Component #2:
Employee Accident Prevention

Policy Statement

Conducting work in a safe manner, protecting the safety of employees and the general public are extremely important to the State of Georgia. It is the policy of Georgia Risk Management Services to establish and adhere to the following risk management and loss control procedures that will protect the assets of the State of Georgia, the safety of its employees and members of the general public. All State of Georgia employees and officials have certain responsibilities in the risk management and loss control process that must be carried out in order to have a successful program. These responsibilities include such activities as establishing safe workplaces, following safe practices, limiting exposure to potential liability and loss, and carrying out the steps necessary to maintain an effective and efficient risk management and loss control program.

Duties and Responsibilities

1. Employees

All employees are responsible for ensuring safe and healthful working conditions along with practices for protecting the safety of the public. Each employee will:

- Comply with the rules, regulations and policies set forth in this manual applicable to personal actions and conduct.
- Operate all equipment and vehicles in a safe manner and refrain from removing, displacing, or damaging any safety device installed on equipment or property.
- Report unsafe conditions or possible violations of the procedure to the supervisor.
- Report all accidents according to the proper procedures set forth in this manual.
- Operate only those machines and equipment for which the employee has been trained and authorized to operate.

2. Management

Management personnel have the responsibility for maintaining safe and healthy conditions, whether it be out in the field or within State of Georgia facilities. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward preventing injuries, accidents, and liabilities.

Therefore, Department Managers will:

- Ensure that the policies and procedures set forth herein are complied with by all personnel under his/her direction and maintain the Safety/Loss Control Manual.
- Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
- Devote a portion of staff meetings, as necessary, to a review of losses (accidents) and to discuss plans to bring about more positive loss reduction.
- Hold each supervisor accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by employees.
- Ensure that all employees are briefed and fully understand your agency's work procedures and existing policies which enforce their use.
- Ensure that all accidents are thoroughly investigated, recorded and promptly reported in accordance with existing directives.
- Ensure prompt, corrective action is taken wherever hazards are recognized, or unsafe acts are observed.

3. Supervisory Personnel

Each supervisor has the responsibility and full authority to enforce the provisions of this manual along with your agency's work practices, in order to keep losses at an absolute minimum. Each supervisor will:

- Assume full responsibility for safe and healthful working areas for all employees while they are under the supervisor's jurisdiction.
- Be accountable for preventable injuries, accidents, and liabilities occurring in his/her area of the facility.
- Ensure that all management policies pertaining to safety and loss control are fully implemented for maximum efficiency of each job and maintain the corresponding manuals and directives.
- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect the loss control efforts.
- Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform and by being promptly to give recognition to those who perform well.
- Ensure that each employee is fully trained for the job the employee is assigned to do, and familiar with the published work rules, by certifying in writing that he/she understands that compliance is mandatory.

4. Safety/Loss Control Officer/Risk Manager

The Agency Safety/Loss Control Officer/Risk Manager is responsible for the staff direction and administration of the loss control program to prevent injury, liability, and damage to property. The Safety/Loss Control Officer/Risk Manager will:

- Develop and Maintain your agency's Safety/Loss Control Manual.
- Acquire and make available to department directors, supervisors and employees all applicable standards and requirements.
- Coordinate and/or conduct safety training programs that are beyond the scope of individual supervisors.
- Perform ongoing evaluations of the Safety /Loss Control program and make recommendations to management for improvements.
- Review and analyze accident reports and investigations for causes and corrective actions.
- Establish a review of procedures to insure the proper investigation of accidents.
- Consult directly with management and employees on loss prevention matters and provide guidance to assure effective program administration.
- Ensure the Safety/Loss Control Committee meetings are conducted properly.
- Establish and evaluate emergency procedures for facilities and personnel.
- Review of all driver reports including training and safety policies.

Safety/Loss Control Committee

Purpose

The purpose of this section is to outline the goals and function of the Safety/Loss Control Committee.

Policy

The Safety Committee is an important part of safety and loss control efforts. Managers and supervisors can gain valuable assistance in their areas through a joint effort with their committee members. Committee membership is a voluntary service. All managers, supervisors and employees are to fully support the efforts of the Safety/Loss Control Committee.

Goals of the Safety/Loss Control Committee

1. Involve employees in safety and loss control management
2. Reduce the frequency and severity of accidents and injuries
3. Maintain a safe environment for employees and visitors

4. Involve all employee participation in safety programs

Committee Formation

Membership on the committee is to be voluntary. The committee will represent all departments, but, have the most efficient number of members to assist in accomplishment of committee goals. Standing members on the committee will include a representative from Management, Maintenance and Safety. The purpose of the standing membership is to provide continuity, lend experience and provide a resource for the committee. The Safety/Loss Control Officer will serve as chairperson and be the main contact for loss control and safety activities. The committee's other members represent a cross-section of employees from various departments with membership rotated on an annual basis with staggering terms to ensure continuity

Committee Functions

The suggested functions of the loss control committee include:

1. Developing a loss control and safety policy and communicating that policy to all employees.
2. Serving as a loss control review board for all accidents or incidents involving employees, members of the general public, entity vehicles or property. This includes recommending loss control and safety measures that could prevent similar occurrences in the future.
3. Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.
4. Periodically inspecting facilities to see that they are complying with established loss control policies and standards and to identify and correct hazardous conditions.
5. Preparing checklists to guide and document inspections. (See component 6 for Sample checklist)
6. Coordinating evacuation or shelter drills. (See component 6 for Emergency Planning guidelines)
7. Determining loss control and safety training needs, including the identification, handling, storage, and disposal of hazardous materials, and developing a plan of action to guarantee required safety training is accomplished.
8. Ensuring that first aid kits and personal protective equipment needs are met.
9. Developing and conducting loss control and safety orientation program for new employees.
10. Reviewing compliance status with the agency's Records Management System.

Safety/Loss Control Officer/Risk Manager

The Agency Safety/Loss Control Officer/Risk Manager may serve as chairperson and will report Committee activities to Management.

Safety Committee Members

Safety Committee Members have the following responsibilities:

1. Attend each meeting
2. Discuss safety activities and unsafe acts/conditions
3. Encourage all Employees to work safely
4. Report safety and loss control actions to their department during normally scheduled safety training.

Meetings

The loss control committee will meet on a regular basis at a regular time and date. Each meeting will have a fixed agenda that is sent to the members at least one week before the meeting. Following the agenda closely will keep the meeting moving. A special meeting may be called or, an ad hoc committee formed, to address an emergency situation or a complicated issue.

The agenda for the meeting can include the following:

1. Call to order
2. Roll call by the secretary
3. Introduction of any visitors, if allowed
4. Reading and approval of minutes of the previous meeting
5. Review of any policies issued since the last meeting
6. Taking care of unfinished business (Old Business)
7. Review of any general liability, property, and auto claims or losses occurring, and preventive measures taken since the previous meeting
8. Discussion of loss control inspections and recommendations
9. Addressing New Business
10. Adjournment

Records

Records of all Safety/Loss Control Committee Meetings and actions shall be maintained by the Agency Safety/Loss Control Officer/Risk Manager for at least 12 months.

Training

Each Safety Committee Member will be provided the necessary training in:

1. Function of the committee
2. Safety and Loss Control Programs and Policies

Property – Maintaining state-owned buildings in proper condition is critical to preventing losses and reducing liability issues. Entities that maintain state-owned buildings should establish and maintain systems and resources to ensure routine maintenance is performed to correct facility deficiencies, provide for inspections, a system to manage changes to existing systems or new systems, and a system to track corrective actions and inspection recommendations until completion. This includes maintaining an up to date inventory of properties with contents and property values at the proper/current levels.

Accident Reporting and Investigation

A successful and well-designed loss control program includes unbiased, prompt and accurate accident reporting and investigation process. All accidents incidents, and near-misses should be reported and investigated regardless of extent of injury or property damage. The extent of the investigation may vary but all accidents and incidents reflect potential hazards which should be identified and corrected.

1.0 Purpose

The purpose of this section is to establish guidelines for reporting and investigating incidents where claims and losses could potentially arise, including occurrences (near- misses) that could have resulted in injury or property damage but did not, in order to initiate corrective and/or preventive action as needed.

2.0 Policy

It is the State of Georgia policy that the incident reporting and investigating requirements, apply to all incidents involving entity employees, on-site vendors, contractor employees and visitors, which results in (or might have resulted in) personal injury, illness, and/or property and vehicle damage.
The report and investigation of all accidents, incidents and events are to be conducted in a professional manner to identify probable causes (root cause (s) and are used to develop specific management actions for the prevention of future accidents (Corrective action(s).

Responsibilities

1. **Management:**

- Establish and maintain an effective accident reporting and record keeping program
- Train all employees in the accident reporting procedures
- Train custodians in proper record entry, maintenance and release procedures
- Conduct annual program audit
- Conduct accident prevention and investigation training for supervisor.
- Ensure all accidents and incidents are properly investigated.
- Ensure immediate and long-term corrective actions are taken to prevent Reoccurrence
- Provide all necessary medical care for injured persons

2. **Supervisors**

- Conduct immediate initial accident investigations
- Report all accidents to management as soon after the event as possible
- Collect and preserve all evidence that may be useful in an investigation
- Conduct interviews of witnesses in a polite professional manner
- Do not attempt to find or assign blame for accidents
- Take action to protect people of accidents and property from secondary effects

3. **Employees**

- Comply with the accident reporting procedures
- Immediately report all accidents & injuries to their supervisor
- Assist as requested in all accident investigations
- Report all hazardous conditions and near-misses to supervisors

4.0 Incidents and Accidents

Incidents requiring reporting include those which result in any of the following: Injury or Illness, damage to a vehicle, entity property damage, or injury to third party or their property.

5.0 Events (Near Misses)

Other incidents that, strictly by chance, do not result in actual or observable injury or property damage are required to be reported. The

information obtained from such reporting can be extremely useful in identifying and mitigating problems before they result in actual personal injury or property damage.

6.0 Training

To ensure that all employees understand the incident reporting and investigation requirements, annual documented training sessions will be held with all employees to review procedures and responsibilities. New employee orientation training will include information on incident reporting and procedures.

7.0 Program Audits

The effectiveness of a program can only be accomplished if the program is implemented and maintained. Periodic reviews and audits shall be conducted by the agency Safety/Loss Control Officer/Risk Manager and Supervisors, to confirm that all employees are familiar with the incident reporting and investigation requirements and that the program is managed properly.
These audits will consist of:

1. Annual review of incident reports to ensure all records have been maintained and are complete.
2. Annual refresher training for employees involved in record entry and record keeping
3. Annual refresher training for all employees detailing the incident reporting procedures

8.0 Timing

Incidents involving serious bodily injury, death, or serious property damage **must be reported immediately** by phone or radio to Supervisor and to the Safety/Loss Control Officer/Risk Manager. All other events should be reported within 48 hours of their occurrence.

9.0 Accident Investigation

The objective of any accident investigation is to identify the causal factors and recommend corrective actions. An accident investigation should determine what happened, how it happened, and why it happened. It should also lead to measures to prevent similar events from happening in the future. An accident investigation should take place in timely fashion in order to obtain as much information as possible to reduce the risk of further injury or property damage.

1. Investigation Team

The qualifications of team members should include technical knowledge, familiarity with the job, objectivity, and analytical approach to problems. Investigators need advance training and preparation, so they can act effectively and efficiently. The size and makeup of the team should be dictated by the seriousness of the accident.

The investigation of minor accidents involving only an employee and or Agency property only is the responsibility of the involved employee's Supervisor.

The Agency Safety/Loss Control Officer/Risk Manager will be in charge of conducting the investigation of accidents involving: property damage, injury to a third party, serious property damage, injury or death of an employee.
These investigations may also include outside officials or lawyers and other safety people. Management may initiate any other accident investigations if deemed appropriate.

2. Investigation Procedures

The accident investigation has three purposes:

1. Prevent further possible injury and property damage
2. Collect facts about the accident
3. Collect and preserve evidence

Depending upon the severity of the accident, the following activities may be necessary:

1. Secure the area where accident occurred to prevent other injuries or property damage.
2. Visit the accident site before the evidence is disturbed.
3. Document observations of the condition of the accident site.
4. Photograph or video tape the accident scene from all angles.
5. Identify and interview eye witnesses and other persons who can provide pertinent information.
6. Review other sources of information such as design specifications, drawings, maintenance records, or employee training records.

At the scene, the accident investigator(s) will carefully survey the scene, noting any debris from the accident. The investigator(s) should take photos of the scene, with careful notes of what the photos depict. A map of the site should be drawn to scale, with any landmarks near the scene noted as to position. Photos of all property damages incurred from accident should be taken from all sides, with careful notes made. It is important that the accident investigator(s) be as objective as possible ingathering and evaluating data from the accident scene. Investigators should avoid any emphasis on identifying the individual who could be blamed for the accident. This does not mean that unsafe acts, improper actions, poor judgments, or lack of knowledge of hazards should be ignored.

3. Employee Responsibility in Accident Investigation

Accident investigation begins right at the scene. That means certain employee responsibilities must be carried out at the scene of an accident.

Two main concerns at the scene of an accident are to respond to immediate problems and to gather and report pertinent accident information promptly. These two items can be broken down into a 6-step accident procedure for employees to follow. For vehicle accidents (See Fleet Safety Plan for driver responsibilities in accident investigation).

Step 1: Stay calm, "make sure the accident area is safe to enter".

Step 2: Do a quick evaluation of accident victims, if there are injuries, then provide assistance to them.

Step 3: Either contact local law enforcement personnel and your supervisor or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.

Step 4: Write down names and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident

scene, document the situation with photographs from various angles.

Step 5: After the accident area has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the employee) should communicate the accident to your supervisor.

Step 6: Complete Incident Report Form (Non-Vehicle) at the scene of the accident. (See Incident Reporting Form in component #4)?

4. Making Statements

Following an accident or incident, the involved employee may be contacted by several people seeking information. NOTE: The employee is should contact his or her immediate supervisor before making a statement or discussing the incident with anyone other than law enforcement personnel.

5. Conducting Interviews

Accident Investigators should conduct interviews of all witnesses to any accidents. The interviews should be conducted in a quiet and private location. It is essential to get preliminary statements as soon as possible from all witnesses. Investigators should not provide any facts to the witness - only ask non-leading questions. Proper interviewing techniques include the following:

1. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
2. Listen, let each witness speak freely, and be professional, courteous and considerate.
3. Take notes without distracting the witness.
4. Use sketches and diagrams to help the witness.
5. Emphasize areas of direct observation.
6. Do not argue with the witness.
7. Record the exact words used by the witness to describe each observation.
8. Identify each witness (name, address, etc.)

10.0 Accident Review

The State of Georgia is committed to the fair and equitable treatment of its employees. This commitment includes the fair judging of causes in all accidents. The accident review, conducted by the Agency Safety/Loss Control Committee, is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence. For accidents involving State of Georgia vehicles and drivers, the Committee will determine if the accident was preventable or non-preventable.

1. Safety/Loss Control Committee Responsibilities

After the accident investigation has concluded, the Committee will convene as soon as possible to objectively consider evidence presented and determine the true cause of the accident. The Committee's findings and recommendations provide guidance for management decisions on loss control policies. The Committee will take the following steps in reviewing accidents:

1. Analyze the data obtained in the initial accident investigation and police reports.
2. Repeat any of the prior steps, if necessary.
3. Determine
    a. Why the accident occurred
    b. A likely sequence of events and probable causes
4. Determine the most likely causes
5. Conduct a post-investigation briefing
6. Prepare summary report to determine cause of accident and recommendations for corrective action and submit to management

11.0 Investigation Report

An accident investigation is not complete until a final formal report is prepared by The Safety Loss Control Committee and submitted to management. To be an effective tool, an accident report should be clear and concise. The purpose of the investigation is to prevent future accidents. The following outline will be useful in developing the information to be included in the formal report.

1. Background Information
    a. Where and when the accident occurred?
    b. Who and what was involved?
    c. Operating personnel and other witnesses
2. Account of the Accident (What happened?)
    a. Sequence of events
    b. Extent of damage
    c. Accident type
    d. Agency or source (of energy or hazardous material)
3. Discussion (Analysis of the Accident - HOW; WHY)
    a. Direct causes (energy sources; hazardous materials)
    b. Indirect causes (unsafe acts and conditions)
    c. Basic causes (management policies; personal or environmental factors)
4. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy causes.

12.0 Record Keeping

All accident reports will be maintained on file permanently. They shall receive timely review by management to ensure proper corrective

Facility Audit and Inspection Checklists

The ability to recognize hazards is the core of an effective loss control program. One effective method to identify, detect, correct or control potential hazards is to conduct periodic safety and loss control inspections.

How to Get Started

The checklists contained in this Section may first appear to be overwhelming. It is not intended that the entire checklist be used when conducting the inspections. You should pick and choose the lists that specifically apply to the areas you will be inspecting.

However, it may be useful for the Safety/Loss Control Committee or the inspection team to review the checklists grouped under the

General heading. The information contained in those lists is generic and applies more to policies and procedures than to specific exposures.

Developing a Checklist

When the inspection team is ready to begin the inspection process, they should first determine the area they will be inspecting. For example, if they choose to begin in the administrative offices, copy the "Building Inspection – Interior" portion of the checklist. Add or delete portions or items that do not apply your operations. If they are inspecting a maintenance area, they may need to use several lists under *Equipment Inspections* as well as some under *Facility Inspections*. As you develop your inspection process you will learn to adapt the lists to meet your needs. Highlight and print the portion you wish to copy.

Using the Checklist

The following is an example of how to use the checklist you develop.

BUILDING INSPECTION – INTERIOR (including offices) Electrical

Yes Are all electrical panels secured?
No (#1) Is a 3-foot clearance provided around all electrical panels?
Yes Are all electrical rooms free from combustible storage?
Yes Are all electrical panels cool to the touch?
Yes Are all electrical panels free from evidence of burning?
Yes Have all electrical circuits been identified?
No (#2) Are all electrical switches and receptacles in good repair?
No (#3) Has the use of extension cords been discontinued?
Yes Have Ground Fault Circuit Interrupters (GFCIs) been provided on circuits with in six feet of water sources?

Heating system

Yes Is smoking prohibited in the building?
Yes Are designated smoking areas properly identified?
Yes Are non-combustible receptacles provided in smoking areas?
Yes Are smoking materials disposed of properly?

Housekeeping

Yes Is the work area clean and orderly?
Yes Have all unnecessary items been removed?
Yes Are floors clean, dry and not slippery?
Yes Are spills mopped up in a timely manner?
No (#5) Is someone designated to monitor removal of slip, trip and fall hazards (slippery rugs, upturned rug edges, frayed carpet, loose cords, melting ice and snow)?
Yes Are aisles and passageways clearly marked?
Yes Is trash removed from the building daily?
No See #1 Is storage restricted to designated areas?
Yes Is storage neatly arranged?

INSPECTION COMMENTS/RECOMMENDATIONS

#1 There are files stored in front of electrical panels that need to be moved, a three foot clearance around all electrical panels is required.

#2 Broken faceplate on receptacle on west wall of break-room. Replace.

#3 There is an extension cord running from the pop machine into an outlet. Relocate the machine or have it rewired so that it may be plugged directly into outlet. Monitor the cord placement so it will not work its way under the machine possibly wearing through the cord causing it to short out on the chassis.

#4 Boiler room is unlocked. Should be locked to prevent unauthorized personnel from entering.

#5 Rug at the west entrance had upturned edges – trip or fall hazards. Consider routinely replacing with clean rug by rug service company.

Checklist Index

GENERAL INSPECTIONS CHECKLIST INDEX

FACILITY INSPECTIONS

EQUIPMENT INSPECTIONS

Self-Inspection Checklists

GENERAL INSPECTIONS:

ACCIDENT INVESTIGATION

_____ Have accident investigation guidelines/procedures been established?
_____ Are responsibilities assigned for all phases of investigation process?
_____ Who is responsible?
_____ Who completes the records/logs?
_____ Are Risk Management forms used?
_____ Who completes the accident investigation report?
_____ Who ensures corrective actions are implemented and effective?
_____ Are all accidents and near misses investigated?
_____ Are accident investigation recommendations/corrective actions implemented?
_____ Are personnel involved in investigation process trained in investigation techniques and procedures?
_____ Is the accident prevention plan reviewed at least annually?
_____ Are results documented and shared with management/supervisors/ Employees?

INSPECTION COMMENTS/RECOMMENDATIONS

_____
_____
_____
_____

AUDIT/INSPECTION

Are there regularly scheduled and conducted inspections of

_____ facilities?
_____ work-site stations?
_____ vehicles?
_____ equipment and tools?
_____ personal protective equipment?
_____ Are inspection checklists utilized?
_____ Have procedures been established to ensure inspection deficiencies are corrected?

INSPECTION COMMENTS/RECOMMENDATIONS

EMERGENCY RESPONSE

_____ Are emergency response procedures included in your facility plan?
_____ Are emergency routes designated and posted in work areas?
_____ Has emergency organization been established, and people designated by name or position?
_____ Does your emergency communication system include an emergency reporting system?
_____ Does your emergency communication system include posted phone numbers for emergency assistance?
_____ Have all employees been trainee d to understand hazards in the workplace?
_____ Have all employees been trained to understand evacuation procedures?
_____ Have all employees been trained to understand use of protective equipment and clothing?
_____ Are drills programmed and conducted regularly?

INSPECTION COMMENTS/RECOMMENDATIONS

_____
_____
_____
_____

EMPLOYER POSTING

_____ Is the required fire exit workplace poster displayed in a prominent location where all employees are likely to see it?

_____ Are emergency telephone numbers posted where they can be readily found in case of an emergency?

_____ Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to their personal medical and exposure records made readily available to affected employees? (it should be noted that this information must remain confidential and be kept separate from personnel records),

_____ Safety Data Sheets" (SDS) (See Hazard Communication (HazCom Section.)

_____ Are signs concerning "Exiting from buildings," room capacities, floor loading, exposures to X-ray, microwave, or other harmful radiation or substances posted where appropriate?

_____ Have the Panel of Physicians been posted?

_____ Have the Worker's Compensation posters been posted?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

EMPLOYEE PROTECTION

_____ Are first-aid supplies adequate for the type of potential injuries in the workplace?

_____ Are there quick water-flush facilities available where employees are Exposed to corrosive materials?

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

_____ Are protective goggles, glasses and /or face shields worn where there is any danger of flying particles or splashing of corrosive materials?

_____ Are protective gloves, aprons, shields or other means for protection from sharp, hot or corrosive materials?

_____ Are approved respirators provided for regular or emergency used where needed?

_____ Is all protective equipment maintained in a sanitary condition and readily available?

_____ Where special equipment is needed for electrical workers, is it available?

_____ Is protection against the effects of occupational noise exposure provided when the sound levels exceed recommended noise standards?

_____ Is there a Procedure/Policy defining the PPE Program?

_____ Has an PPE assessment been completed to determine PPE requirements?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

ENVIRONMENTAL CONTROLS

_____ Are all work areas properly illuminated?
_____ Are employees instructed in proper first aid and other emergency procedures?
_____ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
_____ Are employees instructed with established guidelines concerning hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?
_____ Has the training been documented?
_____ 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's ventilation system appropriate for the work being performed?
_____ Are spraying operations done in approved spray rooms or approved booths equipped with an appropriate exhaust system?
_____ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time or other means?
_____ Are welders and other workers nearby provided with flash shields during welding operations?
_____ If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels monitored with use of proper equipment. i.e. color metric tube, etc. and maintained below maximum acceptable concentration?
_____ Has there been a determination that noise levels in the facilities are within acceptable levels?
_____ Are steps being taken to use engineering controls to reduce excessive noise levels?
_____ Are proper precautions being taken by AUTHORIZED PERSONNEL ONLY when handling asbestos and other fibrous materials (only by certified contractors)?
_____ Are caution labels and signs used to warn of asbestos?
_____ Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
_____ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
_____ Are grinders, saws, and other machines that produce respirable dust vented to an industrial collector or central exhaust system?

_____ Are local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application, ducts not plugged or belts slipping?

_____ Is personal protective equipment provided, used and maintained whenever required?

_____ Are there written standard operating procedures for the selection, use, and care 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 not suitable for drinking clearly identified?

_____ Are employees' physical capabilities assessed before being assigned to jobs requiring heavy works?

_____ Are employees instructed in the proper manner of lifting heavy objects?

_____ Where heat is a problem, have all fixed work areas been provided with administrative control (exposure times, break time, etc.), spot cooling or air conditioning?

_____ Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?

_____ Are employees working on the streets or roadways where they are exposed the hazards of traffic, required to wear bright colored (traffic orange) warning vests?

_____ Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within a building or other enclosed area?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

FIRE PROTECTION

_____ Is your local fire department well acquainted with your facilities, its location and specific hazards?
_____ If you have a fire alarm system, is it certified as required?
_____ If you have a fire alarm system, is it tested at least annually?
_____ If you have interior standpipes and valves, are they inspected regularly?
_____ If you own the outside fire hydrants, are they flushed at least once a year and on a routine preventative 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 doors and shutter fusible links in place?
_____ Are automatic sprinkler system water control valves, air and water pressure checked annually as required?
_____ Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
_____ Are sprinkler heads protected by metal guards, when exposed to physical damage?
_____ Is proper clearance maintained below sprinkler heads?
_____ Are smoke detectors operational and tested monthly?
_____ Are portable fire extinguishers provided in adequate number and type?
_____ Are fire extinguishers mounted in readily accessible site and their location clearly identified?
_____ Are fire extinguishers inspected monthly by assigned personnel to ensure adequate charge, serviceability, mounted properly and documented on the inspection tag; inspected annually by authorized distributor?
_____ Are employees periodically instructed in the use of extinguishers and fire protection procedures?
_____ Is there a minimum clearance of three feet between the front of electrical panels and equipment and any combustibles?
_____ Is there a minimum clearance of four feet in front of heating equipment or any open flame devices?
_____ Do elevators return to the ground floor when the fire alarm goes off?

INSPECTION COMMENTS/RECOMMENDATIONS

_____
_____
_____
_____

FIRST AID AND MEDICAL SERVICES

_____ Is there a hospital, clinic, or infirmary for medical care in proximity (20 minutes of your work place)?

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

_____ If an employee is expected or required to render first aid, have proper precaution been taken by the employer (offered the Hepatitis B series and document the acceptance or declination, universal precaution training, blood-borne pathogen training offered and documented)?

_____ Are medical personnel readily available for advice and consultation on matters of employee's health?

_____ Are emergency phone numbers posted?

_____ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? (Ensure the kit contains one-way micro-shield CPR devices, disposable gloves (protective), and does not contain oral medications.)

_____ Are means provided for quick drenching or flushing of the eyes and body (for a minimum of 15 minutes) in areas where corrosive liquids or material are handled?

_____ Is there a checklist/inventory of what is supposed to be in the kit?

INSPECTION COMMENTS/RECOMMENDATIONS

_____

_____

_____

_____

HAZARDOUS CHEMICAL EXPOSURE

_____ Are employees trained in safe handling of hazardous chemicals such as acids, caustics, etc.?

_____ Are bulk drums of flammable liquids and transfer vessels grounded and bonded during dispersing (drums must be part of the grounding system)?

_____ Are employees aware of the potential hazards 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., “CAUSTICS”?

_____ Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, 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 chemical liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?

_____ Have standard operating procedures been established and are they being followed when cleaning up chemical spills?

_____ Where needed for emergency use, are respirators stored in a convenient, clean, and sanitary location with an appropriate inspection record?

_____ Are respirators intended for emergency use adequate for the various uses for which they may be needed?

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

_____ Is personal protective equipment provided, used, and maintained whenever necessary?

_____ Are there written standard operating procedures for the selection and use of respirators where needed?

_____ If you have a written respirator protection program, are your employees instructed on the correct usage and limitations of the respirators? Are the respirators NIOSH approved for this particular application? Are they regularly inspected and cleaned, sanitized and maintained? Is the inspection documented?

_____ Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?

_____ Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, etc.? 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 which may be generated in your workplace?

_____ Is ventilation equipment provided for removal of contaminants from such operations as: production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly?

_____ Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?

_____Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?

_____If internal combustion engines are used, is carbon monoxide kept within acceptable limits?

_____Is vacuuming used, rather than blowing or sweeping dust whenever possible for clean up?

_____ Are materials that give off toxic asphyxiate, suffocation, or anesthetic fumes, stored in remote locations when not in use?

_____Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?

INSPECTION COMMENTS/RECOMMENDATIONS

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HAZARD COMMUNICATION (HazCom)

_____ Is Hazard Communication Act Right to Know/GA Public Employees Hazardous Chemical Protection and Right to Know Act of 1988“Notice to Employees” posted in all work areas?
_____ Have new employees received initial training?
_____ Have all employees received annual refresher training?
_____ Have employees been trained on the Global Harmonization System (GHS)?
_____ Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
_____ Is there a list of hazardous substances used in your workplace?
_____ Is there a Safety Data Sheet (SDS) readily available for each hazardous substance used?
_____ Are the SDS sheets filed in available workbooks?
_____ Are hazardous materials storage standards practiced?
_____ Do you determine and provide the personal protective equipment required for the handling of the hazardous materials?
_____ 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 a written hazard communication dealing with Safety Data Sheets (SDS), labeling, and employee training?
_____ Is there an employee training program for hazardous substances?

Does this program include:

_____ An explanation of what an SDS is and how to use and obtain one?
_____ SDS content for each hazardous substance or class of substance?
_____ An explanation of “Right to Know?”
_____ Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?
_____ The physical and health hazards of substances in the work area, and specific protective measures to be used?
_____ Details of the hazard communications program, including how to use the labeling system and SDS’s?
_____ Require the review of the SDS’s by all employees who will be working with the hazardous material?
_____ Train employees in the proper handling of the hazardous materials including the use of properly fitted personal protective equipment?

_____ Monitor and enforce the use of the personal protective equipment?
_____ Document the training?

INSPECTION COMMENTS/RECOMMENDATIONS

NOISE

_____ Are there areas in the workplace where continuous noise levels exceed the Action Level of 85dBA?

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

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

_____ Are noise levels being measured for an 8-hour time weighted average and records being kept?

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

_____ Is approved hearing protective equipment (noise attenuating devices with the proper Noise Reduction Rating) available to every employee working in noisy areas?

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

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

_____ Have you considered conducting a baseline audiometric test been performed on an employee prior to employment?

_____ Have you considered conducting audio-metric testing on employees in high noise areas to ensure that you have an effective hearing protection system?

INSPECTION COMMENTS/RECOMMENDATIONS

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PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (Employee Protection)

_____ Are first-aid supplies adequate for the type of potential injuries in the workplace?

_____ Are protective goggles or face shields provided and worn where there is any danger of flying particles of 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 splashing of liquids, punctures, abrasions, contusions, or burns?

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

_____ Are protective gloves, aprons, shields, or other means provided against cuts, hot or corrosive liquids and chemicals?

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

_____ Are hard hats inspected periodically for damage to the shell and suspension system?

_____ Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating action?

_____ Are approved respirators provided for regular or emergency use where needed?

_____ Is all protective equipment maintained in a sanitary condition and ready for use? If protective clothing is provided and maintained by the employer is it a requirement that the employee may not bring the possibly contaminated clothing out of the work area?

_____ Do you have eyewash and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?

_____ Where special equipment is needed for electrical workers, is it available?

_____ Where lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?

_____ Is safety accountability included in all annual performance communications documents?

_____ Is protection against the effects of occupational noise exposure provided when the sound levels exceed recommended noise standards?

INSPECTION COMMENTS/RECOMMENDATIONS

RECORD KEEPING

_____ Are employee's medical records and the record of employee's exposure harmful to hazardous substances or physical agents up-to-date (must be kept confidential and separate personnel files)?

_____ Are employee training records maintained and available for employee review?

_____ Have arrangements been made to maintain required records for the legal period of time for each specific type record?

_____ Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks, etc.?

INSPECTION COMMENTS/RECOMMENDATIONS

SAFETY AND HEALTH PROGRAM

_____ Is there a written policy statement?
_____ Are current policy statements signed by management?
_____ Are copies of the policy provided to new employees?
_____ Is someone responsible for the development, implementation and enforcement of the accident prevention plan?
_____ Are employee/supervisor responsibilities and authority assigned?
_____ Has a safety team been established to monitor the safety and health program?
_____ Is there an established procedure for handling employee safety and health complaints?
_____ Do you have an active safety and health program in operation?
_____ Is one person clearly responsible for the overall activities of the safety and health program?
_____ Do you have a safety committee or group made up of management and labor representatives that meet regularly and report in writing on its activities?
_____ Do you have a working procedure for handling in-house employee complaints regarding safety and health?
_____ Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?
_____ Are professional safety services or other sources utilized in revising or updating safety program?
_____ Are follow-up procedures in place?
_____ Is safety accountability included in all annual performance communications documents?
_____ Are records kept on job-related accidents, injuries and illnesses?
_____ Is there written documentation of safety activities (meetings, training, inspections, etc.)?

INSPECTION COMMENTS/RECOMMENDATIONS

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SAFETY AND HEALTH TRAINING

_____ Have new employees received orientation training?
_____ Do employees participate in regularly scheduled safety meetings?
_____ Does management provide resources and participate in employee training?
_____ Have employees received and documented required training?
_____ Do all employees receive refresher training at least annually?
_____ Have employees received instruction on reporting procedures to report unsafe conditions, defective equipment, unsafe acts, incidents, accidents and near misses?
_____ Have supervisors received instruction in accident investigation and hazard abatement?

INSPECTION COMMENTS/RECOMMENDATIONS

SANITATION - PROCEDURES FOR EQUIPMENT AND CLOTHING

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

_____ Are employees prohibited from interchanging personal protective equipment, unless it has been properly cleaned?

_____ Are machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

_____ Are employees prohibited from smoking or eating in any area where contaminates that could be injurious if ingested are present?

_____ When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?

_____ Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?

_____ When equipment, materials, or other items are taken into or removed from a carcinogen-regulated area, is it done in a manner that will contaminate nonregulated areas or the external environment?

INSPECTION COMMENTS/RECOMMENDATIONS

TRANSPORTING EMPLOYEES AND MATERIALS

_____ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?

_____ When fifteen 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?

_____ Is each van bus or truck used regularly to transport employees, equipped with an adequate number of seats?

_____ When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?

_____ Are vehicles used to transport employees equipped with lamps, breaks, horns, mirrors, windshields and turn signals in good repair?

_____ Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?

_____ Do transport vehicles have at least two reflective type flares or triangles?

_____ Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained 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 which are secured in place?

_____ Are employees prohibited from riding on top of any load that can shift, topple, or otherwise become unstable?

_____ Are employees prohibited from jumping down from vehicles?

INSPECTION COMMENTS/RECOMMENDATIONS

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Facility Inspections

AISLES/WALKWAYS

_____ Are aisles and passageways kept clear?
_____ Are aisles and walkways marked appropriately?
_____ Are wet surfaces covered with non-slip materials?
_____ Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe?
_____ Are there safe clearances for walking in aisles where motorized or mechanical handling equipment is operating?
_____ Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?
_____ Are spilled materials cleaned up immediately?
_____ Are changes of direction or elevation 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 entire length of any aisle or walkway?
_____ Are standard guardrails provided whenever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
_____ Are bridges provided over conveyors and similar hazards?

INSPECTION COMMENTS/RECOMMENDATIONS

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BUILDING INSPECTION – EXTERIOR

_____ Is building address or identification clearly visible?
_____ Is an unobstructed access road to the building provided?
_____ Are all building sides accessible to emergency equipment?
_____ Are fire hydrants accessible?
_____ Are sprinkler/standpipe connections accessible?
_____ Are sprinkler/standpipe connections clearly marked?
_____ Does building appear to be in good repair?
_____ Is building free from signs of vandalism?
_____ Are exterior walls free from cracks or other damage?
_____ Are windows free from cracks or broken panes?
_____ Has vegetation been cut back from the building?
_____ Are combustible materials stored away from the building?
_____ Are there any signs of damage to the building?

Parking Lots
_____ Are parking lots free of hazardous breakup, damage and debris?
_____ Are dead tree limbs trimmed?
_____ Are parking barriers in good repair and properly placed?
_____ Are parking lots included in the inspection program?

Sidewalks (also see "SIDEWALKS" checklist section)
_____ Are sidewalks free of hazardous cracks, break-up, damages and debris?
_____ Are sidewalks surfaces have non-slip characteristics?
_____ Are sidewalks included in the inspection program?

Steps and Stairs (also see "STAIRS AND STAIRWAYS" checklist section)
_____ Are steps and stairs free of hazardous cracks, break-up, damages and debris?
_____ Are stairs and stairways surfaces, non-slip in character?
_____ Are handrails in place and in good repair where appropriate?
_____ Are steps and stairs included in the inspection program?

INSPECTION COMMENTS/RECOMMENDATIONS

BUILDING INSPECTION – INTERIOR
(Including Offices)

Electrical

_____ Are all electrical panels secured?
_____ Is a 3-foot clearance provided around all electrical panels?
_____ Are all electrical rooms free from combustible storage?
_____ Are all electrical panels cool to the touch?
_____ Are all electrical panels free from evidence of burning?
_____ Have all electrical circuits been identified?
_____ Are all electrical switches and receptacles in good repair?
_____ Has the use of extension cords been discontinued?
_____ Have Ground Fault Circuit Interrupters (GFCIs) been provided on circuits in proximity to water?

Heating system

_____ Is a 3-foot clearance provided around all heating equipment?
_____ Are furnace/boiler rooms kept locked?
_____ Are furnace/boiler rooms free from combustible storage?

Smoking

_____ Is smoking prohibited in the building?
_____ Are designated smoking areas properly identified?
_____ Are non-combustible receptacles provided in smoking areas?
_____ Are smoking materials disposed of properly?

Housekeeping

_____ Is the work area clean and orderly?
_____ Have all unnecessary items been removed?
_____ Are floors clean, dry and not slippery?
_____ Are spills mopped up in a timely manner?
_____ Is someone designated to monitor removal of slip, trip and fall hazards (slippery rugs, upturned rug edges, frayed carpet, loose cords, melting ice and snow)?
_____ Are aisles and passageways clearly marked?
_____ Is regular pest control performed (if necessary)?
_____ Is trash removed from the building daily?
_____ Is storage restricted to designated areas?
_____ Is storage neatly arranged?

Fire protection

_____Is building equipped with an automatic sprinkler system?
_____ Is main sprinkler control value accessible?
_____ Are all valves supplying water or air to the system open?
_____ Is sprinkler system tested on a quarterly basis?
_____ Are spare sprinkler heads available in the building?
_____ Is building equipped with a fire detection system?
_____ Does the system protect the entire building?
_____ Does system provide an alarm signal in the building?
_____ Does an alarm company monitor alarm system operation?
_____ Is alarm system tested on a monthly basis?
_____ Is main alarm panel in normal operating condition?
_____ Are all fire extinguishers inspected on a monthly basis?
_____ Do all extinguishers have a current inspection tag?

Emergency Evacuation

_____ Are all exits and travel paths identified with "EXIT" signs?
_____ Are travel paths leading to exits free of obstructions?
_____ Are exits unlocked and operational?
_____ Are working emergency lights provided in the building?
_____ Are evacuation diagrams posted throughout the building?
_____ Have all employees been trained to understand evacuation procedures?

Steps and Stairs (also see "STAIRS AND STAIRWAYS" checklist section)

_____ Are steps and stairs free of hazardous cracks, break-up, damages and debris?
_____ Are stairs and stairways surfaces, non-slip in character?
_____ Are handrails in place and in good repair where appropriate?
_____ Is storage in the stairwell prohibited?
_____ Are steps and stairs included in the inspection program?

Miscellaneous

_____ Has flammable storage been limited to designated areas?
_____ Is all cooking equipment protected by extinguishing systems?
_____ Is cooking equipment clean?
_____ Are all computer areas free from combustible storage?

INSPECTION COMMENTS/RECOMMENDATIONS

CONFINED SPACES

_____ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

_____ Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials shut off and blanked or disconnected and separated before entry?

_____ Are all impellers, agitators, or other moving equipment inside confined spaces locked-out if they present a hazard?

_____ Is either natural or mechanical ventilation provided prior to confined space entry?

_____ Are appropriate atmospheric tests performed to check Oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?

_____ Is adequate illumination provided for the work to be performed in the confined space?

_____ Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

_____ Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?

_____ Is the standby employee appropriately trained and equipped to handle an emergency?

_____ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?

_____ Is the approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

_____ Is all portable electrical equipment used inside confined spaces either grounded or insulated, or equipped with ground fault protection?

_____ Before gas welding or burning is started in a confined space, are hoses check for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?

_____ If the employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5% by volume?

_____ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure that exhaust gases are vented outside the enclosure?

_____ Is each confined space for decaying vegetation or animal matter that may produce methane?

_____ Is the confined space checked for possible industrial waste that could contain toxic properties?

_____ If the combined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

INSPECTION COMMENTS/RECOMMENDATIONS

ELECTRICAL

_____ Do you specify compliance with National Electrical Code (NEC) for all contract electrical work?

_____Have these employees been trained in Lock Out-Tag?

_____ Are all outlets grounded?

_____ Are “cheater plugs” (3 prong to 2 prong) being used?

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

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

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

_____ Are portable electric tools, electrical appliances such as vacuum cleaners, polishers, vending machines etc., and equipment grounded or of the double insulated type?

_____ Do extension cords being used have a grounding conductor?

_____ Are multiple plug adapters prohibited?

_____ Are ground-fault circuit interrupters (GFCI) installed on each temporary 15 or 20 Ampere, 120 Volts AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?

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

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

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

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

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

_____ Are all cords, cables and raceway connections intact and secure?

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

_____ Is the location of electric power lines and cables (overhead, underground, under-floor, other than side-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 into contact with energized parts of equipment or circuit conductors?

_____ Is the use of metal ladders prohibited in areas where the ladders or the person using the ladder could come into contact with energized parts of equipment, fixtures, or circuit conductors?

_____ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

_____ Are disconnecting means always opened before fuses are replaced?

_____ Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?

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

_____ Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?

_____ Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?

_____ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?

_____ Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?

_____ Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating)

_____ Is low voltage protection provided in the control device of motors driving machines or equipment, which cause probable injury from inadvertent starting?

_____ Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?

_____ Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?

_____ Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?

_____ Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardio-pulmonary resuscitation (CPR) methods?

_____ Are employees prohibited from working alone on energized lines or equipment over 500 volts?

INSPECTION COMMENTS/RECOMMENDATIONS

ELEVATED SURFACES, FLOOR AND WALL OPENINGS

_____ Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
_____ Are standard 4-inch toe-boards installed around the edges of permanent floor opening beneath which people or machinery could be exposed to falling objects)?
_____ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
_____ Is the glass in the windows, door, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
_____ Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
_____ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
_____ Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
_____ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a Self-closing feature when appropriate?
_____ Are signs posted, when appropriate, showing the elevated surface load capacity?
_____ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
_____ Is a permanent means of access and egress provided to elevated storage and work surfaces?
_____ Is required headroom provided where necessary?
_____ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, collapsing, rolling or spreading?
_____ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

INSPECTION COMMENTS/RECOMMENDATIONS

EXITING OR EGRESS

_____ Are all exits marked with an exit sign?
_____ Are the directions to exits, when not immediately apparent, marked with visible signs?
_____ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked “NOT AN EXIT,” “TO BASEMENT,” “STOREROOM’” etc.?
_____ Are exit signs provided with the word “EXIT” in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide?
_____ Are exit doors side-hinged?
_____ Are aisles width maintained?
_____ Are all exits kept free of obstructions?
_____ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
_____ 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 and function?
_____ Are exit stairways which are required to be separated from other parts of the building, enclosed by at least a 2-hour fire-resistive construction in buildings more than 4 stories in height, and not less than 1-hour fire-resistive construction elsewhere?
_____ Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1-foot vertical and 12 feet horizontal?
_____ Where exiting will be through flameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirement s for human impact?
_____ Are doors, which are required to serve as exits, designed and constructed so that the way of exit travel is obvious and direct?
_____ Are windows, which could be mistaken for exit doors, made inaccessible by means of barriers and railings?

_____ Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort (opened with one motion) when the building is occupied?

_____ Is a revolving, sliding or overhead door prohibited from serving as a required exit door?

_____ Where panic hardware is installed on a required exit door, will it allow to door to open by applying a force of 15 pounds or less in the direction of the exit traffic?

_____ Are doors on cold storage rooms provided with an inside release mechanism, which will release the latch and open the door even if it is padlocked or otherwise locked on the outside?

_____ Where exit doors open directly onto any street, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

_____ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

INSPECTION COMMENTS/RECOMMENDATIONS

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FLAMMABLE AND COMBUSTIBLE MATERIALS

_____ Are combustible scraps, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work-site daily?

_____ Is proper storage practiced minimizing the risk of fire and spontaneous combustion?

_____ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?

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

_____ Are all flammable liquids kept in closed containers when not in use (e.g. pans, cleaning tanks etc.)?

_____ Are bulk drums of flammable liquids and transfer vessels grounded and bonded during dispersing (drums must be part of the grounding system)?

_____ Do storage rooms for flammable and combustible liquids have explosion-proof lights?

_____ Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?

_____ Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?

_____ Are liquefied petroleum gas storage tanks guarded to prevent damage from vehicles?

_____ Are no smoking signs posted around liquefied petroleum gas tanks?

_____ Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?

_____ Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers?

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

_____ Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?

_____ Are fuel gas cylinders separated by distance, fire resistant barriers, etc. 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.

Class D Metal Powders.
Class K Kitchen area

_____ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet 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?
_____ 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 equipment?
_____ Are "NO SMOKING" signs posted, and rules enforced in appropriate areas where flammable or combustible materials are used or stored?
_____ Are safety cans used for dispensing flammable or combustible liquids at a point of use?
_____ Are all spills of flammable or combustible liquids cleaned up promptly?
_____ Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure, because of filling, emptying, or atmosphere temperature changes?
_____ Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?

INSPECTION COMMENTS/RECOMMENDATIONS

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GROUNDS (Including Campgrounds)

_____ Are there any apparent signs of physical contamination: dead vegetation, noticeable stains on the ground, standing oil?
_____ Are any chemicals or fuels handled on the grounds; were there ever?
_____ Could activities on adjacent properties pose any environmental risks?
_____ Do you have any underground storage tanks (UST) in use, currently?
_____ Does your facility have any old unused USTs on the premises?
_____ Do you store any hazardous materials in USTs?
_____ Do you store any petroleum products in USTs?
_____ Has your location notified the appropriate state agency about its USTs?
_____ Have you determined and used the proper EPA or state notification form?
_____ Are the USTs on your premises visually inspected on a regular basis?
_____ Have you instituted a method of release detection for your USTs?
_____ Do you know and follow release reporting, investigation and confirmation procedures?
_____ Do you have any areas (parking lot, excavation area, refuse area) where storm water runoff would be contaminated with hazardous pollutants?
_____ If hazardous waste is stored on the grounds, are all hazardous waste requirements complied with?
_____ Are there any dead branches that could break off and cause damage in the event of a strong wind?
_____ Are there dead branches or other debris on the ground, potholes, protruding rocks or campsite indicators causing trip and fall hazards?
_____ Is there surface water standing on the ground, that requires drainage?
_____ Is there any naturally occurring skin irritants or dermatitis-inducing agents such as Poison Ivy, Poison Oak, and Poison Sumac that should be removed?

INSPECTION COMMENTS/RECOMMENDATIONS

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HAZARDOUS WASTE/CHEMICAL STORAGE AREAS

_____ Have all employees been trained to understand specific responsibilities in an emergency?
_____ Is emergency information posted in every area where you store hazardous waste an all containers appropriately labeled with contents?
_____ Is the necessary emergency equipment available (fire extinguishers, spill control supplies, absorbents, SDSs)?
_____ Do you have containers that you use to store waste temporarily (accumulate) before transport?
_____ Does each accumulation container meet hazardous waste container requirements?
_____ Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the work site?
_____ Is each accumulation container marked with the date accumulation began and contents?
_____ Is each container kept closed, except when adding or removing waste?
_____ Does your hazardous storage area provide secondary containment?
_____ Are areas where containers are stored inspected for leaks at least weekly?
_____ Are containers holding ignitable or reactive wastes stored at least 50 feet within the facility's property line?
_____ Is there enough aisle space to allow unobstructed movement of personnel and equipment?
_____ Is each container that is being shipped marked in accordance with DOT requirements?
_____ Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
_____ Are firm separators placed between containers of combustibles or flammables when stacked one upon another to assure their support and stability?
_____ Are all containers over 30 gallons stacked individually?
_____ Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly?
_____ Is proper storage practiced minimizing the risk of fire including spontaneous combustion?
_____ Are all connections on drums and combustible liquid piping, vapor and liquid tight?

_____ Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.)?

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

_____ Are safety cans used for dispensing flammable or combustible liquids at point of use?

_____ Are all spills of flammable or combustible liquids cleaned up promptly?

_____ Are storage tanks adequately vented and equipped with emergency venting?

_____ Is smoking ban enforced in the areas involving storage and use of hazardous materials?

INSPECTION COMMENTS/RECOMMENDATIONS

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HOUSEKEEPING AND GENERAL WORK ENVIRONMENT

_____ Is smoking only permitted in “designated” smoking areas?
_____ Are “no smoking” and “smoking” signs prominently posted?
_____ Are approved covered metal containers used for oily and paint-soaked waste?
_____ Are flammables stored in approved flammable cabinets?
_____ Are waste receptacles provided and emptied regularly?
_____ Are spray paint booths, dip tanks and their exhaust ducts cleaned regularly?
_____ Is lighting in all areas adequate?
Are building exit signs operating and emergency exits clear and provided with inside opening devices?
_____ Are floor load capacities posed in second floor lofts and storage areas?
_____ Are floor openings protected with toe boards and railings, or a floor hole cover?
_____ Are stairways in good condition, with standard railings provided for every flight having four or more risers?
_____ Are portable ladders adequate for their purpose, in good condition, and provided with secure footing?
_____ Are fused ladders equipped with side rails, cages or special safety climbing devices and in good condition?
_____ Are aisles and passageways marked and free of obstructions?

INSPECTION COMMENTS/RECOMMENDATIONS

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LABORATORIES - SCIENCE

Work Habits

_____ Is it the policy of the facility to encourage people to never work alone in a science laboratory or storage area?
_____ Is eating, drinking, smoking, chewing gum or tobacco banned in a science laboratory or storage room unless a designated “clean area” is provided?
_____ Is the storage of food or beverages in the laboratory environment prohibited?
_____ Is it a policy to never pipette by mouth?
_____ Is washing hands before and after work in a science laboratory, and after spill cleanups required?
_____ Is loose clothing (e.g. sleeves, full cut blouses, neckties etc.), long hair and dangling jewelry prohibited?
_____ Is it required to tape all Dewar flasks?
_____ Is it a policy to never leave heat sources unattended (e.g. gas burners, hot plates, heating mantles, sand baths, etc.)?
_____ Is it required that the storage of reagents and/or apparatus be on a lab bench, and that lab shelves be kept organized?
_____ Is it a policy to never place reactive chemicals (in bottles, beakers/flasks, wash bottles, etc.) near the edges of a lab bench?
_____ Is a fume hood required when working with volatile substances?
_____ Are employees instructed not to lean into the fume hood?
_____ Is the use of the fume hood as a storage area prohibited?
_____ Are the Safety Data Sheets (SDS) for each chemical obtained and read before beginning an experiment and kept in a designated area for easy access?
_____ Are new lab procedures analyzed in advance to determine hazardous areas?
_____ Are accidents analyzed to prevent repeat occurrences?
_____ Is protection provided for not only the lab worker but also the lab partner working nearby?
_____ Is mixing and disposing of chemicals in the sink drain prohibited?
_____ Are co-workers always informed of plans to carry out hazardous work?
_____ To allow meaningful retrospective contamination studies, is a record kept of who worked with what, when, and how long?

_____ Are regular in-house safety and health inspections performed with an emphasis on improvement rather than guilt?
_____ Are lab occupants informed regarding the alarm bell and what to do if it sounds?
_____ Does your facility conduct regular fire or emergency drill with critical reviews of the results?
_____ Have all employees been trained to understand specific responsibilities in an emergency?
_____ Is there an established procedure in case of an emergency (e.g. what devices should be turned off, which escape route to use, a personnel meeting place outside the building, a person designated to authorize re-entry into the building)?
_____ Have lab personnel received current training in first aid, CPR, etc?

Safety Wear

_____ Is American National Standards Institute (ANSI) or equivalent standard approved eye or face protection worn continuously?
_____ Are employees required to wear gloves which will resist penetration by the chemical being handled and which have been checked for pin holes, tears, or rips?
_____ Are personnel required to wear a laboratory coat or apron to protect skin and clothing from chemicals?
_____ Must employees wear footwear that covers the feet completely - no open-toe shoes?

Facilities and Equipment

_____ Are separate containers for trash and broken glass required?
_____ Are emergency response procedures indicated in the facility plan?
_____ Have all employees been trained to understand specific responsibilities in an emergency?
_____ Are emergency routes designated and posted in work areas?
_____ Are all escape routes, and alternate escape routes monitored to ensure they are not obstructed?
_____ Are fire doors monitored to ensure that they are not blocked open?
_____ Is it a facility policy to never store materials in lab or in aisles?
_____ Do all moving belts and pulleys have safety guards?
_____ Are lab personnel instructed in the proper use of the eyewash fountain, emphasizing rolling of the eyeballs, and turning eyelids “inside-out”?
_____ Are eyewash fountains installed which supply at least 15

minutes of water flow?

_____ Are safety showers and eyewash fountains regularly inspected and documented?

_____ Does your facility sample breathing air space for measurement of possible contaminants, and document the report?

_____ Are fire blankets regularly inspected for rips and holes and keep good records of the inspections?

_____ Are current emergency phone numbers posted next to the phone?

_____ Are fire extinguishers placed near an escape route, not in a “dead end”?

_____ Does your facility regularly maintain fire extinguishers, maintain records, and train personnel in the proper use of extinguishers?

_____ Are personnel familiarized with the meaning of “Class A fire”, “Class B fire”, etc., and how they relate to fire extinguisher use?

_____ Are hoods regularly checked for proper draft and ensure that exhaust air from an external hood vent is not redrawn into room air?

_____ Are all compressed gas cylinders secured when in use and while being transported?

_____Are the empty and full compressed gas cylinders separated and marked as such?

_____While Oxygen and Acetylene Compressed Gas cylinders are being stored, are they separated at least 20 feet or by a 5 Feet Fire Wall?

_____ Does your facility have installed chemical storage shelves with lips (never use stacked boxes in lieu of shelves)?

_____ Is it required that your lab use only an explosion-proof refrigerator for lab storage?

_____ Does your facility have appropriate equipment and materials available for spill control and replaced when it becomes out dated?

INSPECTION COMMENTS/RECOMMENDATIONS

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MATERIAL HANDLING

_____ Is there safe clearance for equipment through aisles and doorways?
_____ Are aisle-ways designated, permanently marked, and kept clear to allow unhindered passage?
_____ Are motorized vehicles and mechanized equipment inspected daily or prior to use i.e. forklifts?
_____ Are vehicles shut off and breaks set prior to loading or unloading?
_____ Are containers of combustible or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
_____ Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
_____ Are trucks and trailers secured from movement during loading and unloading operations?
_____ Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?
_____ Are hand trucks maintained in safe operating condition?
_____ Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?
_____ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
_____ At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?
_____ Are pallets usually inspected before being loaded or moved?
_____ Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
_____ Are securing chains, ropes, chocks, or slings adequate for the job to be performed?
_____ When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
_____Are the hoists in the building annually inspected by an outside vendor?
_____ Are safety data sheets available to employees handling hazardous substances?

INSPECTION COMMENTS/RECOMMENDATIONS

OFFICES – see "Building Inspection – Interior"
PARKING LOTS – see "Building Inspection Exterior"

PIPING SYSTEM IDENTIFICATION

_____ 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?

_____ When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?

_____ When pipelines are identified by color painting, are all visible parts of the line so identified?

_____ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?

_____ When pipelines are identified by color is the color code posted at all locations where confusion could introduce hazards to employees?

_____ When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?

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

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

INSPECTION COMMENTS/RECOMMENDATIONS

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SIDEWALKS

_____ Are proper standards used when designing or modifying a sidewalk? Is there a standard established to inspect sidewalks for defects and the type, size/severity, and locations? Such as:

_____ blow-up
_____ depression
_____ cracking
_____ gaps
_____ faulting
_____ tilting
_____ separating
_____ scaling
_____ swelling
_____ rises and drop-offs
_____ improper drainage, etc.?

Are sidewalks routinely inspected for obstructions:

_____ vehicles
_____ tree limbs
_____ dirt/debris
_____ vegetation, etc.?
_____ Are bridges provided over permanent hazards that cannot be bypassed?
_____ Are the deficiencies documented and repaired?

INSPECTION COMMENTS/RECOMMENDATIONS

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STAIRS AND STAIRWAYS

_____ Are stairways free of hazardous cracks, break-up, damage and debris?
_____ Are standard stair rails or handrails on all stairways having four or more risers?
_____ Are all stairways at least 22 inches wide?
_____ Do stairs have at least a 6'6" overhead clearance?
_____ Do stairs angle no more than 50 and no less than 30 degrees?
_____ Are stairs of hollow pan type treads and landings filled to noising level with solid material?
_____ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7 ½ inches?
_____ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
_____ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
_____ Do stairway handrails have at least 1½ inches of clearance between the handrails and the wall or surface they are mounted on?
_____ Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?
_____ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
_____ Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
_____ Is the vertical distance between stairway landings limited to 12 feet or less?

INSPECTION COMMENTS/RECOMMENDATIONS

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VEHICLE MAINTENANCE AREA

_____ Are correct lockout/tagout procedures in use?
_____ Is compressed air for cleaning less than 30 psi?
_____ Are storage cabinets used to hold flammable liquids, labeled “Flammable – Keep Fire Away?”
_____ Are flammable liquids, such as gasoline, kept in a safety can?
_____ If carbon monoxide is present, due to forklifts, heaters or idling vehicles, are signs posted warning of its presence?
_____ Is all machinery and equipment kept clean and properly maintained?
_____ Is protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
_____ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
_____ Are all spilled materials or liquids cleaned up immediately?
_____ Do you have emergency eye wash and shower facilities within the work area where employees are exposed to injurious corrosive materials?
_____ Is it prohibited to fuel and internal combustion engine with a flammable liquid while the engine is running?
_____ Are fueling operations done in such a manner that likelihood of spillage will be minimal?
_____ When spillage occurs during fueling operations is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?
_____ Are batteries charged in a properly vented room?
_____ Is smoking ban enforced?
_____ Are facilities provided for flushing spilled electrolyte?
_____ Do you prevent open flames, sparks in immediate area?
_____ Is required personal protective equipment used?
_____ Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
_____ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
_____ Are fueling operations done in such a manner that likelihood of spillage will be minimal?
_____ Are fuel caps replaced and secured before starting the engine?
_____ In fueling operations, is the proper grounding maintained between the container and the fuel tank?
_____ Are fueling hoses of a type designed to handle the specific type of fuel?
_____ Is it prohibited to handle or transfer gasoline in open containers?
_____ Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?

_____ Is smoking prohibited in the vicinity, of fueling operations?
_____ Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
_____ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?
_____ Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?
_____ Where tires wheels with split rims and/or retainer rings banned from use?
_____ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?
_____ Does the tire inflation control valve automatically shut off the airflow, when the valve is released?
_____ Are employees strictly forbidden from taking a position directly over or in front of a tire while it is being inflated?

INSPECTION COMMENTS/RECOMMENDATIONS

WATERFRONT FACILITIES

Warning Signs and Bulletin Boards

_____ Are signs posted relative to waterfront safety (warnings, rules, regulations, etc.)?
_____ Are signs and bulletin boards located so they will be seen by all using the facilities before they enter the area?
_____ Where life guards are not provided are there signs denoting this placed at obvious points along the swimming area?

Parking Lots

_____ Are parking lots free of hazardous breakup, damage and debris?
_____ Are dead tree limbs trimmed?
_____ Are parking barriers in good repair and properly placed?
_____ Are parking lots included in the inspection program?

Sidewalks (also see "SIDEWALKS" checklist section)

_____ Are sidewalks free of hazardous cracks, break-up, damages and debris?
_____ Are sidewalks surfaces have non-slip characteristics?
_____ Are sidewalks included in the inspection program?

Steps and Stairs (also see "STAIRS AND STAIRWAYS" checklist section)

_____ Are steps and stairs free of hazardous cracks, break-up, damages and debris?
_____ Are stairs and stairways surfaces non-slip in character?
_____ Are handrails in place and in good repair where appropriate?
_____ Are steps and stairs included in the inspection program?

Zoned Swimming Beaches

_____ Where life guards are not provided are there signs denoting this placed at obvious points along the swimming area?
_____ Are beaches free of hazardous debris?
_____ Are swimming areas inspected on a regular basis for underwater hazards and removed where feasible?
_____ Are appropriate warning signs in place?
_____ Are dead tree limbs trimmed and removed?
_____ Are zoned swimming beaches included in the inspection program?

Playground Slides in Water

_____ Does slide meet U.S. Consumer Product Safety Guidelines?
_____ Has slide been installed in accordance with manufacturer's instructions?
_____ Is the slide included in the inspection program?

Regulatory signs, markers, buoys, and other warning or marking devices

_____ Are all regulatory signs, markers, buoys, and warning or marking devices placed, marked and meet specification with required standards?
_____ Are these devices in serviceable condition?
_____ Are these devices included in the inspection program?

Boat Docks

_____ Have all missing, broken, weak or rotting deck, and structural lumber been replaced?
_____ If planking is used, are gaps between planks less than ½ inch after shrinkage?
_____ Are all frames, anchors, and supports solid and stable?
_____ Are all floats securely attached?
_____ Have loose fasteners, protruding nails, screws, or bolts repaired?
_____ Have exposed open ends of upright stand supporters been covered?
_____ Have any gaps over one inch between dock sections been covered?
_____ Have pull cables on slide-in docks retracted as far as possible?
_____ Are appropriate warning signs in place?
_____ Is a slip free surface maintained on all decking (especially when wet)?
_____ Is all wood material in the structure and decking pressure treated with a preservative?
_____ Do docks have adequate and approved-type floatation material (material which will not become waterlogged or sink when punctured)?
_____ Do docks/slip fingers exceed the minimum freeboard (6 inches above water level)?
_____ Does the substructure have any broken, rusted, or missing members?
_____ Is the access bridge between the shore and the dock stable, slip free and wide enough to permit safe pedestrian passage?
_____ Are all handrails structurally sound, safe and in well-maintained condition?
_____ Does the roof and roof superstructures have any broken, rusted or missing members?

_____ Is there one Coast Guard approved throw-type floatation device with 60 feet of 3/8-inch diameter rope attached or a reach pole on each main walkway or every 200 feet?
_____ When constructing new facilities or alteration of existing facilities, are they barrier free and usable by persons with disabilities?
_____ Are boat docks included in the inspection program?

Boat Ramps

_____ Have damaged surfaces been repaired?
_____ Are boat ramps clear of excess debris?
_____ Has the boat ramp area been checked for underwater hazards and removed where feasible?
_____ Are appropriate warning signs in place?
_____ Are boat ramps included in the inspection program?

Change houses/Bathhouses/Comfort Stations

_____ Have loose or deteriorating lumber, protruding nails or fasteners, loose shingles and other structural damages repaired?
_____ Are floors free on hazardous cracks?
_____ Have hot water heaters and mixing valves been adjusted properly?
_____ Are automatic door closures properly adjusted to prevent slamming?
_____ Are Ground Fault Circuit Interrupters (GFCI) breakers or receptacles installed?
_____ Are all indoor, outdoor, and security lighting operational?
_____ Are all fixtures in good repair?
_____ Are all well pipes/casings, septic system covers, cistern covers and other above-ground fixtures secured and landscaped or marked to make visible if near areas of foot traffic?
_____ Are change houses/bathhouses/comfort stations included in the inspection program?

Facilities for accessibility of disabled persons

_____ Are standard facilities for disabled persons provided at comfort stations and pedestrian access points?
_____ Can disabled persons easily gain access to the waterfront facilities?
_____ Is accessibility of disabled persons to the facilities included in the inspection program?

Miscellaneous structures and equipment on beaches

Inspect the following to ensure that all are in good state of repair, functioning properly and properly placed, secured or anchored when applicable:

_____ individual picnic shelters;
_____ permanent beach play equipment (see “PLAYGROUND” checklist section);
_____ benches;
_____ fire-grates;
_____ picnic tables;
_____ dumpsters;
_____ traffic, directional and informational signs;
_____ rip rap;
_____ security lighting;
_____ lifesaving stations;
_____ retaining walls.
_____ Are these miscellaneous structures and equipment included in the inspection program?

INSPECTION COMMENTS/RECOMMENDATIONS

Equipment Inspections

BATTERY CHARGING AREA- see Vehicle Maintenance Area

COMPRESSED GAS CYLINDERS- see Welding, Cutting, and Brazing

COMPRESSORS/COMPRESSED AIR

_____ Are compressors equipped with pressure relief valves, and pressure gauges?
_____ Are compressor air intakes installed and equipped 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 manufacture's recommendations?
_____ Are safety devices on compressed air systems check frequently?
_____ Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
_____ Are signs posted to warn of automatic starting feature of the compressor?
_____ Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
_____ Is it strictly prohibited to direct compressed air towards a person?
_____ Are employees prohibited from using highly compressed air for cleaning purposes?
_____ If compressed air is used for cleaning off clothing; it's the pressure reduced to less than 10-psi?
_____ When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?
_____ Are safety chains or other suitable locking devices used at couplings of high-pressured hose lines where a connection failure would create a hazard?
_____ Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
_____ When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
_____ When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
_____ Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

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

INSPECTION COMMENTS/RECOMMENDATIONS

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FALL PROTECTION

_____ Are supervisors required to monitor and enforce the use of written fall protection procedures?
_____ Do workers know they are responsible to know and follow fall protection procedures?
_____ If standard fall protection is not feasible, are all workers required to tie off with a full body harness and shock-absorbing lanyard equipped with double locking snaps?
_____ Is the use of body belts as part of a Personal Fall Arrest System (PFAS) prohibited?
_____ Are only locking type snap-hooks permitted for use in personal fall arrest systems and positioning systems?
_____ Is it required that the lanyard must be attached to the D-ring in the center of the back and to a structural member capable of supporting a 5,000-pound load in the event of a fall?
_____ Are tie off points required to be above the head as high as possible?
_____ Is it required that lanyards can be no longer than six feet?
_____ Are employees working from swing scaffolds, boatswain chairs, spider baskets, etc., required to be tied off to an independent lifeline which is securely attached to a structural member?
_____ Is each worker required to have a separate lifeline to themselves?
_____ Is it required that employees working near electrical equipment use nylon or other non-conductive lanyards (steel slings prohibited)?
_____ Are all fall protection equipment protected from damage and kept in good repair i.e. away from grease/oil, dampness, dirt, sunlight?
_____ Is any equipment subject to a fall (in-service loading) immediately removed from service?
_____ Are all employees that are exposed to fall hazards trained in fall protection procedures, held accountable for compliance, and the training documented?
_____Are employees properly trained on Donning & Doffing Fall Protection Equipment?

Is fall protection utilized at the following heights:

_____ Commercial roofing – six feet or higher?
_____ Residential roofing – 25 feet or higher?
_____ General Industry – four feet or higher?
_____ Grain handling facilities – six feet or higher where feasible?
_____ Steel erection – 25 feet or higher?
_____ Scaffolds - 10 feet or higher?
_____ When scaffold is less than 45 inches – six feet or higher?

_____ Fixed ladders – 25 feet or higher?

INSPECTION COMMENTS/RECOMMENDATIONS

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FISH CLEANING STATIONS

_____ Are fish cleaning stations installed in accordance with manufacturers' instructions?
_____ Are instructions for use and appropriate warnings posted?
_____ Are all guards in place?
_____ Is all equipment functioning properly and in clean condition?
_____ What was the date of the last inspection?

INSPECTION COMMENTS/RECOMMENDATIONS

FORKLIFTS - INDUSTRIAL TRUCKS

Also see Material Handling

_____ Are only employees who have been trained in the proper use of hoists allowed to operate them?

_____ Is operator training documented?

_____Are you forklift operators certified every 3 years?

_____Is an Annual Refresher for forklift operators conducted?

_____ Are only trained/certified personnel allowed to operate industrial trucks?

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

_____ Is use of hard hats and appropriate foot protection required?

_____ Are your forklifts, motorized vehicles and mechanized equipment inspected daily or prior to use?

_____ Are all industrial trucks not in safe operating condition removed from service?

_____ Are repairs to fuel and ignition systems conducted only in areas specifically designed for them?

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

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

_____ When spillage occurs during fueling operations is the spilled fuel washed away completely, evaporated or other measures taken to control vapors before restarting the engine?

_____ Are the required lift trucks operating rules posted and enforced?

_____ Is directional lighting provided on each industrial truck that operates in an area with less than 2-foot candles per square foot of generated lighting?

_____ Does each industrial truck have a warning horn, whistle, gong, or other device which can clearly be heard above the normal noise in the areas where operated?

_____ Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?

_____ Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?

_____ Are trucks shut off and breaks set prior to loading or unloading?

_____ Are containers stored, stacked, blocked and limited in height so they are stable and secure?

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

_____ Are trucks and trailers secured from movement during loading and unloading?

_____ Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?

_____ Are motorized and hand/rider safety mechanism designed so that the brakes are applied, and power to drive the motor shuts off when the operator releases his or her grip on the device that controls the travel?

_____ Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure operations do not cause harmful concentration of dangerous gases or fumes?

INSPECTION COMMENTS/RECOMMENDATIONS

[FUELING- See Vehicle Maintenance Area GRINDERS]

Abrasive Wheel Equipment

_____ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
_____ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within ¼ inch of the wheel?
_____ Do the guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
_____ Are bench and pedestal grinders permanently mounted?
_____ Is there signage posted requiring the use of eye protection?
_____ Are goggles or face shields always worn when grinding?
_____ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
_____ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
_____ Does each grinder have an individual on and off control switch?
_____ Is each electrically operated grinder effectively grounded?
_____ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
_____ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
_____ Are splashguards mounted on grinders that use coolant to prevent the coolant reaching employees?
_____ Is cleanliness maintained around grinders?

INSPECTION COMMENTS/RECOMMENDATIONS

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HAND/POWER TOOLS AND EQUIPMENT

_____ Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?
_____ Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?
_____ Are broken or fracture handles on hammers, axes and similar equipment replaced promptly?
_____ Are worn or bent wrenches replaced regularly?
_____ Are appropriate handles used on files and similar tools?
_____ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
_____ Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
_____ Are jacks checked periodically to assure they are in good operating condition?
_____ Are tool handles wedged tightly in the head of all tools?
_____ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
_____ Are tools stored in dry, secure location where they won't be tampered with?
_____ Is eye and face protection used when driving hardened or tempered studs or nails?
_____ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
_____ Are fueling operations done in such a manner that likelihood of spillage will be minimal?
_____ When spillage occurs during fueling operations is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?
_____ Are fuel caps replaced and secured before starting the engine?
_____ In fueling operations, is there always metal contact between the container and the fuel tank?
_____ Are fueling hoses of a type designed to handle the specific type of fuel?
_____ Is it prohibited to handle or transfer gasoline in open containers?
_____ Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?
_____ Is smoking prohibited in the vicinity of fueling operations?
_____ Are fueling operators prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?

_____ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?
_____ Are grinders, saws and similar equipment provided with appropriate safety guards?
_____ Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
_____ Are portable circular saws equipped with guards above and below the base shoe?
_____ Are circular saw guards checked to assure they are now wedged up, thus leaving the lower portion of the blade unguarded?
_____ Are rotating and moving parts of equipment guarded to prevent physical contact?
_____ Are all cords connected, electrically operated tools and equipment effectively grounded or the approved double insulated type?
_____ Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.?
_____ Are portable fans provided with full guards or screens having openings of ½ inch or less?
_____ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the tasks?
_____ 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 deterioration or damage?

INSPECTION COMMENTS/RECOMMENDATIONS

HOIST AND AUXILIARY EQUIPMENT

_____ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
_____ Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?
_____ Is the rated load of each hoist legibly marked and visible to the operator?
_____ Are stops provided at the safe links of travel for trolley hoist?
_____ Are the controls of hoist 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 devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?
_____ Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?
_____ Are nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground or working platform, guarded?
_____ Is it prohibited to use chains or rope slings that are kinked or twisted?
_____ Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
_____ Have slings been inspected and the inspection documented?
_____ Is the hoisting equipment annually inspected by an outside vendor?
_____ Is the operator instructed to avoid carrying loads over people?

INSPECTION COMMENTS/RECOMMENDATIONS

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LADDERS – PORTABLE

_____ Are all ladders maintaining in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely without binding or undue play?
_____ Are non-slip safety feet provided on each ladder?
_____ Are non-slip safety feet provided on each metal or rung ladder?
_____ Are ladder rungs and steps free of grease and oil?
_____ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
_____ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
_____ Are employees instructed to face the ladder when ascending or descending?
_____ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
_____ Are employees instructed not to use the top step of ordinary stepladders as a step?
_____ When portable rung ladders are used to gain access to elevated platforms, roof, etc., does the ladder always extend at least 3 feet above the elevated surface?
_____ Is it required that when portable rung or cleat type ladders are used, the base is so that slipping will not occur, or it is lashed or otherwise held in place?
_____ Are portable metal ladders legibly marked with signs reading "CAUTION – DO NOT USE AROUND ELECTRICAL EQUIPMENT" or equivalent wording?
_____ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purpose?
_____ Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
_____ Are ladders inspected for damage, sharp edges or splinters?
_____ Does location have an annual documented inspection program?
_____ Are the rungs of ladders uniformly spaced?
_____ Is the formula one-foot width for each four feet of height to calculate separation for the base of the ladder from the structure it is leaning against?

INSPECTION COMMENTS/RECOMMENDATIONS

LOCK-OUT TAG-OUT PROCEDURES

_____ Have employees been properly trained in Lock Out Tag procedures and have annual refresher training been conducted?

_____ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required?

_____ Where the power disconnecting means for the equipment does not also disconnect the electrical control circuit?

_____ Are the appropriate electrical enclosures identified?

_____ Is a means provided to assure the control circuit can also be disconnected and locked out?

_____ Is the locking out of control circuits in lieu of locking out main power disconnects prohibited?

_____ Are all equipment control valve handles provided with a means for locking out?

_____ Does the lock out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked out for repairs?

_____ Are appropriate employees provided with individually keyed personal safety locks?

_____ Are employees required to keep personal control of their key(s) while they have safety locks in use?

_____ If there is a master key, is access to it limited?

_____ Is it required that only the employee exposed to the hazard place may remove the safety lock?

_____ Is it required that employees check the safety of the lock out by attempting a start up after making sure no one is exposed?

_____ Are employees instructed to always push the control circuit stop button prior to re-engaging the main power switch?

_____ Is there a means provided to identify any or all employees who are working in locked-out equipment by their locks or accompanying tags?

_____ Are sufficient number of accident preventative signs or tags and safety padlocks provided for any reasonable foreseeable repair emergency?

_____When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

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

INSPECTION COMMENTS/RECOMMENDATIONS

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MACHINE GUARDING

_____ Is there a training program to instruct employees on safe methods of machine operation?
_____ Is there adequate supervision to ensure that employees are following safe machine operating procedures?
_____ Is there a regular program of safety inspection of machinery and equipment?
_____ Is all machinery and equipment kept clean and properly maintained?
_____ Is sufficient clearance around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?
_____ Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
_____ Is there a power shut off switch within reach of the operator's position at each machine?
_____ Can electric power to each machine be locked out for maintenance, repair, or security?
_____ Are the non-current-carrying metal parts of electrically operated machines bonded and grounded?
_____ Are foot operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
_____ Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
_____ Are all emergency stop buttons colored red?
_____ Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
_____ Are all moving chains and gears properly guarded?
_____ Are splashguards mounted on machines that use coolant to prevent the coolant from reaching employees?
_____ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, in-going nip points, rotating parts, flying chips, and sparks?
_____ Are machinery guards secure and so arranged that they do not offer a hazard in their use?
_____ If special hand-tools are used for placing and removing material, do they protect the operator's hands?

_____ Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosures are in place, so guarded?

_____ Do arbors and mandrels have firm and secure bearings and are they free from play?

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

_____ Are machines constructed so they will be free from excessive vibration, when the largest tool is mounted and run at full speed?

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

_____ Are fan blades protected with a guard having openings no larger than ½ inch, when operating within 7 feet of the floor?

_____ Are saws used for ripping equipped with anti-kickback devices and spreaders?

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

INSPECTION COMMENTS/RECOMMENDATIONS

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PLAYGROUNDS

Is the overall equipment **properly maintained** to insure:

_____ Nuts, bolts, and screws are recessed, covered or sanded smooth and level
_____ Nuts and bolts are tight and not able to be loosened without tools
_____ Metal equipment is free of rust and chipping paint
_____ Wooden equipment is free of splinters and rough surfaces
_____ Equipment is free of sharp edges
_____ Ropes, chains, and cables have not frayed or worn out
_____ Equipment has not shifted or become bent
_____ There are no open "V" entrapment angles on any part of the equipment
_____ There are no holes in the equipment forming finger traps (e.g. at the ends of the tubes)
_____ There are no pinch, crush, and shear points
_____ There is no corrosion or visible rotting at points where equipment comes into contact with ground surfaces
_____ No components are missing. All parts of the equipment are present
_____ There are no head entrapment areas (spaces 3½" to 9")
_____ Handgrips are between 1" and1.67" in diameter for playgrounds designed for ages 6-12 and 1.25" for playgrounds designed for ages 2-5
_____ Footing for equipment is stable and buried below ground level or covered by surfacing materials?

Is playground evaluated for **general environmental hazards:**

_____ Can be reached safely by children (on foot or on bicycle)
_____ If needed, a suitable perimeter fence is provided for border hazards within 100' of playground edge (streets with heavy traffic, railroad tracks, parking lots, etc.)
_____ Seating (benches, outdoor tables) is in good condition (free of splinters, missing hardware or slats, protruding bolts, etc.)
_____ Signs to give information about where to seek help in case of emergency
_____ Signs to give information about regulations on the use of the playground (hours, pets, age, etc.)
_____ Signs to give information of name and number of responsible authority (to report hazards)
_____ Signs on all bordering roads advise motorists that a playground is nearby
_____ Trash receptacles are provided, located outside of the play area, and emptied daily
_____ Poisonous plants are removed from play area
_____ Shaded area is provided

_____ The play area is visible to deter inappropriate behavior?

Is equipment designed for **appropriate age/size:**

_____ Are the children who use the equipment of age/developmental level for which the equipment was designed (i.e. ages 2-5 and 6-12)
_____ The playground design separates younger users (2-5) through appropriately selected equipment
_____ The play area has signage that informs users of the intended user age group?

Is equipment designed for **accessibility:**

_____ the playground is accessible to people with disabilities (access to playground is at least 60" wide)
_____ The playground use zone has an accessible safety surface
_____ Accessible restroom facilities are located nearby
_____ Accessible seating is located in the play area
_____ An accessible source of drinking water is available in or near the play area?

Is playground **protective surface** present to Insure:

_____ All elevated play equipment (slides, swings, bridges, seesaws, climbing apparatus, etc.) has 12" of loose fill or impact-absorbing material underneath and extending a minimum of 6' around the structure
_____ Surfacing materials, such as sand, pea gravel (round 1/8" pellets), wood chips, or manufactured unitary surfaces pass the 200 G test from the highest accessible part of the equipment
_____ Surfaces are checked at least weekly and raked to prevent them from becoming packed down and to remove hidden hazards (e.g. litter, sharp objects, animal feces)
_____ Loose materials are replenished as needed to maintain adequate depth and coverage;
_____ Standing water is not found on the surface or inside the equipment?

Are **slides** constructed to insure:

_____ They are no more than 8 feet high
_____ The ladder to access the slide is angled at less than 75 degrees with handrails on both sides, flat steps spaced less than 12" apart, and completely enclosed risers

_____ The flat surface at the top of the slide is a minimum of 22” long going back from the slide bed-way and is the width of the slide
_____ There is a barrier at the top of the slide to prevent falls with handholds to assist in sitting
_____ Sides of the bed-ways are at least 4” high
_____ The angle of the sliding surface averages less than or equal to 30 degrees
_____ A flat sliding surface (run out zone) at the bottom of the slide is a minimum of 11” long;
_____ For slides taller than 4 feet high designed for school age children (5-12 years), the bottom of the slide does not exceed 15” above the protective surface material
_____ For slides 4’ high or less and designed for preschool ages (2-5 years),the bottom of the slide does not exceed 11” above the protective surface material
_____ Tube slides have a minimum diameter equal to or greater than 23”
_____ There are no circular slides in the pre-school play area
_____ The sliding surface is not made of wood or fiberglass
_____ If the slide is made in several pieces, the sliding surface must have no gaps or rough edges?
_____ The sliding surface faces away from the s un or is located in the shade
_____ Steps are regularly spaced, less than or equal to 12” apart from the bottom?

Are **climbing devices** constructed to insure:

_____ Handholds stay in place when grasped
_____ Accessible equipment height (platform, deck, etc.) does not exceed 4’ for 2-5-year-old users
_____ Children have a safe way to descend equipment when they have reached the top
_____ Climbing bars and handrails are between 1” and 1.67” in diameter
_____ there is a 29” (minimum protective perimeter barrier around pre-school (2-5) equipment that is more than 30” above the underlying surface
_____ 38” protective barriers are present when elevated surface exceeds 48” above underlying surface for school age children’s (5-12) equipment
_____ Footholds are less than or equal to 12” apart from top to bottom
_____ Spaces between openings should not be between 3½” and 9” to avoid entrapment hazards
_____ Guardrails are present for all elevated surfaces 30” above the underlying surface for school age children’s (5-12) equipment. (Over 48” needs protective barrier.)
_____ Guardrails or protective barriers are present on all

elevated surfaces greater than 20” above underlying surface for preschool age children (2-5).

_____ The center of the grasping device or horizontal ladders to the underlying surface material is no greater than 84” on climbing devices designated to children over the age of 5 years, 60” on devices for children from 2 to 5 years of age?

Are **swings** constructed to insure:

_____ Multiple occupancy swings with the exception of tire swings are not recommended for use in public playgrounds and should be removed

_____ Animal figure swings are not recommended for use in public playgrounds and should be removed

_____ Rope swings are not recommended for use in public playgrounds and should be removed

_____ Swinging exercise rings and trapeze bars are not recommended for use in public playgrounds and should be removed

_____ Swing seats are to be made of canvas, rubber or other lightweight material

_____ Lightweight bucket-type swing seats are available for toddlers and children with disabilities and all openings meet entrapment criteria

_____ The swing clearance in both directions must be 2 times the height of the swing

_____ The swing clearance is to be covered with impact absorbing surface material

_____ Swings are to be at least 24” from each other and 30” away from the frame

_____ “S” hook openings are no greater than .04”

_____ Hanging rings are less the 3½” or more than 10” in diameter

_____ Chain link openings do not exceed 5/16” in diameter (4.0 chain)

_____ When stationary, all seats are level

_____ There are no two swings in any individual swing bay

_____ Preschool swing seats are at a maximum height of 18” and no occupied swing seat is less than 12” from the protective surface

_____ The swing set crossbar is not more than 8’ above the surface for tot-swings and 10’ above the surface for school age children

_____ For tire swings there is at least a 30” safety zone from the crossbeam support structure and the furthest extensions of the swing, and each must have a minimum clearance of 12” from the bottom of the tire to the protective surface

_____ For tire swings have drainage openings every 5” to 6” if

conventional tires are used
_____ For tire swings ***not*** made of steel belted radial tires;
_____ To-fro swings and rotating equipment are located away from circulation paths (a distance at least equal to the equipment use zone and an additional safety factor for circulation) and near the periphery of the playground?

Are **seesaws** constructed to insure:

_____ The maximum seat level does not reach more than 5' above the ground
_____ The fulcrum is enclosed or designed to prevent pinching
_____ Handholds stay in place when grasped without turning or wobbling and do not extend beyond seat width
_____ A rubber tire segment is buried in the surfacing material under the seats?

*Are **sand play areas** established to insure:*

_____ Located in a shaded area
_____ Inspected and raked at least every week for debris and to provide exposure to air and sun
_____ If in a box, cover at night to prevent animal excrement contamination
_____ Does not have standing water?

*Is **rocking equipment** constructed to insure:*

_____ Seating surfaces are less than 30" above the protective surface
_____ There are no equipment parts that could cause a pinching or crushing injury
_____ Handholds stay in place when grasped and pass the protrusion test
_____ Footrests stay in place and pass the Protrusion test?

Is the **crawl through tunnel** constructed to insure:

_____ All components of the tunnels are secure and firmly fixed
_____ The internal diameter of the tunnel is at least 40"
_____ The tunnel has two safe, clear exits
_____ The tunnel is designed to drain freely?

Are merry-go-rounds constructed to insure:

_____ Rotating platform is continuous and approximately circular. The difference between the minimum and maximum radii of a non-circular platform should not exceed 2"
_____ No components of the rotating equipment, including handrails, extend beyond the platform perimeter
_____ There are no openings in the surface of the platform that permit

the penetration of 5/16” rod through the surface
_____ Handrails should have a diameter between 1” and 1.67”
_____ There is no accessible shearing or crushing mechanisms in the undercarriage of the equipment
_____ The platform does not provide up and down motion
_____ The peripheral speed of the platform does not exceed 13 feet per second?

INSPECTION COMMENTS/RECOMMENDATIONS

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PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT – see Hand Tools and Equipment

POWDER ACTUATED TOOLS

_____ Are employees who operate powder-actuates tools trained in their use and carry a valid operator's card?

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

_____ Is a sign at least 7 inches by 10 inches with bold type reading "POWDERACTUATED TOOL IN USE" conspicuously posted when the tool is being used?

_____ Are powder-actuated tools left unloaded until they are ready to be used?

_____ Are powder-actuated tools inspected for obstructions or defects each day before use?

_____ Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protection?

INSPECTION COMMENTS/RECOMMENDATIONS

SCAFFOLDS

_____ Is it required that if the platform is not protected by standard handrails and toe boards, a safety harness be used?
_____ Are freestanding scaffolds stable; anchored if necessary?
_____ Is the use of fiber rope prohibited if used around extreme heat, open flame, or where burning, welding, or cutting is done?
_____ Is there a pre-use inspection of scaffolding?
_____ Is the inspector a qualified inspector and is the scaffold tagged with a Red, Yellow or Green Tag?
_____ Has scaffolding been constructed, maintained, and placed in accordance with structural manufacture's specifications?
_____Is scaffold grade wood being used?

INSPECTION COMMENTS/RECOMMENDATIONS

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SPRAYING OPERATIONS

_____ Is adequate ventilation assured before spray operations are started?
_____ Is mechanical ventilation provided when spraying operations are done in enclosed areas?
_____ When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
_____ Is the spray area free of hot surfaces?
_____ Is the spray area at least 20 feet from flames, sparks, operating electrical motors and the 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 of 100 degrees F or more?
_____ Are fire control sprinkler heads kept clean?
_____ Are “NO SMOKING” signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
_____ Is the spray area kept clean of combustible residue?
_____ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
_____ Are spray booth floors and baffles noncombustible and easily cleaned?
_____ Is infrared drying apparatus kept out of the spray area during spray operations?
_____ Is the spray booth completely ventilated before using the drying apparatus?
_____ Is the electric drying apparatus properly grounded?
_____ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
_____ Are the electrical motors for exhaust fans placed outside the 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?
_____ Is appropriate personal protective equipment provided and used?
_____ Is the correct type of respirator being worn by personnel?
_____ Are all chemicals used in spray painting operations correctly labeled?
_____ Are SDSs for all chemicals accessible and reviewed?
_____ Are tools used for cleaning purposes made of non-sparking material?
_____ Do electrical and fire suppression methods meet codes for Hazardous Communications?

INSPECTION COMMENTS/RECOMMENDATIONS

Tire inflation see Vehicle Maintenance Area

WELDING, CUTTING and BRAZING

_____ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
_____ Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?
_____ Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?
_____ In addition to the appropriate personal protective equipment required, do the eye protection helmets, hand shields and goggles used meet appropriate welding operator equipment standards?
_____ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
_____ Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?
_____ If welding gases are stored, handled, and used in accordance with safe practices and standards?
_____ Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
_____ Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?
_____ Are cylinders kept away from heat sources?
_____ Are the cylinders kept away from elevators, stairs, or gangways?
_____ Is it prohibited to use cylinders as rollers or supports?
_____ Are empty cylinders appropriately marked and their valves closed?
_____ Are signs reading: DANGER – NO SMOKING, MATCHES, OR OPEN FLAMES, or the equivalent, posted?
_____ Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?
_____ Are parallels lengths of oxygen and acetylene taped together for convenience and to prevent tangling, covered by not more than 4 inches out of 12 inches?
_____ Is care taken not to drop or strike cylinders?
_____ Unless secured on special trucks, are regulators removed and valve protection caps put in place before moving cylinders?
_____ Do cylinders without fixed hand wheels have keys, handles or non-adjustable wrenches on stem valves when in service?
_____ Are liquefied gases stored and shipped valve -end up with valve covers in place?

_____ Are provisions made to never crack a fuel-gas cylinder valve near a source of ignition?
_____ Before a regulator is removed, is the valve closed and gas released from the regulator?
_____ Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
_____ Are pressure-reducing regulators used only for the gas and pressures for which they were intended?
_____ Is open circuit (No Load) voltage or 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 the required electric power to the welder shut off when no one is in attendance?
_____ Is suitable fire extinguisher equipment available for immediate use?
_____ Is the welder forbidden to coil or loop welding electrode cable around his body?
_____ Are wet machines thoroughly dried and tested before being used?
_____ Are work and electrode leads frequently inspected for wear and damage, and replaced when needed?
_____ Do means for connecting cable lengths have adequate insulation?
_____ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
_____ Are fire-watchers assigned when welding or cutting is performed in locations where a serious fire might develop?
_____ Are combustible floors kept wet, covered by damp sand, or protected by fire resistant shields?
_____ When floors are wet down, are personnel protected from possible electrical shock?
_____ When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
_____ Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?
_____ Is check made for adequate ventilation in and where welding or cutting is performed?

_____ When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of emergency?

_____ Are cylinders with a water weight capacity over 30 pounds, equipped with means for connecting a valve protector device or with a collar or recess to protect the valve?

_____ Are compressed gas cylinders legibly marked to clearly identify the gas containment (generally by color code)?

_____ Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?

_____ Are cylinders located in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?

_____ Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?

_____ Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?

_____ Are fuel gas cylinders such as Acetylene and Oxygen cylinders separated by distance (20 feet) or fire-resistant barriers (5 feet), etc. while in storage?

_____ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

_____ Are all valves closed off before a cylinder is moved, when the cylinder empty, and at the completion of each job?

_____ Are low-pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defects that might indicate a weakness or render it unfit for service?

_____ Does the periodic check of low-pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

INSPECTION COMMENTS/RECOMMENDATIONS

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SAFETY SHOWER AND EYE WASH STATION INSPECTIONS

_____ Are the safety shower and eye wash stations checked weekly and determine if flushing needs to be changed or supplemented under ANSI Z358.1-2009?
_____ Are the visual checks logged on a nearby log?
_____ Are units regulated at tepid water temperature water range per ANSI Z358.1-2009 (60-100 degrees F)?
_____Are the eyewash-safety showers accessible within 10 seconds roughly 55 feet?
_____ Is there a 3 feet clearance in front of these units?
_____ Are these units located in the Maintenance Area, Kitchen, Shop, Janitorial, Chemical Rooms?

INSPECTION COMMENTS/RECOMMENDATIONS

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