with full guards or screens having openings 1/2 inch (1.2700 cen-

timeters) or less?

❏ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and

characteristics appropriate for the task?

❏ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere

circuits used during periods of construction?

❏ Are pneumatic and hydraulic hoses on power- operated tools checked regularly for deteriora-

tion or damage?

**ABRASIVE WHEEL EQUIPMENT GRINDERS**

❏ Is the work rest used and kept adjusted to within 1/8 inch (0.3175 centimeter) of the wheel?

❏ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4

inch (0.6350 centimeters) of the wheel?

❏ Do side guards cover the spindle, nut and flange and 75 percent of the wheel diameter?

❏ Are bench and pedestal grinders permanently

mounted?

❏ Are goggles or face shields always worn when grinding?

❏ Is the maximum revolutions per minute (rpm)

rating of each abrasive wheel compatible with

the rpm rating of the grinder motor?

❏ Are fixed or permanently mounted grinders connected to their electrical supply system

with metallic conduit or other permanent wiring method?

❏ Does each grinder have an individual on and

off control switch?

❏ Is each electrically operated grinder effectively grounded?

❏ Are new abrasive wheels visually inspected

and ring tested before they are mounted?

❏ Are dust collectors and powered exhausts pro- vided on grinders used in operations that pro-

duce large amounts of dust?

❏ Are splash guards mounted on grinders that use coolant to prevent the coolant from reach-

ing employees?

❏ Is cleanliness maintained around grinders?

**POWDER-ACTUATED TOOLS**

❏ Are employees who operate powder-actuated tools trained in their use and required to carry

a valid operator’s card?

❏ Is each powder-actuated tool stored in its own locked container when not being used?

❏ Is a sign at least 7 inches (17.78 centimeters)

by 10 inches (25.40 centimeters) with bold face

type reading “POWDER-ACTUATED TOOL IN USE” conspicuously posted when the tool is being used?

❏ Are powder-actuated tools left unloaded until

they are ready to be used?

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❏ Are powder-actuated tools inspected for ob- structions or defects each day before use?

❏ Do powder-actuated tool operators have and

use appropriate PPE such as hard hats, safety

goggles, safety shoes and ear protectors?

**MACHINE GUARDING**

❏ Is there a training program to instruct employ- ees on safe methods of machine operation?

❏ Is there adequate supervision to ensure that

employees are following safe machine operat-

ing procedures?

❏ Is there a regular program of safety inspection of machinery and equipment?

❏ Is all machinery and equipment kept clean and

properly maintained?

❏ Is sufficient clearance provided around and between machines to allow for safe opera-

tions, set up and servicing, material handling and waste removal?

❏ Is equipment and machinery securely placed

and anchored to prevent tipping or other

movement that could result in personal injury?

❏ Is there a power shut-off switch within reach of the operator’s position at each machine?

❏ Can electric power to each machine be locked

out for maintenance, repair, or security?

❏ Are the noncurrent-carrying metal parts of electrically operated machines bonded and

grounded?

❏ Are foot-operated switches guarded or ar- ranged to prevent accidental actuation by per-

sonnel or falling objects?

❏ Are manually operated valves and switches controlling the operation of equipment and

machines clearly identified and readily acces- sible?

❏ Are all emergency stop buttons colored red?

❏ Are all pulleys and belts within 7 feet (2.1336

meters) of the floor or working level properly

guarded?

❏ Are all moving chains and gears properly guarded?

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❏ Are splash guards mounted on machines that use coolant to prevent the coolant from reach-

ing employees?

❏ Are methods provided to protect the operator and other employees in the machine area

from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips and sparks?

❏ Are machine guards secure and arranged so

they do not cause a hazard while in use?

❏ If special hand tools are used for placing and removing material, do they protect the opera-

tor’s hands?

❏ Are revolving drums, barrels and containers guarded by an enclosure that is interlocked

with the drive mechanism so that revolution cannot occur unless the guard enclosure is in place?

❏ Do arbors and mandrels have firm and secure

bearings, and are they free from play?

❏ Are provisions made to prevent machines from automatically starting when power is

restored after a power failure or shutdown?

❏ Are machines constructed so as to be free from excessive vibration when the largest size

tool is mounted and run at full speed?

❏ If machinery is cleaned with compressed air, is air pressure controlled and PPE or other safe-

guards utilized to protect operators and other workers from eye and body injury?

❏ Are fan blades protected with a guard having

openings no larger than l/2 inch (1.2700 cen-

timeters) when operating within 7 feet (2.1336 meters) of the floor?

❏ Are saws used for ripping equipped with anti-

kickback devices and spreaders?

❏ Are radial arm saws so arranged that the cut- ting head will gently return to the back of the

table when released?

**LOCKOUT/TAGOUT PROCEDURES**

❏ Is all machinery or equipment capable of move- ment required to be de-energized or disengaged

and blocked or locked out during cleaning, serv- icing, adjusting, or setting up operations?

❏ If the power disconnect for equipment does not also disconnect the electrical control cir-

cuit, are the appropriate electrical enclosures identified and is a means provided to ensure that the control circuit can also be disconnect- ed and locked out?

❏ Is the locking out of control circuits instead of

locking out main power disconnects prohibited?

❏ Are all equipment control valve handles pro- vided with a means for locking out?

❏ Does the lockout procedure require that stored

energy (mechanical, hydraulic, air, etc.) be re-

leased or blocked before equipment is locked out for repairs?

❏ Are appropriate employees provided with indi-

vidually keyed personal safety locks?

❏ Are employees required to keep personal con- trol of their key(s) while they have safety locks

in use?

❏ Is it required that only the employee exposed to the hazard can place or remove the safety

lock?

❏ Is it required that employees check the safety of the lockout by attempting a startup after

making sure no one is exposed?

❏ Are employees instructed to always push the control circuit stop button prior to re-energiz-

ing the main power switch?

❏ Is there a means provided to identify any or all employees who are working on locked-out

equipment by their locks or accompanying tags?

❏ Are a sufficient number of accident prevention

signs or tags and safety padlocks provided for

any reasonably foreseeable repair emergency?

❏ When machine operations, configuration, or size require an operator to leave the control

station and part of the machine could move if accidentally activated, is the part required to be separately locked out or blocked?

❏ If equipment or lines cannot be shut down,

locked out and tagged, is a safe job procedure

established and rigidly followed?

**WELDING, CUTTING AND BRAZING**

❏ Are only authorized and trained personnel per- mitted to use welding, cutting, or brazing

equipment?

❏ Does each operator have a copy of and follow the appropriate operating instructions?

❏ Are compressed gas cylinders regularly exam-

ined for obvious signs of defects, deep rusting,

or leakage?

❏ Is care used in handling and storage of cylin- ders, safety valves, relief valves, etc., to pre-

vent damage?

❏ Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except

at a burner or in a standard torch?

❏ Are only approved apparatuses (torches, regu- lators, pressure reducing valves, acetylene

generators, manifolds) used?

❏ Are cylinders kept away from sources of heat and elevators, stairs, or gangways?

❏ Is it prohibited to use cylinders as rollers or

supports?

❏ Are empty cylinders appropriately marked and their valves closed?

❏ Are signs posted reading “DANGER, NO

SMOKING, MATCHES, OR OPEN LIGHTS, ” or

the equivalent?

❏ Are cylinders, cylinder valves, couplings, regu- lators, hoses and apparatuses kept free of oily

or greasy substances?

❏ Is care taken not to drop or strike cylinders?

❏ Are regulators removed and valve-protection

caps put in place before moving cylinders,

unless they are secured on special trucks?

❏ Do cylinders without fixed wheels have keys, handles, or non-adjustable wrenches on stem

valves when in service?

❏ Are liquefied gases stored and shipped valve- end up with valve covers in place?

❏ Are employees trained never to crack a fuel

gas cylinder valve near sources of ignition?

❏ Before a regulator is removed, is the valve closed and gas released?

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❏ Is red used to identify the acetylene (and other fuel-gas) hose, green for the oxygen hose and

black for inert gas and air hoses?

❏ Are pressure-reducing regulators used only for the gas and pressures for which they are in-

tended?

❏ Is open circuit (no-load) voltage of arc welding and cutting machines as low as possible and

not in excess of the recommended limits?

❏ Under wet conditions, are automatic controls for reducing no-load voltage used?

❏ Is grounding of the machine frame and safety

ground connections of portable machines

checked periodically?

❏ Are electrodes removed from the holders when not in use?

❏ Is it required that electric power to the welder

be shut off when no one is in attendance?

❏ Is suitable fire extinguishing equipment avail- able for immediate use?

❏ Is the welder forbidden to coil or loop welding

electrode cable around his body?

❏ Are wet machines thoroughly dried and tested before use?

❏ Are work and electrode lead cables frequently

inspected for wear and damage, and replaced

when needed?

❏ Are cable connectors adequately insulated?

❏ When the object to be welded cannot be

moved and fire hazards cannot be removed,

are shields used to confine heat, sparks and slag?

❏ Are fire watchers assigned when welding or

cutting is performed in locations where a seri-

ous fire might develop?

❏ Are combustible floors kept wet, covered with damp sand, or protected by fire-resistant

shields?

❏ Are personnel protected from possible electri- cal shock when floors are wet?

❏ Are precautions taken to protect combustibles

on the other side of metal walls when welding

is underway?

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❏ Are used drums, barrels, tanks and other con- tainers thoroughly cleaned of substances that

could explode, ignite, or produce toxic vapors before hot work begins?

❏ Do eye protection, helmets, hand shields and

goggles meet appropriate standards?

❏ Are employees exposed to the hazards created by welding, cutting, or brazing operations pro-

tected with PPE and clothing?

❏ Is a check made for adequate ventilation in and where welding or cutting is performed?

❏ When working in confined places, are environ-

mental monitoring tests done and means pro-

vided for quick removal of welders in case of an emergency?

**COMPRESSORS AND COMPRESSED AIR**

❏ Are compressors equipped with pressure relief valves and pressure gauges?

❏ Are compressor air intakes installed and

equipped so as to ensure that only clean,

uncontaminated air enters the compressor?

❏ Are air filters installed on the compressor intake?

❏ Are compressors operated and lubricated in

accordance with the manufacturer’s recom-

mendations?

❏ Are safety devices on compressed air systems checked frequently?

❏ Before a compressor’s pressure system is re-

paired, is the pressure bled off and the system

locked out?

❏ Are signs posted to warn of the automatic starting feature of the compressors?

❏ Is the belt drive system totally enclosed to pro-

vide protection for the front, back, top and

sides?

❏ Are employees strictly prohibited from direct- ing compressed air towards a person?

❏ Are employees prohibited from using highly

compressed air for cleaning purposes?

❏ When compressed air is used to clean clothing, are employees trained to reduce the pressure to

less than 10 pounds per square inch (psi)?

❏ When using compressed air for cleaning, do employees wear protective chip guarding and

PPE?

❏ Are safety chains or other suitable locking devices used at couplings of high-pressure

hose lines where a connection failure would create a hazard?

❏ Before compressed air is used to empty con-

tainers of liquid, is the safe working pressure

of the container checked?

❏ When compressed air is used with abrasive blast cleaning equipment, is the operating

valve a type that must be held open manually?

❏ When compressed air is used to inflate auto tires, are a clip-on chuck and an inline regula-

tor preset to 40 psi required?

❏ Are employees prohibited from using com- pressed air to clean up or move combustible

dust if such action could cause the dust to be suspended in the air and cause a fire or explo- sion hazard?

**COMPRESSORS/AIR RECEIVERS**

❏ Is every receiver equipped with a pressure gauge and one or more automatic, spring-

loaded safety valves?

❏ Is the total relieving capacity of the safety valve able to prevent pressure in the receiver

from exceeding the maximum allowable work- ing pressure of the receiver by more than 10 percent?

❏ Is every air receiver provided with a drain pipe

and valve at the lowest point for the removal

of accumulated oil and water?

❏ Are compressed air receivers periodically drained of moisture and oil?

❏ Are all safety valves tested at regular intervals

to determine whether they are in good operat-

ing condition?

❏ Is there a current operating permit?

❏ Is the inlet of air receivers and piping systems

kept free of accumulated oil and carbonaceous

materials?

**COMPRESSED GAS CYLINDERS**

❏ Are cylinders with a water weight capacity over 30 pounds (13.6 kilograms) equipped

with a means to connect a valve protector device, or with a collar or recess to protect the valve?

❏ Are cylinders legibly marked to clearly identify

the type of gas?

❏ Are compressed gas cylinders stored in areas protected from external heat sources such as

flame impingement, intense radiant heat, elec- tric arcs, or high-temperature lines?

❏ Are cylinders located or stored in areas where

they will not be damaged by passing or falling

objects or subject to tampering by unautho- rized persons?

❏ Are cylinders stored or transported in a man-

ner to prevent them from creating a hazard by

tipping, falling, or rolling?

❏ Are cylinders containing liquefied fuel gas stored or transported in a position so that the

safety relief device is always in direct contact with the vapor space in the cylinder?

❏ Are valve protectors always placed on cylin-

ders when the cylinders are not in use or con-

nected for use?

❏ Are all valves closed off before a cylinder is moved, when the cylinder is empty and at the

completion of each job?

❏ Are low-pressure fuel gas cylinders checked periodically for corrosion, general distortion,

cracks, or any other defect that might indicate a weakness or render them unfit for service?

❏ Does the periodic check of low-pressure fuel

gas cylinders include a close inspection of the

cylinders’ bottoms?

**HOIST AND AUXILIARY EQUIPMENT**

❏ Is each overhead electric hoist equipped with a limit device to stop the hook at its highest and

lowest point of safe travel?

❏ Will each hoist automatically stop and hold any load up to 125 percent of its rated load if

its actuating force is removed?

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❏ Is the rated load of each hoist legibly marked and visible to the operator?

❏ Are stops provided at the safe limits of travel

for trolley hoists?

❏ Are the controls of hoists plainly marked to indicate the direction of travel or motion?

❏ Is each cage-controlled hoist equipped with an

effective warning device?

❏ Are close-fitting guards or other suitable de- vices installed on each hoist to ensure that

hoist ropes will be maintained in the sheave grooves?

❏ Are all hoist chains or ropes long enough to

handle the full range of movement of the

application while maintaining two full wraps around the drum at all times?

❏ Are guards provided for nip points or contact

points between hoist ropes and sheaves per-

manently located within 7 feet (2.1336 meters) of the floor, ground, or working platform?

❏ Are employees prohibited from using chains or

rope slings that are kinked or twisted and pro-

hibited from using the hoist rope or chain wrap- ped around the load as a substitute for a sling?

❏ Is the operator instructed to avoid carrying

loads above people?

**INDUSTRIALTRUCKS - FORKLIFTS**

❏ Are employees properly trained in the use of the type of industrial truck they operate?

❏ Are only trained personnel allowed to operate

industrial trucks?

❏ Is substantial overhead protective equipment provided on high lift rider equipment?

❏ Are the required lift truck operating rules post-

ed and enforced?

❏ Is directional lighting provided on each indus- trial truck that operates in an area with less

than 2 footcandles per square foot of general lighting?

❏ Does each industrial truck have a warning

horn, whistle, gong, or other device that can

be clearly heard above normal noise in the areas where it is operated?

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❏ Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe

stop when fully loaded?

❏ Does the parking brake of the industrial truck prevent the vehicle from moving when unat-

tended?

❏ Are industrial trucks that operate where flam- mable gases, vapors, combustible dust, or

ignitable fibers may be present approved for such locations?

❏ Are motorized hand and hand/rider trucks

designed so that the brakes are applied and

power to the drive motor shuts off when the operator releases his or her grip on the device that controls the truck’s travel?

❏ Are industrial trucks with internal combustion

engines that are operated in buildings or

enclosed areas carefully checked to ensure that such operations do not cause harmful concentrations of dangerous gases or fumes?

❏ Are safe distances maintained from the edges

of elevated ramps and platforms?

❏ Are employees prohibited from standing or passing under elevated portions of trucks,

whether loaded or empty?

❏ Are unauthorized employees prohibited from riding on trucks?

❏ Are operators prohibited from driving up to

anyone standing in front of a fixed object?

❏ Are arms and legs kept inside the running lines of the truck?

❏ Are loads handled only within the rated capac-

ity of the truck?

❏ Are trucks in need of repair removed from service immediately?

**SPRAYING OPERATIONS**

❏ Is adequate ventilation provided before spray- ing operations are started?

❏ Is mechanical ventilation provided when spray-

ing operations are performed in enclosed areas?

❏ When mechanical ventilation is provided dur- ing spraying operations, is it so arranged that

it will not circulate the contaminated air?

❏ Is the spray area free of hot surfaces and at least 20 feet (6.096 meters) from flames,

sparks, operating electrical motors and other ignition sources?

❏ Are portable lamps used to illuminate spray

areas suitable for use in a hazardous location?

❏ Is approved respiratory equipment provided and used when appropriate during spraying

operations?

❏ Do solvents used for cleaning have a flash point to 100 degrees Fahrenheit (deg. F) or

more?

❏ Are fire control sprinkler heads kept clean?

❏ Are “NO SMOKING” signs posted in spray

areas, paint rooms, paint booths and paint

storage areas?

❏ Is the spray area kept clean of combustible residue?

❏ Are spray booths constructed of metal,

masonry, or other substantial noncombusti-

ble material?

❏ Are spray booth floors and baffles noncom- bustible and easily cleaned?

❏ Is infrared drying apparatus kept out of the

spray area during spraying operations and is

the spray booth completely ventilated before using the drying apparatus?

❏ Is the electric drying apparatus properly

grounded?

❏ Are lighting fixtures for spray booths located outside the booth with the interior lighted

through sealed clear panels?

❏ Are the electric motors for exhaust fans placed outside booths or ducts?

❏ Are belts and pulleys inside the booth fully

enclosed?

❏ Do ducts have access doors to allow cleaning?

❏ Do all drying spaces have adequate ventilation?

**ENTERING CONFINED SPACES**

❏ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such

as acids or caustics, before entry?

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❏ Are all lines to a confined space that contain inert, toxic, flammable, or corrosive materials

valved off and blanked or disconnected and separated before entry?

❏ Are all impellers, agitators, or other moving

parts and equipment inside confined spaces

locked out if they present a hazard?

❏ Is either natural or mechanical ventilation pro- vided prior to confined space entry?

❏ Are appropriate atmospheric tests performed

to check for oxygen deficiency, toxic sub-

stances and explosive concentrations in the confined space before entry?

❏ Is adequate illumination provided for the work

to be performed in the confined space?

❏ Is the atmosphere inside the confined space frequently tested or continuously monitored

during work?

❏ Is there a trained and equipped standby employee positioned outside the confined

space, whose sole responsibility is to watch the work in progress, sound an alarm if neces- sary and render assistance?

❏ Is the standby employee appropriately trained

and equipped to handle an emergency?

❏ Are employees prohibited from entering the confined space without lifelines and respira-

tory equipment if there is any question as to the cause of an emergency?

❏ Is approved respiratory equipment required if

the atmosphere inside the confined space can-

not be made acceptable?

❏ Is all portable electrical equipment used inside confined spaces either grounded and insulated

or equipped with ground fault protection?

❏ Are compressed gas bottles forbidden inside the confined space?

❏ Before gas welding or burning is started in a

confined space, are hoses checked for leaks,

torches lighted only outside the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is taken into the confined space?

❏ If employees will be using oxygen-consuming

equipment such as salamanders, torches, fur- naces, etc., in a confined space, is sufficient air provided to assure combustion without reduc- ing the oxygen concentration of the atmos- phere below 19.5 percent by volume?

❏ Whenever combustion-type equipment is used

in a confined space, are provisions made to

ensure the exhaust gases are vented outside of the enclosure?

❏ Is each confined space checked for decaying

vegetation or animal matter which may pro-

duce methane?

❏ Is the confined space checked for possible industrial waste which could contain toxic

properties?

❏ If the confined space is below ground and near areas where motor vehicles will be operating,

is it possible for vehicle exhaust or carbon monoxide to enter the space?

**ENVIRONMENTAL CONTROLS**

❏ Are all work areas properly illuminated?

❏ Are employees instructed in proper first aid

and other emergency procedures?

❏ Are hazardous substances, blood and other potentially infectious materials, which may

cause harm by inhalation, ingestion, or skin absorption or contact, identified?

❏ Are employees aware of the hazards involved

with the various chemicals they may be ex-

posed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?

❏ Is employee exposure to chemicals in the

workplace kept within acceptable levels?

❏ Can a less harmful method or product be used?

❏ Is the work area ventilation system appropriate

for the work performed?

❏ Are spray painting operations performed in spray rooms or booths equipped with an

appropriate exhaust system?

❏ Is employee exposure to welding fumes con- trolled by ventilation, use of respirators, expo-

sure time limits, or other means?

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❏ Are welders and other nearby workers provid- ed with flash shields during welding opera-

tions?

❏ If forklifts and other vehicles are used in build- ings or other enclosed areas, are the carbon

monoxide levels kept below maximum accept- able concentration?

❏ Has there been a determination that noise lev-

els in the facilities are within acceptable lev-

els?

❏ Are steps being taken to use engineering con- trols to reduce excessive noise levels?

❏ Are proper precautions being taken when han-

dling asbestos and other fibrous materials?

❏ Are caution labels and signs used to warn of hazardous substances (e.g., asbestos) and bio-

hazards (e.g., bloodborne pathogens)?

❏ Are wet methods used, when practicable, to prevent the emission of airborne asbestos

fibers, silica dust and similar hazardous mate- rials?

❏ Are engineering controls examined and main-

tained or replaced on a scheduled basis?

❏ Is vacuuming with appropriate equipment used whenever possible rather than blowing

or sweeping dust?

❏ Are grinders, saws and other machines that produce respirable dusts vented to an industri-

al collector or central exhaust system?

❏ Are all local exhaust ventilation systems de- signed to provide sufficient air flow and vol-

ume for the application, and are ducts not plugged and belts not slipping?

❏ Is PPE provided, used and maintained wherev-

er required?

❏ Are there written standard operating proce- dures for the selection and use of respirators

where needed?

❏ Are restrooms and washrooms kept clean and sanitary?

❏ Is all water provided for drinking, washing and

cooking potable?

❏ Are all outlets for water that is not suitable for drinking clearly identified?

❏ Are employees’ physical capacities assessed before they are assigned to jobs requiring

heavy work?

❏ Are employees instructed in the proper man- ner for lifting heavy objects?

❏ Where heat is a problem, have all fixed work

areas been provided with spot cooling or air

conditioning?

❏ Are employees screened before assignment to areas of high heat to determine if their health

might make them more susceptible to having an adverse reaction?

❏ Are employees working on streets and road-

ways who are exposed to the hazards of traffic

required to wear bright colored (traffic orange) warning vests?

❏ Are exhaust stacks and air intakes located so

that nearby contaminated air will not be re-

circulated within a building or other enclos- ed area?

❏ Is equipment producing ultraviolet radiation

properly shielded?

❏ Are universal precautions observed where occupational exposure to blood or other po-

tentially infectious materials can occur and in all instances where differentiation of types of body fluids or potentially infectious materials is difficult or impossible?

**FLAMMABLE AND COMBUSTIBLE MATERIALS**

❏ Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered

metal receptacles and promptly removed from the worksite?

❏ Is proper storage practiced to minimize the risk

of fire, including spontaneous combustion?

❏ Are approved containers and tanks used to store and handle flammable and combustible

liquids?

❏ Are all connections on drums and combustible liquid piping, vapor and liquid tight?

❏ Are all flammable liquids kept in closed con-

tainers when not in use (e.g., parts cleaning

tanks, pans, etc.)?

❏ Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?

❏ Do storage rooms for flammable and com-

bustible liquids have explosion-proof lights

and mechanical or gravity ventilation?

❏ Is liquefied petroleum gas stored, handled and used in accordance with safe practices

and standards?

❏ Are “NO SMOKING” signs posted on liquefied petroleum gas tanks and in areas where flam-

mable or combustible materials are used or stored?

❏ Are liquefied petroleum storage tanks guarded

to prevent damage from vehicles?

❏ Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until

they are removed from the worksite?

❏ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?

❏ Are firm separators placed between containers

of combustibles or flammables that are stack-

ed one upon another to ensure their support and stability?

❏ Are fuel gas cylinders and oxygen cylinders

separated by distance and fire-resistant barri-

ers while in storage?

❏ Are fire extinguishers selected and provided for the types of materials in the areas where

they are to be used?

Class A - Ordinary combustible material fires. Class B - Flammable liquid, gas or grease fires.

Class C - Energized-electrical equipment fires.

❏ Are appropriate fire extinguishers mounted within 75 feet (22.86 meters) of outside areas

containing flammable liquids and within 10 feet (3.048 meters) of any inside storage area for such materials?

❏ Are extinguishers free from obstructions or

blockage?

❏ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?

❏ Are all extinguishers fully charged and in their

designated places?

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❏ Where sprinkler systems are permanently installed, are the nozzle heads so directed or

arranged that water will not be sprayed into operating electrical switchboards and equip- ment?

❏ Are safety cans used for dispensing flammable

or combustible liquids at the point of use?

❏ Are all spills of flammable or combustible liq- uids cleaned up promptly?

❏ Are storage tanks adequately vented to pre-

vent the development of excessive vacuum or

pressure as a result of filling, emptying, or atmosphere temperature changes?

❏ Are storage tanks equipped with emergency

venting that will relieve excessive internal

pressure caused by fire exposure?

❏ Are rules enforced in areas involving storage and use of hazardous materials?

**HAZARDOUS CHEMICAL EXPOSURE**

❏ Are employees aware of the potential hazards and trained in safe handling practices for situ-

ations involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?

❏ Is employee exposure to chemicals kept within

acceptable levels?

❏ Are eye-wash fountains and safety showers provided in areas where corrosive chemicals

are handled?

❏ Are all containers, such as vats, storage tanks, etc., labeled as to their contents, e.g., “CAUS-

TICS”?

❏ Are all employees required to use personal protective clothing and equipment when han-

dling chemicals (gloves, eye protection, respi- rators, etc.)?

❏ Are flammable or toxic chemicals kept in

closed containers when not in use?

❏ Are chemical piping systems clearly marked as to their content?

❏ Where corrosive liquids are frequently handled

in open containers or drawn from storage ves-

sels or pipelines, are adequate means readily

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available for neutralizing or disposing of spills or overflows and performed properly and safely?

❏ Are standard operating procedures established

and are they being followed when cleaning up

chemical spills?

❏ Are respirators stored in a convenient, clean and sanitary location, and are they adequate

for emergencies?

❏ Are employees prohibited from eating in areas where hazardous chemicals are present?

❏ Is PPE used and maintained whenever neces-

sary?

❏ Are there written standard operating proce- dures for the selection and use of respirators

where needed?

❏ If you have a respirator protection program,

❏ Do employees complain about dizziness, headaches, nausea, irritation, or other factors

of discomfort when they use solvents or other chemicals?

❏ Is there a dermatitis problem? Do employees

complain about dryness, irritation, or sensitiza-

tion of the skin?

❏ Have you considered having an industrial hygienist or environmental health specialist

evaluate your operation?

❏ If internal combustion engines are used, is car- bon monoxide kept within acceptable levels?

❏ Is vacuuming used rather than blowing or

sweeping dust whenever possible for cleanup?

# ❏

are your employees instructed on the correct usage and limitations of the respirators?

Are the respirators National Institute for Occupational Safety and Health (NIOSH)- approved for this particular application? Are they regularly inspected, cleaned, sani- tized and maintained?

❏ If hazardous substances are used in your pro-

cesses, do you have a medical or biological

monitoring system in operation?

❏ Are you familiar with the threshold limit values or permissible exposure limits of airborne con-

taminants and physical agents used in your workplace?

❏ Have appropriate control procedures been

instituted for hazardous materials, including

safe handling practices and the use of respira- tors and ventilation systems?

❏ Whenever possible, are hazardous substances

handled in properly designed and exhausted

booths or similar locations?

❏ Do you use general dilution or local exhaust ventilation systems to control dusts, vapors,

gases, fumes, smoke, solvents, or mists that may be generated in your workplace?

❏ Is operational ventilation equipment provided

for removal of contaminants from production

grinding, buffing, spray painting, and/or vapor degreasing?

Are materials that give off toxic, asphyxiant,

suffocating, or anesthetic fumes stored in remote or isolated locations when not in use?

**HAZARDOUS SUBSTANCES COMMUNICATION**

❏ Is there a list of hazardous substances used in your workplace and an MSDS readily available

for each hazardous substance used?

❏ Is there a current written exposure control plan for occupational exposure to bloodborne

pathogens and other potentially infectious materials, where applicable?

❏ Is there a written hazard communication pro-

gram dealing with MSDSs, labeling and

employee training?

❏ Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled

with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?

❏ Is there an employee training program for haz-

ardous substances that includes:

* + an explanation of what an MSDS is and how to use and obtain one;
  + MSDS contents for each hazardous substance or class of substances;
  + explanation of “A Right to Know”;
  + identification of where an employee can see

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the written hazard communication program;

* location of physical and health hazards in par- ticular work areas and the specific protective measures to be used; and
* details of the hazard communication program, including how to use the labeling system and MSDSs.

❏ Does the employee training program on the bloodborne pathogens standard contain the

following elements:

* an accessible copy of the standard and an explanation of its contents;
* a general explanation of the epidemiology and symptoms of bloodborne diseases;
* an explanation of the modes of transmission of Bloodborne Pathogens;
* an explanation of the employer’s exposure control plan and the means by which employ- ees can obtain a copy of the written plan;
* an explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other potentially infectious materials;
* an explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and PPE;
* information on the types, proper use, location, removal, handling, decontamination and dis- posal of PPE;
* an explanation of the basis for selection of PPE;
* information on the hepatitis B vaccine;
* information on the appropriate actions to take and persons to contact in an emergency in- volving blood or other potentially infectious materials;
* an explanation of the procedure to follow if an exposure incident occurs, including the meth- ods of reporting the incident and the medical follow-up that will be made available;
* information on post-exposure evaluations and follow-up; and
* an explanation of signs, labels and color coding.

❏ Are employees trained in:

* how to recognize tasks that might result in occupational exposure;
* how to use work practice, engineering con- trols and PPE, and their limitations;
* how to obtain information on the types, selec- tion, proper use, location, removal, handling, decontamination and disposal of PPE; and
* who to contact and what to do in an emer- gency.

**ELECTRICAL**

❏ Do you require compliance with OSHA stan- dards for all contract electrical work?

❏ Are all employees required to report any obvi-

ous hazard to life or property in connection

with electrical equipment or lines as soon as possible?

❏ Are employees instructed to make preliminary

inspections and/or appropriate tests to deter-

mine conditions before starting work on elec- trical equipment or lines?

❏ When electrical equipment or lines are to be

serviced, maintained, or adjusted, are neces-

sary switches opened, locked out or tagged, whenever possible?

❏ Are portable electrical tools and equipment

grounded or of the double insulated type?

❏ Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc.,

grounded?

❏ Do extension cords have a grounding con- ductor?

❏ Are multiple plug adaptors prohibited?

❏ Are ground-fault circuit interrupters installed

on each temporary 15 or 20 ampere, 120 volt

alternating current (AC) circuit at locations where construction, demolition, modifications,

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alterations, or excavations are being per- formed?

❏ Are all temporary circuits protected by suitable

disconnecting switches or plug connectors at

the junction with permanent wiring?

❏ Do you have electrical installations in haz- ardous dust or vapor areas? If so, do they

meet the National Electrical Code (NEC) for hazardous locations?

❏ Are exposed wiring and cords with frayed or

deteriorated insulation repaired or replaced

promptly?

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

❏ Are clamps or other securing means provided

on flexible cords or cables at plugs, recepta-

cles, tools, equipment, etc., and is the cord jacket securely held in place?

❏ Are all cord, cable and raceway connections

intact and secure?

❏ In wet or damp locations, are electrical tools and equipment appropriate for the use or loca-

tion or otherwise protected?

❏ Is the location of electrical power lines and cables (overhead, underground, under floor,

other side of walls, etc.) determined before digging, drilling, or similar work is begun?

❏ Are metal measuring tapes, ropes, hand-lines

or similar devices with metallic thread woven

into the fabric prohibited where they could come in contact with energized parts of equip- ment or circuit conductors?

❏ Is the use of metal ladders prohibited where

the ladder or the person using the ladder

could come in contact with energized parts of equipment, fixtures, or circuit conductors?

❏ Are all disconnecting switches and circuit

breakers labeled to indicate their use or equip-

ment served?

❏ Are disconnecting means always opened before fuses are replaced?

❏ Do all interior wiring systems include provi-

sions for grounding metal parts of electrical

raceways, equipment and enclosures?

❏ Are all electrical raceways and enclosures securely fastened in place?

❏ Are all energized parts of electrical circuits and

equipment guarded against accidental contact

by approved cabinets or enclosures?

❏ Is sufficient access and working space provid- ed and maintained around all electrical equip-

ment to permit ready and safe operations and maintenance?

❏ Are all unused openings (including conduit

knockouts) in electrical enclosures and fittings

closed with appropriate covers, plugs, or plates?

❏ Are electrical enclosures such as switches, re-

ceptacles, junction boxes, etc., provided with

tight-fitting covers or plates?

❏ Are disconnecting switches for electrical motors in excess of two horsepower able to

open the circuit when the motor is stalled without exploding? (Switches must be horse- power rated equal to or in excess of the motor rating.)

❏ Is low voltage protection provided in the con-

trol device of motors driving machines or

equipment that could cause injury from inad- vertent starting?

❏ Is each motor disconnecting switch or circuit

breaker located within sight of the motor con-

trol device?

❏ Is each motor located within sight of its con- troller or is the controller disconnecting means

able to be locked open or is a separate discon- necting means installed in the circuit within sight of the motor?

❏ Is the controller for each motor that exceeds

two horsepower rated equal to or above the

rating of the motor it serves?

❏ Are employees who regularly work on or around energized electrical equipment or lines

instructed in cardiopulmonary resuscitation (CPR)?

❏ Are employees prohibited from working alone

on energized lines or equipment over 600

volts?

**NOISE**

❏ Are there areas in the workplace where contin- uous noise levels exceed 85 decibels?

❏ Is there an ongoing preventive health program

to educate employees in safe levels of noise,

exposures, effects of noise on their health and the use of personal protection?

❏ Have work areas where noise levels make

voice communication between employees dif-

ficult been identified and posted?

❏ Are noise levels measured with a sound level meter or an octave band analyzer and are

records being kept?

❏ Have engineering controls been used to reduce excessive noise levels? Where engi-

neering controls are determined to be infeasi- ble, are administrative controls (i.e., worker rotation) being used to minimize individual employee exposure to noise?

❏ Is approved hearing protective equipment

(noise attenuating devices) available to every

employee working in noisy areas?

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

❏ If you use ear protectors, are employees prop-

erly fitted and instructed in their use?

❏ Are employees in high noise areas given peri- odic audiometric testing to ensure that you

have an effective hearing protection system?

**FUELING**

❏ Are employees prohibited from fueling an internal combustion engine with a flammable

liquid while the engine is running?

❏ Are fueling operations performed to minimize spillage?

❏ When spillage occurs during fueling opera-

tions, is the spilled fuel washed away com-

pletely, evaporated, or are other measures taken to control vapors before restarting the engine?

❏ Are fuel tank caps replaced and secured before

starting the engine?

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❏ In fueling operations, is there always metal contact between the container and the fuel

tank?

❏ Are fueling hoses designed to handle the spe- cific type of fuel?

❏ Are employees prohibited from handling or

transferring gasoline in open containers?

❏ Are open lights, open flames, sparking, or arc- ing equipment prohibited near fueling or

transfer of fuel operations?

❏ Is smoking prohibited in the vicinity of fueling operations?

❏ Are fueling operations prohibited in buildings

or other enclosed areas that are not specifical-

ly ventilated for this purpose?

❏ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles

self-closing?

**IDENTIFICATION OF PIPING SYSTEMS**

❏ When nonpotable water is piped through a facility, are outlets or taps posted to alert

employees that the water is unsafe and not to be used for drinking, washing, or other per- sonal use?

❏ When hazardous substances are transported

through above-ground piping, is each pipeline

identified at points where confusion could introduce hazards to employees?

❏ When pipelines are identified by color painted

bands or tapes, are the bands or tapes located

at reasonable intervals and at each outlet, valve, or connection, and are all visible parts of the line so identified?

❏ When pipelines are identified by color, is the

color code posted at all locations where confu-

sion could introduce hazards to employees?

❏ When the contents of pipelines are identified by name or name abbreviation, is the informa-

tion readily visible on the pipe near each valve or outlet?

❏ When pipelines carrying hazardous substances

are identified by tags, are the tags constructed

of durable materials, the message printed

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clearly and permanently, and are tags installed at each valve or outlet?

❏ When pipelines are heated by electricity,

steam, or other external source, are suitable

warning signs or tags placed at unions, valves, or other serviceable parts of the system?

**MATERIALS HANDLING**

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

❏ Are aisleways permanently marked and kept

clear to allow unhindered passage?

❏ Are motorized vehicles and mechanized equip- ment inspected daily or prior to use?

❏ Are vehicles shut off and brakes set prior to

loading or unloading?

❏ Are containers of liquid combustibles or flam- mables, when stacked while being moved,

always protected by dunnage (packing materi- al) sufficient to provide stability?

❏ Are dock boards (bridge plates) used when

loading or unloading operations are taking

place between vehicles and docks?

❏ Are trucks and trailers secured from move- ment during loading and unloading opera-

tions?

❏ Are dock plates and loading ramps construct- ed and maintained with sufficient strength to

support imposed loading?

❏ Are hand trucks maintained in safe operating condition?

❏ Are chutes equipped with sideboards of suffi-

cient height to prevent the materials being

handled from falling off?

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

❏ Are provisions made to brake the movement

of the handled materials at the delivery end of

rollers or chutes?

❏ Are pallets usually inspected before being loaded or moved?

❏ Are safety latches and other devices being

used to prevent slippage of materials off of

hoisting hooks?

❏ Are securing chains, ropes, chockers, or slings adequate for the job?

❏ Are provisions made to ensure that no one is

below when hoisting material or equipment?

❏ Are MSDSs available to employees handling hazardous substances?

**TRANSPORTING EMPLOYEES AND MATERIALS**

❏ Do employees who operate vehicles on public thoroughfares have valid operator’s licenses?

❏ When seven or more employees are regularly

transported in a van, bus, or truck, is the oper-

ator’s license appropriate for the class of vehi- cle being driven and are there enough seats?

❏ Are vehicles used to transport employees

equipped with lamps, brakes, horns, mirrors,

windshields and turn signals, and are they in good repair?

❏ Are transport vehicles provided with handrails,

steps, stirrups, or similar devices, placed and

arranged to allow employees to safely mount or dismount?

❏ Are employee transport vehicles equipped at

all times with at least two reflective-type

flares?

❏ Is a fully charged fire extinguisher, in good condition, with at least a 4 B:C rating main-

tained in each employee transport vehicle?

❏ When cutting tools or 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?

❏ Are employees prohibited from riding on top

of any load that could shift, topple, or other-

wise become unstable?

**CONTROL OF HARMFUL SUBSTANCES BY VENTILATION**

❏ Is the volume and velocity of air in each ex- haust system sufficient to gather the dusts,

fumes, mists, vapors, or gases to be controll- ed, and to convey them to a suitable point of disposal?

❏ Are exhaust inlets, ducts and plenums de- signed, constructed and supported to prevent

collapse or failure of any part of the system?

❏ Are clean-out ports or doors provided at inter- vals not to exceed 12 feet (3.6576 meters) in all

horizontal runs of exhaust ducts?

❏ Where two or more different operations are being controlled through the same exhaust

system, could the combination of substances involved create a fire, explosion, or chemical reaction hazard in the duct?

❏ Is adequate makeup air provided to areas

where exhaust systems are operating?

❏ Is the source point for makeup air located so that only clean, fresh air, free of contaminants

will enter the work environment?

❏ Where two or more ventilation systems serve a work area, is their operation such that one

will not offset the functions of the other?

**SANITIZING EQUIPMENT AND CLOTHING**

❏ Is required personal protective clothing or equipment able to be cleaned and disinfected

easily?

❏ Are employees prohibited from interchanging personal protective clothing or equipment,

unless it has been properly cleaned?

❏ Are machines and equipment that process, handle, or apply materials that could injure

employees cleaned and/or decontaminated before being overhauled or placed in storage?

❏ Are employees prohibited from smoking or

eating in any area where contaminants are

present that could be injurious if ingested?

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❏ When employees are required to change from street clothing into protective clothing, is a

clean change room with a separate storage facility for street and protective clothing pro- vided?

❏ Are employees required to shower and wash

their hair as soon as possible after a known

contact with a carcinogen has occurred?

❏ When equipment, materials, or other items are taken into or removed from a carcinogen-reg-

ulated area, is it done in a manner that will not contaminate non-regulated areas or the exter- nal environment?

**TIRE INFLATION**

❏ Where tires are mounted and/or inflated on drop center wheels or on wheels with split

rims and/or retainer rings, is a safe practice procedure posted and enforced?

❏ Does each tire inflation hose have a clip-on

chuck with at least 2.54 inches (6.45 centime-

ters) of hose between the chuck and an in-line hand valve and gauge?

❏ Does the tire inflation control valve automati-

cally shut off the air flow when the valve is

released?

❏ Is a tire restraining device such as a cage, rack, or other effective means used while inflating

tires mounted on split rims or rims using retainer rings?

❏ Are employees prohibited from standing

directly over or in front of a tire while it is

being inflated