

General Industry Self-Inspection Checklist

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Company name: _____
Jobsite address: _____
Supervisor: _____
Date/Time: _____

Inspector: _____

Worksite General

Yes No N/A Date corrected

- ____ 1. Are Occupational Safety and Health Administration (OSHA) and State of Washington required posters displayed in a prominent location?
- ____ 2. Are safety signs/warnings posted where appropriate?
- ____ 3. Are emergency telephone numbers posted where they can be found readily?
- ____ 4. Is a first aid kit available and adequately stocked?
- ____ 5. Is a substance abuse policy in place?
- ____ 6. Is the Summary of Occupational Illnesses posted?
- ____ 7. Are emergency evacuation traffic routes identified?
- ____ 8. Are all work areas clean and orderly?
- ____ 9. Are combustible scrap, debris, and waste stored safely and removed from work areas promptly?
- ____ 10. Are adequate toilets and washing facilities provided?
- ____ 11. Are toilets and wash areas clean and sanitary?
- ____ 12. Are work areas adequately illuminated?

Record Keeping

Yes No N/A Date corrected

- ____ 1. Are OSHA 300/301 logs maintained as required?
- ____ 2. Are medical records and exposure records maintained as required?
- ____ 3. Are training records maintained in accordance with OSHA requirements?
- ____ 4. Are employee records being maintained for the required time frames?
- ____ 5. Are operating permits and records up-to-date?
- ____ 6. Are procedures in place to maintain records and logs?
 - ____ a. Safety inspections
 - ____ b. Safety meeting minutes
 - ____ c. Accident investigations
 - ____ d. Emergency response drills

Medical Services/First-Aid

Yes No N/A Date corrected

- ____ 1. Is a blood borne pathogen plan in place?
- ____ 2. Is regulated waste discarded according to applicable laws and regulations?
- ____ 3. Are medically approved first-aid kit and sharps container adequately supplied?
- ____ 4. If medical/first-aid facilities are not in proximity, is at least one employee on each shift qualified to render first aid?
- ____ 5. Are medical personnel readily available for advice and consultation?

____ 6. Are quick drenching showers and eye flushing stations available where corrosive liquids or materials are handled?

Health & Safety Training

Yes No N/A Date corrected

- ____ 1. Have all new employees received safety orientation training?
____ 2. Do employees participate in regularly scheduled safety meetings?
____ 3. Are adequate training resources available and management committed to employee training?
____ 4. Is it documented that all employees have received required training
____ a. Work area hazards
____ b. Emergency action plan
____ c. Equipment operation
____ d. Personal protective equipment
____ e. Location and use of emergency equipment
____ f. Hazard communication/Material Safety Data Sheet (MSDS)
____ g. Hearing conservation
____ 5. Do all employees receive refresher training at least annually?
____ 6. Have employees received instruction on procedures to report unsafe conditions, defective equipment, unsafe acts?

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Fire Protection

Yes No N/A Date corrected

- ____ 1. Is the local fire department acquainted with the facility and its specific hazards?
____ 2. Is the fire suppression equipment inspection current?

Yes No N/A Date corrected

- ____ 3. Are fire alarm systems tested at least annually?
____ 4. Are interior standpipes and valves inspected regularly?
____ 5. Are fire doors and shutters maintained and inspected regularly?
____ 6. Are automatic sprinkler system water control valves, air and water pressure checked as required?
____ 7. Are sprinkler heads protected by metal guards if exposed to possible physical damage?
____ 8. Are fire extinguishers provided in adequate number, type, and are they in readily accessible locations?
____ 9. Are employees periodically trained in use of fire suppression and protection procedures?

Exit Routes

Yes No N/A Date corrected

- ___ ___ ___ 1. Are all exit routes marked and illuminated by reliable light sources?
- ___ ___ ___ 2. Are doors, passageways, or stairways that are not exits, or accessible to exits appropriately marked as "Not an Exit" an indication of its actual use?
- ___ ___ ___ 3. Is "Exit" sign lettering at least 5 inches high with 1/2 inch wide stroke?
- ___ ___ ___ 4. Are exit doors side hinged?
- ___ ___ ___ 5. Are all exits free from obstructions?
- ___ ___ ___ 6. Are there sufficient exits to permit prompt emergency escape?
- ___ ___ ___ 7. Where ramps are used as required exits, is the ramp slope limited to 1 foot vertical and 12 feet horizontal?
- ___ ___ ___ 8. Are frameless glass doors, glass exit doors, storm doors, etc., fully tempered and do they meet safety requirements for human impact?
- ___ ___ ___ 9. Do all exit doors open from the inside without the use of a key, tool or any special knowledge?
- ___ ___ ___ 10. Where panic hardware is installed on exit door, will it allow the door to open with 15 pounds or less force in the of the exit traffic?
- ___ ___ ___ 11. Are exit doors that open onto a street, alley, or vehicle parking area provided with adequate barriers and warnings to prevent employees stepping into traffic or blocking the exit?

or with

direction

vehicles

Walkways

Yes No N/A Date corrected

- ___ ___ ___ 1. Are aisles and passageways kept clear and clean?
- ___ ___ ___ 2. Are wet surfaces covered with non-slip materials?
- ___ ___ ___ 3. Are pits and floor openings covered or guarded?
- ___ ___ ___ 4. Is aisle clearance provided for motorized or mechanical handling equipment operation?
- ___ ___ ___ 5. Are walkways properly marked?
- ___ ___ ___ 6. Are aisles and walkways passing near moving or operating machinery, welding operations, or similar operations to minimize potential hazard exposure?
- ___ ___ ___ 7. Is adequate headroom provided for the entire length of each walkway?

arranged

- ___ ___ ___ 8. Are standard guardrails provided when the walkway surface is elevated more than 30 inches above any adjacent floor or ground?
- ___ ___ ___ 9. Are bridges provided over conveyors and similar hazards?

Floor and Wall Openings

Yes No N/A Date corrected

- ___ ___ ___ 1. Are floor openings guarded by a cover, guardrail, or equivalent on all sides?
- ___ ___ ___ 2. Are toe boards installed around edges of permanent floor openings?
- ___ ___ ___ 3. Are skylight screens capable of supporting at least 200 pounds?
- ___ ___ ___ 4. Are grates or similar type floor covers designed so that foot traffic or rolling equipment will not be affected by their placement?
- ___ ___ ___ 5. Are portions of pits not actually in use either covered or protected by guardrails or equivalent?
- ___ ___ ___ 6. Are manhole covers, trench covers, and similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds?

Stairs and Stairways

Yes No N/A Date corrected

- ___ ___ ___ 1. Are standard stair rails or handrails on all stairways with four or more risers?
- ___ ___ ___ 2. Are stairways at least 22 inches wide?
- ___ ___ ___ 3. Are stair-landing platforms not less than 30 inches in the direction of travel and extending 22 inches in width at every 12 feet or less of vertical rise?

Yes No N/A Date corrected

- ___ ___ ___ 4. Do stairs angle no more than 50 degrees and no less than 30 degrees?
- ___ ___ ___ 5. Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?
- ___ ___ ___ 6. Are step risers on stairs uniform from top to bottom?
- ___ ___ ___ 7. Are steps designed or provided with a slip resistant surface?
- ___ ___ ___ 8. Are handrails located between 30 and 34 inches above the stair treads?
- ___ ___ ___ 9. Do handrails have at least 3 inches of clearance between the handrail and the wall surface they are mounted on?
- ___ ___ ___ 10. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform less than 21 inches?

reduce

____ 11. Are handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge?

Elevated Surfaces

Yes No N/A Date corrected

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

rolling,

Personal Protective Equipment (PPE)

Yes No N/A Date corrected

- ____ 1. Are protective goggles or face shields provided and worn where there is a danger of flying particles or corrosive materials?
- ____ 2. Are approved safety glasses worn at all times in areas where there is a risk of eye injuries?
- ____ 3. Are protective gloves, aprons, shields, or other means provided where employees could be cut or where there is reasonably anticipated exposure to; corrosive liquids, chemicals, blood, or other potentially infectious materials?

Yes No N/A Date corrected

- ____ 4. Are hard hats provided and worn where danger of falling objects exists?
- ____ 5. Are hard hats inspected periodically for damage to the shell and suspension system?
- ____ 6. Is appropriate foot protection provided as required?
- ____ 7. Are approved respirators provided for regular and emergency use as needed?
- ____ 8. Is PPE maintained in a sanitary condition and ready for use?
- ____ 9. Is a hearing conservation program established for noise levels exceeding 85 decibels?
- ____ 10. Is hearing protection required when noise levels are exceeded?
- ____ 11. Are adequate work procedures and PPE provided and used when cleaning up spilled toxic or hazardous materials or liquids?

- ____ 12. Are appropriate procedures in place for disposing of or decontaminating PPE?
- ____ 13. Are employees trained in use, limitations, maintenance, storage, and inspection requirements of PPE?
- ____ 14. Are machines and equipment, which process, handle, or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

Ladders

Yes No N/A Date corrected

- ____ 1. Are ladders inspected and maintained in good condition?
- ____ 2. Are non-slip feet provided on each ladder?
- ____ 3. Are ladder rungs and steps free from grease and oil?
- ____ 4. Are employees trained in the proper use and operation of ladders?
- ____ 5. Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain extra height?
- ____ 6. Are ladders with broken, missing steps, rungs, or cleats, broken side rails, or faulty equipment removed from service?
- ____ 7. Are employees instructed to face ladders when climbing and descending?
- ____ 8. Are employees instructed not to use the top two steps of stepladders as steps?
- ____ 9. When in use, do ladders extend at least 3 feet above elevated surface?

Yes No N/A Date corrected

- ____ 10. Are metal ladders legibly marked with signs cautioning against using them around electrical power sources?
- ____ 11. Are rungs of ladders uniformly spaced at 12 inches, center to center?

Welding, Cutting, and Brazing

Yes No N/A Date corrected

- ____ 1. Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?
- ____ 2. Does each operator have a copy of the appropriate operating instructions and do they follow them?
- ____ 3. Are compressed gas cylinders regularly examined for expired hydro test dates, obvious signs of defects, deep rusting, and/or leaking?
- ____ 4. Are precautions taken to prevent mixture of oxygen with flammable gases, except at a burner or in a torch?
- ____ 5. Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?

- ___ ___ ___ 6. Are cylinders kept away from sources of heat?
- ___ ___ ___ 7. Are cylinders kept away from elevators, stairs, or gangways?
- ___ ___ ___ 8. Are hot work permits required?
- ___ ___ ___ 9. Are used drums, barrels, tanks, and other containers thoroughly cleaned so that no explosive or hazardous chemical substances remain?
- ___ ___ ___ 10. Is required PPE used properly and inspected periodically?
- ___ ___ ___ 11. Is an inspection made to ensure adequate ventilation where welding or cutting is conducted?
- ___ ___ ___ 12. When working in a confined space, are environmental monitoring tests made and means provided for quick egress in case of emergency?

Compressors and Compressed Air

Yes No N/A Date corrected

- ___ ___ ___ 1. Are all compressors equipped with pressure relief valves, and pressure gauges?
- ___ ___ ___ 2. Are compressor air intakes installed and equipped to ensure only clean uncontaminated air enters?
- ___ ___ ___ 3. Are air filters installed and regularly inspected?
- ___ ___ ___ 4. Are compressor safety devices checked frequently?
- ___ ___ ___ 5. Before repair work is done on the pressure system, is all pressure bled off and the system locked-out?

Yes No N/A Date corrected

- ___ ___ ___ 6. Are signs posted warning of the automatic starting feature of the compressors?
- ___ ___ ___ 7. Are all belt drive systems totally enclosed?
- ___ ___ ___ 8. Is it strictly prohibited to direct compressed air toward a person?
- ___ ___ ___ 9. Are safety chains or other suitable locking devices used at coupling of high-pressure hose lines where a connection could create a hazard? failure
- ___ ___ ___ 10. When compressed air is used with abrasive blast cleaning equipment, is the opening valve a type that must be held open manually?
- ___ ___ ___ 11. Is every compressed air receiver equipped with a pressure gauge and one or more automatic, spring-loaded safety valves?
- ___ ___ ___ 12. Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
- ___ ___ ___ 13. Is every air receiver provided with a drain pipe and a valve at the lowest point for the removal of accumulated oil and water?
- ___ ___ ___ 14. Are compressed air receivers periodically drained of moisture and oil?

- ___ ___ ___ 15. Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- ___ ___ ___ 16. Is there a current operating permit?
- ___ ___ ___ 17. Are inlets of air receivers and piping systems free of accumulated oil and carbonaceous materials?

Compressed Gas Cylinders

Yes No N/A Date corrected

- ___ ___ ___ 1. Are cylinders with water capacity of over 30 pounds equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
- ___ ___ ___ 2. Are cylinders legibly marked to clearly identify the gas contained?
- ___ ___ ___ 3. Are compressed gas cylinders stored in areas that are protected from external heat sources?
- ___ ___ ___ 4. Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or tampered unauthorized persons?

with by

Yes No N/A Date corrected

- ___ ___ ___ 5. Are cylinders stored or transported in a manner to prevent them from creating a hazard by slipping, falling, or rolling?
- ___ ___ ___ 6. Are valve protectors/caps always placed on cylinders when cylinders are not in use or connected for use?
- ___ ___ ___ 7. Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- ___ ___ ___ 8. Are low pressure fuel gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?
- ___ ___ ___ 9. Does the periodic check of low-pressure fuel gas cylinders include a close inspection of the cylinders' bottoms?
- ___ ___ ___ 10. Are cylinders stored at least 20 feet away from highly combustible materials?
- ___ ___ ___ 11. Are cylinders maintained with current hydro inspection dates?
- ___ ___ ___ 12. Are fuel gas and oxygen cylinders stored a minimum of 20 feet apart or separated by a 1-hour firewall?
- ___ ___ ___ 13. Are in-service cylinders adequately supported to prevent them from falling over?

for

Lockout/Tag out Procedures

Yes No N/A Date corrected

- ___ ___ ___ 1. Are all hazardous energy sources required to be de-energized, disengaged, blocked, or locked-out during cleaning, servicing, adjusting, setting-up operations, or as required?
- ___ ___ ___ 2. When electrical control circuits cannot be disconnected, are the appropriate electrical supply enclosures identified?
- ___ ___ ___ 3. Is lockout of control circuits in lieu of locking-out main power disconnects prohibited?
- ___ ___ ___ 4. Are all equipment control valve handles provided with a means for lockout?
- ___ ___ ___ 5. Do lockout procedures require stored energy be released or blocked?
- ___ ___ ___ 6. Are appropriate employees provided with individually keyed safety locks?
- ___ ___ ___ 7. Are employees required to keep personal control of their key(s) while they have safety locks in use?
- ___ ___ ___ 8. Is it required that only the employee exposed to the hazard place or remove the safety lock?

Yes No N/A Date corrected

- ___ ___ ___ 9. Do you require employees to verify equipment lockout by attempting a start-up after making sure no one is exposed to the hazard?
- ___ ___ ___ 10. Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?
- ___ ___ ___ 11. Are means established to identify all employees who are working on locked-out equipment by their locks or accompanying tags?
- ___ ___ ___ 12. In the event that equipment or lines cannot be shut down, locked and tagged out, is a safe job procedure established and rigidly followed?

Confined Spaces

Yes No N/A Date corrected

- ___ ___ ___ 1. Are confined spaces thoroughly emptied and rinsed of corrosive or hazardous substances before entry?
- ___ ___ ___ 2. Are all lines to a confined space containing hazardous substances locked and tagged out before entry?
- ___ ___ ___ 3. Is adequate ventilation provided prior to and during confined space entry?
- ___ ___ ___ 4. Are appropriate atmospheric tests preformed prior to confined space entry?
- ___ ___ ___ 5. Is the atmosphere inside the confined space frequently tested or continuously monitored during work?
- ___ ___ ___ 6. Are atmospheric tests done on all levels, from bottom to top?
- ___ ___ ___ 7. Is adequate illumination provided in confined spaces?
- ___ ___ ___ 8. Are assigned attendants outside of the confined spaces?

- ___ ___ ___ 9. Are attendants appropriately trained and equipped to handle an emergency?
- ___ ___ ___ 10. Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- ___ ___ ___ 11. Is portable electrical equipment used inside confined spaces either grounded or insulated, or equipped with ground fault circuit interrupter protection?
- ___ ___ ___ 12. Are hot work permits required before welding and other oxygen-consuming equipment is used?
- ___ ___ ___ 13. Does the attendant have authorization to shut down the job if needed?

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Environmental Conditions

Yes No N/A Date corrected

- ___ ___ ___ 1. Are all work areas properly illuminated?
- ___ ___ ___ 2. Are workers aware of the hazards involved with the various chemicals they may be exposed to in their work environment?
- ___ ___ ___ 3. Is employee exposure to chemicals in the workplace kept within acceptable levels?
- ___ ___ ___ 4. Is the work area's ventilation system appropriate for the work being done?
- ___ ___ ___ 5. Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?
- ___ ___ ___ 6. Are noise levels in work areas within acceptable levels?
- ___ ___ ___ 7. Are proper precautions being taken when handling asbestos and other fibrous materials?
- ___ ___ ___ 8. Are caution labels and signs used to warn of hazardous substances and biohazards?
- ___ ___ ___ 9. Are wet methods used to prevent the emission of hazardous airborne fibers?
- ___ ___ ___ 10. Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or exhaust system?
- ___ ___ ___ 11. Is potable water provided for drinking, washing, and cooking?
- ___ ___ ___ 12. Are water outlets not suitable for drinking clearly identified?

central

Flammable and Combustible Materials

Yes No N/A Date corrected

- ___ ___ ___ 1. Are combustible materials stored in covered metal receptacles and removed from work areas promptly?

- ____ 2. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- ____ 3. Are flammable liquids kept in closed containers when not in use?
- ____ 4. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- ____ 5. Do storage rooms have explosion-proof lights and adequate ventilation?
- ____ 6. Are “no smoking” signs posted on liquefied petroleum gas tanks and in areas where flammable or combustible materials are used and stored?
- ____ 7. Are spills of flammable or combustible liquids cleaned up promptly?

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Yes No N/A Date corrected

- ____ 8. Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure?

Fueling

Yes No N/A Date corrected

- ____ 1. Is it prohibited to conduct fueling operations while the engine is running?
- ____ 2. Are fuel tank caps replaced and secured before starting the engine?
- ____ 3. In fueling operations, is there always metal contact between the container and the fuel tank?
- ____ 4. Are the fueling hoses designed to handle the specific type of fuel?
- ____ 5. Are fueling operations prohibited in buildings or other enclosed areas not specifically ventilated for this purpose?
- ____ 6. Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

Hazardous Chemical Exposure

Yes No N/A Date corrected

- ____ 1. Are employees trained in the safe use of hazardous chemicals and materials?
- ____ 2. Are employees knowledgeable of potential workplace chemical hazards?
- ____ 3. Are eyewash fountains and safety showers provided in areas where corrosive chemicals are handled?
- ____ 4. Are chemical containers labeled?
- ____ 5. Are employees required to use personal protective clothing and equipment when handling chemicals?

- ___ ___ ___ 6. Are flammable and toxic chemicals kept in closed containers when not in use?
- ___ ___ ___ 7. Are chemical piping systems clearly marked as to their content?
- ___ ___ ___ 8. Are adequate means readily available for containing spills or overflows properly and safely?
- ___ ___ ___ 9. Are standard operating procedures established and being followed when cleaning up chemical spills?
- ___ ___ ___ 10. Are respirators stored in a convenient, clean, and sanitary location?
- ___ ___ ___ 11. Are respirators intended for emergency use adequate for the various uses for which they may be used?

Yes No N/A Date corrected

- ___ ___ ___ 12. Are employees prohibited from eating in areas where hazardous chemicals are present?
- ___ ___ ___ 13. Is personal protective equipment provided, used, and maintained where needed?
- ___ ___ ___ 14. Are there written standard operating procedures for the selection and use of respirators?
- ___ ___ ___ 15. If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
- ___ ___ ___ 16. Are respirators regularly inspected and cleaned, sanitized, and maintained?
- ___ ___ ___ 17. If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
- ___ ___ ___ 18. Are control procedures instituted for hazardous materials where appropriate, such as respirators, ventilation systems, handling practices, etc.?
- ___ ___ ___ 19. Are hazardous substances handled in properly designed and exhausted locations?
- ___ ___ ___ 20. If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- ___ ___ ___ 21. Whenever possible, is vacuuming used, rather than blowing or sweeping dusts for clean up?
- ___ ___ ___ 22. Are materials that give off toxic asphyxiant, suffocating, or anesthetic fumes stored in remote or isolated locations when not in use?
- ___ ___ ___ 23. Are annual spirometry and medical examinations maintained for personnel using respirators?
- ___ ___ ___ 24. Are areas that use cryogenic nitrogen or carbon dioxide equipped with oxygen level monitors and warning devices?

Hazardous Substances Communication

Yes No N/A Date corrected

- ___ ___ ___ 1. Is there a list of hazardous substances that are used in your workplace?
- ___ ___ ___ 2. Is there a current written exposure control plan for occupational exposure to blood borne pathogens and potentially infectious materials? other
- ___ ___ ___ 3. Do you have a written hazard communication program dealing with Material Safety Data Sheets (MSDSs), labeling, employee training, etc., that meets the OSHA standard?

Yes No N/A Date corrected

- ___ ___ ___ 4. Are all containers for a hazardous substance (i.e., vats, bottles, and storage tanks, etc.) labeled with product identity and a hazard warning (communication of the health hazards and physical hazards)? specific
- ___ ___ ___ 5. Are MSDSs readily available for each hazardous substance used?
- ___ ___ ___ 6. Is there an employee training program for hazardous substances?
- ___ ___ ___ 7. Are employees trained in the following:
 - ___ ___ ___ a. How to recognize tasks that might result in occupational exposure?
 - ___ ___ ___ b. How to use work practice, engineering controls, and personal protective equipment and to know their limitations? and
 - ___ ___ ___ c. How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, disposal of personal protective equipment?
 - ___ ___ ___ d. Who to contact and what to do in an emergency?

Electrical

Yes No N/A Date corrected

- ___ ___ ___ 1. Do you specify compliance with OSHA as a requirement for all contract electrical work?
- ___ ___ ___ 2. Are employees required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines?
- ___ ___ ___ 3. Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- ___ ___ ___ 4. When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches open, locked-out and tagged whenever possible?
- ___ ___ ___ 5. Are portable electrical tools and equipment grounded or have double insulation?
- ___ ___ ___ 6. Do all extension cords on site have a grounding conductor?

- ___ ___ _____ 7. Are multiple plug adaptors prohibited?
- ___ ___ _____ 8. Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt, AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?

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Yes No N/A Date corrected

- ___ ___ _____ 9. Are temporary circuits protected by suitable disconnecting switches or plug connectors at the junction permanent wiring? with
- ___ ___ _____ 10. Do electrical installations in hazardous dust or vapor areas meet the National Electrical Code (NEC) for hazardous locations?
- ___ ___ _____ 11. Are exposed wiring and cords with frayed or deteriorated insulation repaired/replaced promptly?
- ___ ___ _____ 12. Are all flexible cords and cables free of splices and taps?
- ___ ___ _____ 13. Are cord, cable, and raceway connections intact and secure?
- ___ ___ _____ 14. Are locations of electrical power lines and cables (overheads, underground, underfloor, other side of walls, determined before digging, drilling, or similar work is begun? etc.)
- ___ ___ _____ 15. Is use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conductors?
- ___ ___ _____ 16. Are disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- ___ ___ _____ 17. Are disconnecting means always opened before fuses are replaced?
- ___ ___ _____ 18. Is sufficient access and working space provided and maintained around all electrical equipment to permit safe operations and maintenance?
- ___ ___ _____ 19. Are unused openings (including conduit knockouts) in electrical enclosures and fittings protected with appropriate covers, plugs, or plates?
- ___ ___ _____ 20. Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- ___ ___ _____ 21. Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when motor is in a stalled condition, without exploding? the horsepower rated equal to or in excess of the motor hp rating.) (Switches must be
- ___ ___ _____ 22. Is low voltage protection provided in the control devices of motors driving machines or equipment that could probable injury from inadvertent starting? cause
- ___ ___ _____ 23. Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?

Yes No N/A Date corrected

- ___ ___ ___ 24. Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in position, or is a separate disconnecting means within sight of the motor? the open installed in the circuit
- ___ ___ ___ 25. Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of rating of the motor it serves? the
- ___ ___ ___ 26. Are employees who regularly work on or around energized electrical equipment or lines instructed in pulmonary resuscitation (CPR) methods? cardio-
- ___ ___ ___ 27. Are employees prohibited from working alone on energized lines or equipment over 600 volts?

Noise

Yes No N/A Date corrected

- ___ ___ ___ 1. Are there areas in the workplace where continuous noise levels exceed 85dBA?
- ___ ___ ___ 2. Is there an ongoing preventive health program to educate employees in safe levels of noise exposures, effects of their health, and the use of personal protective equipment? noise on
- ___ ___ ___ 3. Have work areas where noise levels make communication between employees difficult been identified and posted?
- ___ ___ ___ 4. Are noise levels being measured with a dosimeter or an octave band analyzer and records being kept?
- ___ ___ ___ 5. Are engineering controls being used to reduce excessive noise levels?
- ___ ___ ___ 6. Where engineering controls are determined to be not feasible, are administrative controls (i.e., worker rotation) used to minimize individual employee exposure to noise? being
- ___ ___ ___ 7. Is approved hearing protection equipment (noise attenuating devices) available to every employee working areas? in noisy
- ___ ___ ___ 8. Are employees properly fitted and instructed in the use of hearing protectors?
- ___ ___ ___ 9. Are employees in high noise areas given periodic audiometric testing to ensure effective hearing protection systems are in place?

Identification of Piping Systems

Yes No N/A Date corrected

- ___ ___ ___ 1. When non-potable 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?
- ___ ___ ___ 2. When hazardous substances are transported through above ground piping, is piping identified at points where confusion could introduce hazards to employees?
- ___ ___ ___ 3. When color painting identifies pipelines, are all visible parts of the line so identified?
- ___ ___ ___ 4. 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?
- ___ ___ ___ 5. When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- ___ ___ ___ 6. When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- ___ ___ ___ 7. When tags identify pipelines carrying hazardous substances, are tags constructed of durable materials, clearly and permanently distinguishable, and are tags installed at each valve or outlet?
- ___ ___ ___ 8. When pipelines are heated by electricity, steam, or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

Material Handling

Yes No N/A Date corrected

- ___ ___ ___ 1. Is there safe clearance for equipment through all aisles and doorways?
- ___ ___ ___ 2. Are aisles properly marked and kept clear?
- ___ ___ ___ 3. Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- ___ ___ ___ 4. Are vehicles shut off and their brakes set prior to loading or unloading?
- ___ ___ ___ 5. Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- ___ ___ ___ 6. Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
- ___ ___ ___ 7. Are trucks and trailers secured from movement during loading and unloading operations?

Yes No N/A Date corrected

- ___ ___ ___ 8. Are dock plates and loading ramps constructed and maintained with sufficient strength to support any loading? imposed
- ___ ___ ___ 9. Are all hand trucks maintained in safe operating condition?
- ___ ___ ___ 10. Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
- ___ ___ ___ 11. Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- ___ ___ ___ 12. At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled material?
- ___ ___ ___ 13. Are all pallets inspected before being loaded or moved?
- ___ ___ ___ 14. Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments accidentally slip off the hoist hooks? will not
- ___ ___ ___ 15. Are securing chains, ropes, chokers, or slings adequate for the job to be performed?
- ___ ___ ___ 16. When hoisting material or equipment, are provisions made to ensure that no one will be passing under the suspended loads?
- ___ ___ ___ 17. Are stacked material interlaced to prevent sliding or tipping?
- ___ ___ ___ 18. Are shelves secured and constructed to withstand the maximum designated storage weight?
- ___ ___ ___ 19. Are shelves secured to prevent tipping or falling?

Transporting Employees and Materials

Yes No N/A Date corrected

- ___ ___ ___ 1. Do all employees who operate vehicles on public thoroughfares have valid operator's licenses?
- ___ ___ ___ 2. When seven or more employees are regularly transported in a van, bus, or truck, is the operator's license appropriate for the class of vehicle being driven?
- ___ ___ ___ 3. Is each van, bus, and truck used regularly to transport employees equipped with an adequate number of seats and seat belts?
- ___ ___ ___ 4. When employees are transported by truck, are provisions provided to prevent them falling from the vehicle?
- ___ ___ ___ 5. Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields, and turn in good repair? signals
- ___ ___ ___ 6. Are transport vehicles provided with handrails, steps, stirrups, or similar devices so placed and arranged that employees can safely mount or dismount?

Yes No N/A Date corrected

- ___ ___ ___ 7. Are employee transport vehicles equipped at all times with at least two reflective type flares?

- ___ ___ ___ 8. Are fully charged fire extinguishers, in good condition, with at least a 4 B-C rating maintained in each employee transport vehicle?
- ___ ___ ___ 9. 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?
- ___ ___ ___ 10. Are employees prohibited from riding on top of any load that can shift, topple, or otherwise become unstable?

Control of Harmful Substances by Ventilation

Yes No N/A Date corrected

- ___ ___ ___ 1. Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors, or gases to be controlled, and convey them to a suitable point of disposal?
- ___ ___ ___ 2. Are exhaust inlets, ducts, and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- ___ ___ ___ 3. Are cleanout ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?
- ___ ___ ___ 4. Where two or more different types of operations are being controlled through the same exhaust systems, will the combination of substances being controlled, constitute a fire, explosion, or chemical reaction hazard in the duct?
- ___ ___ ___ 5. Is adequate makeup air provided to areas where exhaust systems are operating?
- ___ ___ ___ 6. Are source points for makeup air located so that only clean, fresh air, free of contaminants will enter the work environment?
- ___ ___ ___ 7. Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

Hoist and Auxiliary Equipment

Yes No N/A Date corrected

- ___ ___ ___ 1. Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- 20
- Yes No N/A Date corrected
- ___ ___ ___ 2. Will each hoist automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed?
 - ___ ___ ___ 3. Is the rated load of each hoist legibly marked and visible to the operator?
 - ___ ___ ___ 4. Are stops provided at the safe limits of travel for hoists?

- ___ ___ ___ 5. Are controls of the hoists plainly marked to indicate the direction of travel or motion?
- ___ ___ ___ 6. Is each cage-controlled hoist equipped with an effective warning device?
- ___ ___ ___ 7. Are close-fitting guards or other suitable devices installed on hoists to assure hoist ropes will be maintained in the grooves? sheave
- ___ ___ ___ 8. Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?
- ___ ___ ___ 9. Are nip points or contact points between hoist ropes and sheaves that are permanently located within seven feet of ground, or working platform guarded? the floor,
- ___ ___ ___ 10. Is it prohibited to use chains or rope slings that are kinked or twisted?
- ___ ___ ___ 11. Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?
- ___ ___ ___ 12. Are operators instructed to avoid carrying loads over people?
- ___ ___ ___ 13. Are hoists and load-bearing structures load tested and annually certified?
- ___ ___ ___ 14. Are all pelican hooks equipped with spring-loaded safety clips to prevent accidental load release?
- ___ ___ ___ 15. Are only employees who have been trained in the proper use of hoists allowed to use them?

Industrial Trucks/Forklifts

Yes No N/A Date corrected

- ___ ___ ___ 1. Are only trained personnel allowed to operate industrial trucks?
- ___ ___ ___ 2. Is substantial overhead protective equipment provided on high lift rider equipment?
- ___ ___ ___ 3. Are required lift truck operating rules posted and enforced?
- ___ ___ ___ 4. Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting?

Yes No N/A Date corrected

- ___ ___ ___ 5. Do industrial trucks have warning horns or other devices that can be clearly heard above normal noise in the areas they are operated? where
- ___ ___ ___ 6. Are brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- ___ ___ ___ 7. Does the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?

- _____ 8. Are industrial trucks operating in areas where flammable gases or vapors, combustible dust, or ignitable fibers may present in the atmosphere, approved for such _____ locations?
- _____ 9. Are the drive motors shut off and are brakes applied when any motorized hand and hand/rider truck's control grip is released?

Spraying Operations

Yes No N/A Date corrected

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

Yes No N/A Date corrected

- _____ 15. Are spray booths completely ventilated before using drying apparatus?
- _____ 16. Is electric drying equipment properly grounded?

Hand Tools and Equipment

Yes No N/A Date corrected

- _____ 1. Are all tools and equipment maintained in good condition?
- _____ 2. Are hand tools, such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?

- ___ ___ ___ 3. Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?
- ___ ___ ___ 4. Are worn or bent wrenches replaced regularly?
- ___ ___ ___ 5. Are appropriate handles used on files and similar tools?
- ___ ___ ___ 6. Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ___ ___ ___ 7. Are safety glasses, face shields, etc. used while using hand tools or equipment that might produce flying materials or breakage? be subject to
- ___ ___ ___ 8. Are jacks checked periodically to ensure they are in good operating condition?
- ___ ___ ___ 9. Are tool handles wedged tightly in the heads of all tools?
- ___ ___ ___ 10. Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ___ ___ ___ 11. Are tools stored in dry, secure locations?

Portable Power Tools and Equipment

Yes No N/A Date corrected

- ___ ___ ___ 1. Are grinders, saws, and similar equipment provided with appropriate safety guards and are they used as recommended by the manufacturer?
- ___ ___ ___ 2. Are portable electric tools and extension cords inspected regularly with the results documented and the tools dated "OK" tag? marked with a
- ___ ___ ___ 3. Are portable circular saws equipped with guards above and below the base shoe?
- ___ ___ ___ 4. Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- ___ ___ ___ 5. Are rotating or moving parts of equipment guarded to prevent physical contact?

Yes No N/A Date corrected

- ___ ___ ___ 6. Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved insulated type? double
- ___ ___ ___ 7. Are effective guards in place over belts, pulleys, chains, and sprockets?
- ___ ___ ___ 8. Are portable fans provided with full guards or screens having openings of 1/2 inch or less?
- ___ ___ ___ 9. Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- ___ ___ ___ 10. Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 amp circuits, used during of construction? periods

____ 11. Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

Abrasive Wheel Equipment-Grinders

Yes No N/A Date corrected

- ____ 1. Are work rests installed and kept adjusted to within 1/8 inch of the wheel?
- ____ 2. Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- ____ 3. Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- ____ 4. Are bench and pedestal grinders permanently mounted?
- ____ 5. Are goggles or face shields always worn when grinding?
- ____ 6. Is the maximum RPM rating on each abrasive wheel compatible with the RPM rating of the grinder motor?
- ____ 7. Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or permanent wiring methods?
- ____ 8. Does each grinder have an individual on/off control switch?
- ____ 9. Is each electrically operated grinder effectively grounded?
- ____ 10. Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- ____ 11. Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- ____ 12. Are splash guards mounted on grinders that use coolant to prevent the coolant from reaching employees?
- ____ 13. Is cleanliness maintained around grinders?

other

Powder-Actuated Tools

Yes No N/A Date corrected

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

card?

Machine Guarding

Yes No N/A Date corrected

- ___ ___ ___ 1. Is there a training program to instruct employees on safe methods of machine operation?
- ___ ___ ___ 2. Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- ___ ___ ___ 3. Is there a regular program of safety inspections of machinery and equipment?
- ___ ___ ___ 4. Is all machinery and equipment kept clean and properly maintained?
- ___ ___ ___ 5. Is sufficient clearance provided around and between machines to allow for safe operations, servicing, material handling, and waste removal?
- ___ ___ ___ 6. Is equipment and machinery securely placed and anchored when necessary, to prevent tipping or other movement that could result in personal injury?
- ___ ___ ___ 7. Is the power shut-off switch within reach of the operator's position at each machine?
- ___ ___ ___ 8. Can electric power to each machine be locked-out for maintenance, repair, or security?
- ___ ___ ___ 9. Are non-current-carrying metal parts of electrically operated machines bonded and grounded?
- ___ ___ ___ 10. Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

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Yes No N/A Date corrected

- ___ ___ ___ 11. Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- ___ ___ ___ 12. Are all emergency stop buttons brightly colored or placarded?
- ___ ___ ___ 13. Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- ___ ___ ___ 14. Are all moving chains and gears properly guarded?
- ___ ___ ___ 15. Are splash guards mounted on machines that use coolant to prevent the coolant from reaching the employees?
- ___ ___ ___ 16. Are methods provided to protect the operator and other employees in the machine areas from hazards created at the point of operation, nip points, rotating parts, flying chips, and sparks?
- ___ ___ ___ 17. Are machinery guards secure and arranged so they do not offer a hazard when in use?
- ___ ___ ___ 18. If special hand tools are used for placing and removing material, do they protect the operator's hands?
- ___ ___ ___ 19. Are revolving drums, barrels, and containers guarded by an enclosure that is interlocked with the drive

mechanism, so that revolution cannot occur unless the enclosures are in place?

guard

____ 20. Do arbors and mandrels have firm and secure bearings and are they free from play?

____ 21. Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?

____ 22. Are machines constructed so as to be free from excessive vibration when the largest sized tool is mounted and run at full speed?

____ 23. If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?

____ 24. Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?

____ 25. Are saws used for ripping equipped with anti-kickback devices and spreaders?

____ 26. Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

Note: This General Industry Self Inspection Checklist is not designed to supersede existing safety inspection checklists, rather it should be used only as a general guideline. You are encouraged to customize this general guideline to accommodate your specific accident prevention plan.