

Self-Inspection Checklist

Table of Contents

| Item Specific | Page |
|---|-------------|
| Employer Postings | 2 |
| Emergency Recordkeeping | 2 |
| Emergency Action Plan | 3 |
| Safety and Health Program | 3 |
| Medical Services and First Aid | 3 |
| Fire Protection | 4 |
| Personal Protective Equipment and Clothing | 5 |
| General Work Environment Walkways | 6 |
| Walkways | 7 |
| Floor and Wall Openings | 7 |
| Stairs and Stairways | 8 |
| Elevated Surfaces | 8 |
| Exiting or Egress | 9 |
| Exit Doors | 10 |
| Portable Ladders | 11 |
| Hand Tools and Equipment | 12 |
| Portable (Power-Operated) Tools and Equipment | 13 |
| Abrasive Wheeled Equipment- Grinders | 14 |
| Powder-Actuated Tools | 14 |
| Machine Guarding | 15 |
| Lockout/Blockout Procedures | 17 |
| Welding, Cutting and Brazing | 18 |
| Compressors and Compressed Air | 20 |
| Compressed Air Receivers | 21 |
| Compressed Gas Cylinders | 21 |
| Overhead Cranes Hoist and Auxiliary Equipment | 22 |
| Industrial Trucks—Forklifts | 23 |
| Spraying Operations | 24 |
| Entering Confined Spaces | 25 |
| Environmental Controls | 27 |
| Flammable and Combustible Materials | 29 |
| Respiratory Protection Program | 31 |
| Hazardous Substances Communication (HAZCOM) | 32 |
| Hazardous Chemical Exposure | 34 |
| Electrical | 36 |
| Noise | 38 |
| Fueling | 39 |
| Identification of Piping Systems | 40 |
| Control of Harmful Substances by Ventilation | 41 |
| Sanitizing Equipment and Clothing | 42 |
| Tire Inflation | 43 |
| Transporting Employees and Materials | 44 |
| Material Handling | 45 |
| Ergonomics: General | 46 |
| Ergonomics: Workstations | 47 |
| Safety Committees | 49 |

Recommendations and comments are provided for loss control and risk exposure improvement purposes only in conjunction with the insurance program referenced in this communication. They are not made for the purpose of complying with the requirements of any law, rule or regulation. We do not infer or imply in the making of these recommendations and comments that all sites were reviewed or that all possible hazards were noted. The final responsibility for conducting safety, loss control and risk management programs must rest with the insured.

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Employer Postings |
|-----|---------------|----------------|--|
| ___ | ___ | ___ | OSHA workplace poster displayed in a prominent location? |
| ___ | ___ | ___ | Emergency telephone numbers posted |
| ___ | ___ | ___ | Emergency evacuation maps displayed |
| ___ | ___ | ___ | Emergency telephone numbers posted and readily available? |
| ___ | ___ | ___ | (MSDS) been posted or otherwise made readily available to affected employees? |
| ___ | ___ | ___ | Are signs for exits, room capacities, floor loading and biohazards posted where appropriate? |
| ___ | ___ | ___ | Is the summary of occupational injuries and illnesses posted in the month of February? |

| OK | Action Needed | Date Corrected | Emergency Recordkeeping |
|-----|---------------|----------------|--|
| ___ | ___ | ___ | Are all occupational injuries and illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log? |
| ___ | ___ | ___ | Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards? |
| ___ | ___ | ___ | Are employee training records kept and accessible for review by employees, when required by OSHA standards? |
| ___ | ___ | ___ | Have arrangements been made to maintain required records for the legal period of time for each specific type of record? (Some records just be maintained for at least 40 years.) |
| ___ | ___ | ___ | Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.? |

| OK | Action Needed | Date Corrected | Emergency Action Plan |
|---|---------------|----------------|--|
| ___ | ___ | ___ | Are emergency-action plans developed? |
| ___ | ___ | ___ | Are emergency- escape procedures and routes developed and communicated to all employees? |
| ___ | ___ | ___ | Do employees who must complete critical plant operations before evacuating know the proper procedures? |
| ___ | ___ | ___ | Is the employee alarm system emergency warning recognizable and perceptible above ambient conditions? |
| ___ | ___ | ___ | Are alarm systems properly maintained and tested regularly? |
| ___ | ___ | ___ | Is the emergency-action plan reviewed and revised periodically? |
| Do employees know their responsibilities for the following: | | | |
| ___ | ___ | ___ | Reporting emergencies? |
| ___ | ___ | ___ | Responding to emergency warnings? |
| ___ | ___ | ___ | Performing rescue and medical duties? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Safety and Health Program |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite? |
| _____ | _____ | _____ | 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 employee representatives that meets regularly and reports 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 ensuring they will have a workplace that is safe and healthful? |

| OK | Action Needed | Date Corrected | Medical Services and First Aid |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Is there a hospital, clinic or infirmary for medical care in proximity of your workplace? |
| _____ | _____ | _____ | 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? |
| _____ | _____ | _____ | Have all employees who are expected to respond to medical emergencies as part of their work* (1) received first aid training; (2) had hepatitis B vaccination made available to them; (3) had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and (4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases? |
| _____ | _____ | _____ | Where employees have had an exposure incident involving bloodborne pathogens, did you provide an immediate post-exposure medical evaluation and follow-up? |
| _____ | _____ | _____ | Are medical personnel readily available for advice and consultation on matters of employees' 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 |
| _____ | _____ | _____ | Have first aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation? |
| _____ | _____ | _____ | Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | 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 stand pipes and valves, are they inspected regularly? |
| _____ | _____ | _____ | If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule? |
| _____ | _____ | _____ | Are fire doors and shutters in good operating condition? |
| _____ | _____ | _____ | Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? |
| _____ | _____ | _____ | Are fire door and shutter fusible links in place? |
| _____ | _____ | _____ | Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required? |
| _____ | _____ | _____ | Is the maintenance of automatic sprinkler systems assigned to responsible people 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 portable fire extinguishers provided in adequate number and type? |
| _____ | _____ | _____ | Are fire extinguishers mounted in readily accessible locations? |
| _____ | _____ | _____ | Are fire extinguishers recharged regularly and noted on the inspection tag? |
| _____ | _____ | _____ | Are employees periodically instructed in the use of extinguishers and fire protection procedures? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Personal Protective Equipment and Clothing |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials? |
| _____ | _____ | _____ | Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns? |
| _____ | _____ | _____ | Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures required to wear <i>only</i> approved safety glasses or protective goggles or use other medically approved precautionary procedures? |
| _____ | _____ | _____ | Are protective gloves, aprons, shields or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood or other potentially infectious materials? (See 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials.") |
| _____ | _____ | _____ | 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, crushing or penetrating actions? |
| _____ | _____ | _____ | Are approved respirators provided for regular or emergency use where needed? |
| _____ | _____ | _____ | Is all protective equipment maintained in a sanitary condition and ready for use? |
| _____ | _____ | _____ | Do you have eye wash facilities 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? |
| _____ | _____ | _____ | Is protection against the effects of occupational noise exposure provided when sound levels exceed the noise standard? |
| _____ | _____ | _____ | Are adequate work procedures, protective clothing, and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials and liquids? |
| _____ | _____ | _____ | Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | General Work Environment |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are all worksites clean, sanitary, and orderly? |
| _____ | _____ | _____ | Are work surfaces kept dry or appropriate means taken to ensure the surfaces are slip-resistant? |
| _____ | _____ | _____ | Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures? |
| _____ | _____ | _____ | Are combustible scrap, debris and waste stored safely and removed from the worksite promptly? |
| _____ | _____ | _____ | Is all regulated waste, as defined in the OSHA bloodborne pathogen standard (29 CFR 1910.1030), discarded according to federal, state and local regulations? |
| _____ | _____ | _____ | Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.? |
| _____ | _____ | _____ | Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension? |
| _____ | _____ | _____ | Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment? |
| _____ | _____ | _____ | Are covered metal waste cans used for oily and paint-soaked waste? |
| _____ | _____ | _____ | Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working? |
| _____ | _____ | _____ | Are paint spray booths, dip tanks, etc., cleaned regularly? |
| _____ | _____ | _____ | Are the minimum number of toilets and washing facilities provided? |
| _____ | _____ | _____ | Are all toilets and washing facilities clean and sanitary? |
| _____ | _____ | _____ | Are all work areas adequately illuminated? |
| _____ | _____ | _____ | Are pits and floor openings covered or otherwise guarded? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Walkways |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are aisles and passageways kept clear? |
| _____ | _____ | _____ | Are aisles and walkways marked as appropriate? |
| _____ | _____ | _____ | Are wet surfaces covered with nonslip materials? |
| _____ | _____ | _____ | Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe? |
| _____ | _____ | _____ | Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating? |
| _____ | _____ | _____ | Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway? |
| _____ | _____ | _____ | 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? |
| _____ | _____ | _____ | Aisles and walkways have adequate headroom for the entire length. |
| _____ | _____ | _____ | Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground? |

| OK | Action Needed | Date Corrected | Floor and Wall Openings |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are floor openings guarded by a cover, guardrail or equivalent on all sides (except at entrance to stairways or ladders)? |
| _____ | _____ | _____ | Are toeboards installed around the edges of permanent floor openings (where people may pass below the opening)? |
| _____ | _____ | _____ | 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, doors, 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? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Stairs and Stairways |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | 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 landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise? |
| _____ | _____ | _____ | Do stairs angle no more than 50 and no less than 30 degrees? |
| _____ | _____ | _____ | Are step risers on stairs uniform from top to bottom? |
| _____ | _____ | _____ | 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 3 inches of clearance between the handrails and the wall or surface they are mounted on? |
| _____ | _____ | _____ | Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches? |
| _____ | _____ | _____ | Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward direction? |
| _____ | _____ | _____ | Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees 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? |

| OK | Action Needed | Date Corrected | Elevated Surfaces |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | 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? |
| _____ | _____ | _____ | Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4" toeboards? |
| _____ | _____ | _____ | 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, falling, collapsing, rolling or spreading? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Exiting or Egress |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are all exits marked with an exit sign and illuminated by a reliable light source? |
| _____ | _____ | _____ | 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 6 inches high and the stroke of the lettering at least 1/2-inch wide? |
| _____ | _____ | _____ | Are exit doors side-hinged? |
| _____ | _____ | _____ | Are all exits kept free of obstructions? |
| _____ | _____ | _____ | Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, 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? |
| _____ | _____ | _____ | Are exit stairways that are required to be separated from other parts of a building enclosed by at least two-hour fire-resistive construction in buildings more than four stories in height, and not less than one-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 frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and do they meet the safety requirements for human impact? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Exit Doors |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct? |
| _____ | _____ | _____ | Are windows that could be mistaken for exit doors made inaccessible by means of barriers or railings? |
| _____ | _____ | _____ | Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied? |
| _____ | _____ | _____ | Is a revolving, sliding or overhead door prohibited from serving as a required exit door? |
| _____ | _____ | _____ | Where panic hardware is installed on a required exit door, will it allow the 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 that will release the latch and open the door even if it's padlocked or otherwise locked on the outside? |
| _____ | _____ | _____ | Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and 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? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Portable Ladders |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play? |
| _____ | _____ | _____ | Are nonslip safety feet provided on each ladder? |
| _____ | _____ | _____ | Are nonslip 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, roofs, 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 placed that slipping will not occur, or it is latched or otherwise held in place? |
| _____ | _____ | _____ | Are portable metal ladders marked with signs reading "CAUTION-Do Not Use Around Electrical Equipment" or equivalent wording? |
| _____ | _____ | _____ | Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes? |
| _____ | _____ | _____ | Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)? |
| _____ | _____ | _____ | Are metal ladders inspected for damage? |
| _____ | _____ | _____ | Are the rungs of ladders uniformly spaced at 12 inches, center to center? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Hand 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., that develop mushroomed heads during use, reconditioned or replaced as necessary? |
| _____ | _____ | _____ | Are broken or fractured handles on hammers, axes and similar equipment replaced promptly? |
| _____ | _____ | _____ | Are worn or bent wrenches replaced 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 other equipment that might produce flying materials or be subject to breakage? |
| _____ | _____ | _____ | Are jacks checked periodically to ensure 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 a dry, secure location where they won't be tampered with? |
| _____ | _____ | _____ | Is eye and face protection used when driving hardened or tempered studs or nails? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Portable (Power-Operated) Tools and Equipment |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | 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 ensure they are not wedged up, thus leaving the lower portion of the blade unguarded? |
| _____ | _____ | _____ | Are rotating or moving parts of equipment guarded to prevent physical contact? |
| _____ | _____ | _____ | Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double-insulated type? |
| _____ | _____ | _____ | Are effective guards in place over belts, pulleys, chains, and sprockets on equipment such as concrete mixers, air compressors, etc.? |
| _____ | _____ | _____ | Are portable fans provided with full guards or screens having openings ¹ / ₂ inch or less? |
| _____ | _____ | _____ | Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task? |
| _____ | _____ | _____ | Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits used during periods of construction? |
| _____ | _____ | _____ | Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Abrasive Wheel Equipment—Grinders |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | 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 1/4 inch of the wheel? |
| _____ | _____ | _____ | Do side guards cover the spindle, nut, flange and 75 percent of the wheel diameter? |
| _____ | _____ | _____ | Are bench and pedestal grinders permanently mounted? |
| _____ | _____ | _____ | Are goggles or face shields always worn when grinding? |
| _____ | _____ | _____ | Is the maximum 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 splash guards mounted on grinders that use coolant to prevent the coolant from reaching employees? |
| _____ | _____ | _____ | Is cleanliness maintained around grinders? |

| OK | Action Needed | Date Corrected | Powder-Actuated Tools |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are employees who operate powder-actuated tools trained in their use? |
| _____ | _____ | _____ | Is each powder-actuated tool stored in its own locked container when not being used? |
| _____ | _____ | _____ | Are powder-actuated tools left unloaded until they are actually 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 protectors? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | 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 provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal? |
| _____ | _____ | _____ | Are 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 noncurrent-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 splash guards 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, ingoing 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 enclosure is in place? |

September 13, 2012

LMC Webinar: "Find It & Fix It: Getting Started on Mock OSHA Inspections"

- _____ Do arbors and mandrels have firm and secure bearings and are they free from play?
- _____ Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- _____ Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- _____ If machinery is cleaned with compressed air, is air pressure controlled and 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 $\frac{1}{2}$ 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?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Lockout/Blockout Procedures |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | 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 equipment does not also disconnect the electrical control circuit: Are the appropriate electrical enclosures identified? |
| _____ | _____ | _____ | Is means provided to ensure 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 lockout 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? |
| _____ | _____ | _____ | Is it required that only the employee exposed to the hazard place or remove the safety lock? |
| _____ | _____ | _____ | Is it required that employees check the safety of the lockout by attempting to start up after making sure no one is exposed? |
| _____ | _____ | _____ | Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch? |
| _____ | _____ | _____ | Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags? |
| _____ | _____ | _____ | Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably 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 job procedure established and rigidly followed? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Welding, Cutting and Brazing |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment? |
| _____ | _____ | _____ | Do all operators have copies of the appropriate operating instructions and are they directed to follow them? |
| _____ | _____ | _____ | 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? |
| _____ | _____ | _____ | 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 sources of heat? |
| _____ | _____ | _____ | 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 LIGHTS," or the equivalent, posted? |
| _____ | _____ | _____ | Are cylinders, cylinder valves, couplings, regulators, hoses and apparatus kept free of oily or greasy substances? |
| _____ | _____ | _____ | 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 wheels have keys, handles or nonadjustable 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 sources 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 are intended? |
| _____ | _____ | _____ | Is open circuit (no-load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits? |
| _____ | _____ | _____ | Under wet conditions, are automatic controls for reducing no-load voltage used? |

- ___ ___ ___ Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- ___ ___ ___ Are electrodes removed from the holders when not in use?
- ___ ___ ___ Is it required that electric power to the welder be shut off when no one is in attendance?
- ___ ___ ___ Is suitable fire extinguishing equipment available for immediate use?
- ___ ___ ___ Is the welder forbidden to coil or loop welding electrode cable around his or her body?
- ___ ___ ___ Are wet machines thoroughly dried and tested before being used?
- ___ ___ ___ Are work and electrode lead cables 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 it required that eye protection helmets, hand shields and goggles meet appropriate standards?
- ___ ___ ___ Are employees exposed to the hazards created by welding, cutting or brazing operations protected with personal protective equipment and clothing?
- ___ ___ ___ Is a check made for adequate ventilation 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 an emergency?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Compressors and Compressed Air |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are compressors equipped with pressure relief valves and pressure gauges? |
| _____ | _____ | _____ | Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor? |
| _____ | _____ | _____ | Are air filters installed on the compressor intake? |
| _____ | _____ | _____ | Are compressors operated and lubricated in accordance with the manufacturer's recommendations? |
| _____ | _____ | _____ | Are safety devices on compressed air systems checked 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 the automatic starting feature of the compressors? |
| _____ | _____ | _____ | 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, is the pressure reduced to less than 30 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 pressure 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? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Compressed Air Receivers |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | 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 drain pipe and valve at the lowest point for the removal of accumulated oil and water? |
| _____ | _____ | _____ | Are compressed air receivers periodically drained of moisture and oil? |
| _____ | _____ | _____ | Are all safety valves tested 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? |

| OK | Action Needed | Date Corrected | Compressed Gas Cylinders |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | 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 cylinders legibly marked to clearly identify the gas contained? |
| _____ | _____ | _____ | Are compressed gas cylinders stored in areas that are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs or high temperature lines? |
| _____ | _____ | _____ | Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subjected to tampering by unauthorized people? |
| _____ | _____ | _____ | 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 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 is empty, and at the completion of each job? |
| _____ | _____ | _____ | Are low pressure fuel gas cylinders checked periodically for corrosion, general distortion, cracks or any other defect that might indicate a weakness or render it unfit for service? |
| _____ | _____ | _____ | Does the periodic check of low pressure fuel gas cylinders include a close inspection of the cylinders' bottoms? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Overhead Cranes, 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 limits of travel for trolley hoists? |
| _____ | _____ | _____ | Are the controls of hoists plainly marked to indicate the direction of travel or motion? |
| _____ | _____ | _____ | Is each cage-controlled hoist equipped with an effective warning device? |
| _____ | _____ | _____ | Are close-fitting guards or other suitable devices installed on hoists to ensure hoist ropes will be maintained in the sheave grooves? |
| _____ | _____ | _____ | 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 that are permanently located within 7 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? |
| _____ | _____ | _____ | Is the operator instructed to avoid carrying loads over people? |
| _____ | _____ | _____ | Are only employees who have been trained in the proper use of hoists allowed to operate them? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Industrial Trucks—Forklifts |
|--|---------------|----------------|--|
| _____ | _____ | _____ | Are only drivers authorized by the employer and trained in the safe operations of industrial trucks permitted to operate such vehicles? |
| Methods must be devised to train operators in safe operation of powered industrial trucks. | | | |
| _____ | _____ | _____ | Does employer ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of required training and evaluation in accordance with 1910.178(l)—Operator Training? |
| _____ | _____ | _____ | Is substantial overhead protective equipment provided on high lift rider equipment? |
| _____ | _____ | _____ | Are the required lift truck 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 general lighting? |
| _____ | _____ | _____ | Does each industrial truck have a warning horn, whistle, gong or other device that can be clearly 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 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 hand and hand/rider trucks so designed that the brakes are applied and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel? |
| _____ | _____ | _____ | Are industrial trucks with internal combustion engines, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentrations of dangerous gases or fumes? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Spraying Operations |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Is adequate ventilation ensured 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 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? |
| _____ | _____ | _____ | Does the cleaning solvent have a flash point higher than the product used in the spraying operation? |
| _____ | _____ | _____ | 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 spraying 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 electric motors for exhaust fans placed outside booths or ducts? |
| _____ | _____ | _____ | Are belts and pulleys inside the booth fully enclosed? |
| _____ | _____ | _____ | Do ducts have access doors to allow cleaning? |
| _____ | _____ | _____ | Do all drying spaces have adequate ventilation? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Entering 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 valved off and blanked or disconnected and separated before entry? |
| _____ | _____ | _____ | Is it required that all impellers, agitators or other moving equipment inside confined spaces be 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 for 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 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 and insulated or equipped with ground fault protection? |
| _____ | _____ | _____ | Before gas welding or burning is started in a confined space, are hoses checked 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 employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to ensure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume? |

September 13, 2012

LMC Webinar: "Find It & Fix It: Getting Started on Mock OSHA Inspections"

- _____ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
- _____ Is each confined space checked for decaying vegetation or animal matter that may produce methane?
- _____ Is the confined space checked for possible industrial waste that could contain toxic properties?
- _____ If the confined space is below the ground and near areas where motor vehicles are operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Environmental Controls |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Are all work areas properly illuminated? |
| _____ | _____ | _____ | Are employees instructed in proper first aid and other emergency procedures? |
| _____ | _____ | _____ | Are hazardous substances, blood and other potentially infectious materials that may cause harm by inhalation, ingestion, or skin absorption or contact identified? |
| _____ | _____ | _____ | Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.? |
| _____ | _____ | _____ | Is employee exposure to chemicals in the workplace kept within acceptable levels? |
| _____ | _____ | _____ | Are the safest methods and products being used? |
| _____ | _____ | _____ | Is the work area's ventilation system appropriate for the work being performed? |
| _____ | _____ | _____ | Are spray painting operations done in spray rooms or 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 kept 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 when handling asbestos and other fibrous materials? |
| _____ | _____ | _____ | Are caution labels and signs used to warn of hazardous substances (e.g., asbestos) and biohazards (e.g., bloodborne pathogens)? |
| _____ | _____ | _____ | Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials? |
| _____ | _____ | _____ | Are engineering controls examined and maintained or replaced on a scheduled basis? |
| _____ | _____ | _____ | Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust? |
| _____ | _____ | _____ | Are grinders, saws and other machines that produce respirable dusts vented to an industrial collector or central exhaust system? |

- ____ _____ _____ Are all local exhaust ventilation systems designed and operating properly such as air flow and volume necessary for the application, ducts not plugged, or belts slipping?
- ____ _____ _____ Is personal protective equipment provided, used and maintained wherever required?
- ____ _____ _____ Are there written standard operating procedures for the selection and use of respirators where needed?
- ____ _____ _____ Are restrooms and washrooms kept clean and sanitary?
- ____ _____ _____ Is all water provided for drinking, washing and cooking potable?
- ____ _____ _____ Are all outlets for water not suitable for drinking clearly identified?
- ____ _____ _____ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- ____ _____ _____ Are employees instructed in the proper manner of lifting heavy objects?
- ____ _____ _____ Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- ____ _____ _____ Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
- ____ _____ _____ Are employees working on streets and roadways where they are exposed to the hazards of traffic required to wear high visibility or reflective warning vests?
- ____ _____ _____ Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area?
- ____ _____ _____ Is equipment producing ultraviolet radiation properly shielded?
- ____ _____ _____ Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur and in all instances where differentiation of types of body fluids or potentially infectious materials is difficult or impossible?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Flammable and Combustible Materials | | |
|--|---|----------------|--|--|---|
| _____ | _____ | _____ | Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly? | | |
| _____ | _____ | _____ | Is proper storage practiced to minimize the risk of fire, including 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., parts cleaning tanks, pans, etc.)? | | |
| _____ | _____ | _____ | Are bulk drums of flammable liquids grounded and bonded to containers during dispensing? | | |
| _____ | _____ | _____ | 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 "NO SMOKING" signs posted on 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 until they are removed from the worksite? | | |
| _____ | _____ | _____ | Is vacuuming used wherever possible rather than blowing or sweeping combustible dust? | | |
| _____ | _____ | _____ | Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to ensure their support and stability? | | |
| _____ | _____ | _____ | Are fuel gas cylinders and oxygen cylinders separated by distance, fire-resistant barriers, etc., while in storage? | | |
| _____ | _____ | _____ | Are fire extinguishers selected and provided for the types of materials in areas where they are to be used? | | |
| _____ | _____ | _____ | <table border="0"> <tr> <td style="vertical-align: top;"> <i>Class A</i> <i>Class B</i> <i>Class C</i> </td> <td style="padding-left: 20px;"> Ordinary combustible material fires. Flammable liquid, gas or grease fires. Energized electrical equipment fires. </td> </tr> </table> | <i>Class A</i> <i>Class B</i> <i>Class C</i> | Ordinary combustible material fires. Flammable liquid, gas or grease fires. Energized electrical equipment fires. |
| <i>Class A</i> <i>Class B</i> <i>Class C</i> | Ordinary combustible material fires. Flammable liquid, gas or grease fires. Energized electrical equipment fires. | | | | |
| _____ | _____ | _____ | 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? | | |

September 13, 2012

LMC Webinar: "Find It & Fix It: Getting Started on Mock OSHA Inspections"

- ____ Are all extinguishers fully charged and in their designated places?
- ____ Where sprinkler systems are permanently installed, are the nozzle heads so directed and arranged that water will not be sprayed into operating electrical switch boards and equipment?
- ____ Are "NO SMOKING" signs posted where appropriate in 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 as a result of filling, emptying or atmosphere temperature changes?
- ____ Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- ____ Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Respiratory Protection Program |
|----|---------------|----------------|--------------------------------|
|----|---------------|----------------|--------------------------------|

| | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, has a written respiratory protection program with worksite-specific procedures been established and implemented? |
|-------|-------|-------|---|

The program must be updated as necessary to reflect those changes in workplace conditions that affect respirator use. You must include in the program the following provisions as applicable:

- | | | | |
|-------|-------|-------|---|
| _____ | _____ | _____ | 1. Procedures for selecting respirators for use in the workplace. |
| _____ | _____ | _____ | 2. Medical evaluations of employees required to use respirators. |
| _____ | _____ | _____ | 3. Fit testing procedures for tight-fitting respirators. |
| _____ | _____ | _____ | 4. Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations. |
| _____ | _____ | _____ | 5. Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators. |
| _____ | _____ | _____ | 6. Procedures to ensure adequate air quality, quantity and flow of breathing air for atmosphere-supplying respirators. |
| _____ | _____ | _____ | 7. Training of employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations. |
| _____ | _____ | _____ | 8. Training of employees in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance. |
| _____ | _____ | _____ | 9. Procedures for regularly evaluating the effectiveness of the program. |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Hazardous Substances Communication (HAZCOM) |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Is there a list of hazardous substances used in your workplace? |
| _____ | _____ | _____ | Is there a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials, where applicable? |
| _____ | _____ | _____ | Is there a written hazard communication program dealing with material safety data sheets (MSDS), labeling and employee training? |
| _____ | _____ | _____ | Is each container for a hazardous substance (including vats, bottles and storage tanks) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)? |
| _____ | _____ | _____ | Is there a material safety data sheet readily available for each hazardous substance used? |
| _____ | _____ | _____ | Is there an employee training program for hazardous substances? |

This program needs to include:

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 1. An explanation of what an MSDS is and how to use and obtain one. |
| _____ | _____ | _____ | 2. MSDS contents for each hazardous substance or class of substances. |
| _____ | _____ | _____ | 3. Explanation of "right to know." |
| _____ | _____ | _____ | 4. Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work areas. |
| _____ | _____ | _____ | 5. Physical and health hazards of substances in the work area and specific protective measures to be used. |
| _____ | _____ | _____ | 6. Details of the hazard communication program, including how to use the labeling system and MSDSs. |

The employee training program on the bloodborne pathogens standard needs to contain the following elements:

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | 1. An accessible copy of the standard and an explanation of its contents. |
| _____ | _____ | _____ | 2. A general explanation of the epidemiology and symptoms of bloodborne diseases. |
| _____ | _____ | _____ | 3. An explanation of the modes of transmission of bloodborne pathogens. |
| _____ | _____ | _____ | 4. An explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan. |
| _____ | _____ | _____ | 5. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials. |

- _____ 6. An explanation of the use and limitations of methods that will prevent or reduce exposure, including appropriate engineering controls, work practices and personal protective equipment.
- _____ 7. Information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.
- _____ 8. An explanation of the basis for selection of personal protective equipment.
- _____ 9. Information on the hepatitis B vaccine.
- _____ 10. Information on the appropriate actions to take and people to contact in an emergency involving blood or other potentially infectious materials.
- _____ 11. An explanation of the procedure to follow if an exposure incident occurs, including the methods of reporting the incident and the medical follow-up that will be made available.
- _____ 12. Information on post-exposure evaluations and follow-up.
- _____ 13. An explanation of signs, labels and color coding.

Are employees trained in the following:

- _____ How to recognize tasks that might result in occupational exposure?
- _____ How to use work practice and engineering controls and personal protective equipment and to know their limitations?
- _____ How to obtain information on the types, selection, proper use, location, removal, handling, decontamination and disposal of personal protective equipment?
- _____ Who to contact and what to do in an emergency?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Hazardous Chemical Exposure |
|-----|---------------|----------------|---|
| ___ | _____ | _____ | Are employees trained in the safe handling practices of hazardous chemicals, such as acids and caustics? |
| ___ | _____ | _____ | 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 with their identity and hazards? |
| ___ | _____ | _____ | 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 liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, are 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? |
| ___ | _____ | _____ | 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 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? |
| ___ | _____ | _____ | If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation? |
| ___ | _____ | _____ | Are you familiar with the threshold limit values or permissible exposure limits of airborne 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, aerosols or mists that 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 you monitor employees to make sure there are no complaints about dizziness, headaches, nausea, irritation or other discomfort when they use solvents or other chemicals?
- _____ Do you watch for employee health problems such as dryness, irritation or sensitization of the skin?
- _____ Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
- _____ If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- _____ Is vacuuming used, rather than blowing or sweeping dusts, whenever possible for cleanup?
- _____ Are materials that give off toxic, asphyxiant, suffocating or anesthetic fumes stored in remote or isolated locations when not in use?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Electrical |
|-----|---------------|----------------|--|
| ___ | _____ | _____ | Do you specify compliance with OSHA standards for all contract electrical work? |
| ___ | _____ | _____ | 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 electrical tools and equipment grounded or of the double-insulated type? |
| ___ | _____ | _____ | Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded? |
| ___ | _____ | _____ | Do extension cords being used have a grounding conductor? |
| ___ | _____ | _____ | Are multiple-plug adapters prohibited? |
| ___ | _____ | _____ | Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed? |
| ___ | _____ | _____ | 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? |
| ___ | _____ | _____ | Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? |
| ___ | _____ | _____ | Are flexible cords and cables free of splices or taps? |
| ___ | _____ | _____ | Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools and equipment, and is the cord jacket securely held in place? |
| ___ | _____ | _____ | Are all cord, cable and raceway connections intact and secure? |
| ___ | _____ | _____ | In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected? |
| ___ | _____ | _____ | Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun? |
| ___ | _____ | _____ | Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors? |

- _____ Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- _____ 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 2 horsepower capable of opening the circuit when the motor is in a stalled condition without exploding? (The horsepower rating of switches must be equal to or in excess of the motor's horsepower rating.)
- _____ Is low voltage protection provided in the control device of motors driving machines or equipment that could 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 2 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 cardiopulmonary resuscitation (CPR)?
- _____ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Noise |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Does every area in the workplace have a continuous noise level that does not exceed 85 dBA? |
| _____ | _____ | _____ | 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 using a sound level meter or octave band analyzer and are 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 (such as worker rotation) being used to minimize individual employee exposure to noise? |
| _____ | _____ | _____ | Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas? |
| _____ | _____ | _____ | Have you tried isolating noisy machinery from the rest of your operation? |
| _____ | _____ | _____ | If you use ear protectors, are employees properly fitted and instructed in their use? |
| _____ | _____ | _____ | Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Fueling |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | 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 the 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 tank 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 operations prohibited in buildings 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? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Identification of Piping Systems |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use? |
| _____ | _____ | _____ | When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees? |
| _____ | _____ | _____ | When a pipeline is 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 another external source, are suitable warning signs or tags placed at unions, valves or other serviceable parts of the system? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Control of Harmful Substances by Ventilation |
|-------|---------------|----------------|--|
| _____ | _____ | _____ | Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled and to convey them to a suitable point of disposal? |
| _____ | _____ | _____ | Are exhaust inlets, ducts and plenums designed, constructed and supported to prevent collapse or failure of any part of the system? |
| _____ | _____ | _____ | Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts? |
| _____ | _____ | _____ | Are proper safeguards taken to ensure that where two or more different types of operations are being controlled through the same exhaust system, the combination of substances being controlled do not constitute a fire, explosion or chemical reaction hazard in the duct? |
| _____ | _____ | _____ | Is adequate makeup air provided to areas where exhaust systems are operating? |
| _____ | _____ | _____ | Is the source point for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment? |
| _____ | _____ | _____ | Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the function of the other? |
| _____ | _____ | _____ | Does the HVAC system provide at least the quantity of outdoor air designed into the system at the time the building was constructed? |
| _____ | _____ | _____ | Is the HVAC system inspected at least annually and maintained so that it is clean and efficient? |
| _____ | _____ | _____ | Are efforts made to purchase furnishings or building treatments that do not give off toxic or offensive vapors? |
| _____ | _____ | _____ | Are indoor air quality complaints investigated, and are the results conveyed to workers? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Sanitizing 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 clothing or equipment unless it has been properly cleaned? |
| _____ | _____ | _____ | Are machines and equipment that 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 contaminants 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 not contaminate nonregulated areas or the external environment? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Tire Inflation |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced? |
| _____ | _____ | _____ | Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced? |
| _____ | _____ | _____ | Does each tire inflation hose have a clip-on chuck with at least 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 air flow when the valve is released? |
| _____ | _____ | _____ | Is a tire restraining device, such as a cage, rack or other effective means, used while inflating tires mounted on split rims or rims using retainer rings? |
| _____ | _____ | _____ | Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Transporting Employees and Materials |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Do employees who operate vehicles on public thoroughfares have valid operator's licenses? |
| _____ | _____ | _____ | When seven or more employees are regularly transported in a van, bus or truck, is the 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, brakes, 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 and dismount? |
| _____ | _____ | _____ | Are employee transport vehicles equipped at all times with at least two reflective type flares? |
| _____ | _____ | _____ | When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place? |
| _____ | _____ | _____ | Are employees prohibited from riding on top of any load that can shift, topple or otherwise become unstable? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Materials Handling |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Is there safe clearance for equipment through aisles and doorways? |
| _____ | _____ | _____ | Are aisleways designated, permanently marked and kept clear to allow unhindered passage? |
| _____ | _____ | _____ | Are motorized vehicles and mechanized equipment inspected daily or before use? |
| _____ | _____ | _____ | Are vehicles shut off and brakes set before loading or unloading? |
| _____ | _____ | _____ | Are containers of combustibles 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 inspected before being loaded or moved? |
| _____ | _____ | _____ | Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments will not accidentally slip off the hoist hooks? |
| _____ | _____ | _____ | Are securing chains, ropes, chockers or slings adequate for the job to be performed? |
| _____ | _____ | _____ | When hoisting material or equipment, are provisions made to ensure no one will be passing under the suspended loads? |
| _____ | _____ | _____ | Are material safety data sheets available to employees handling hazardous substances? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Ergonomics: General |
|-------|---------------|----------------|---|
| _____ | _____ | _____ | Can the work be performed without eye strain or glare? |
| _____ | _____ | _____ | Can the task be done without repetitive lifting of the arms above the shoulder level? |
| _____ | _____ | _____ | Can the task be done without the employee having to hold his or her elbows out and away from the body? |
| _____ | _____ | _____ | Can employees keep their hands or wrists in a neutral position when they are working? |
| _____ | _____ | _____ | Are mechanical assists available to the worker performing materials-handling tasks? |
| _____ | _____ | _____ | Can the task be done without having to stoop the neck and shoulders to view the work? |
| _____ | _____ | _____ | Are pressure points on body parts such as wrists, forearms, backs of thighs avoided? |
| _____ | _____ | _____ | Can the work be done using the larger muscles of the body? |
| _____ | _____ | _____ | Are there sufficient rest breaks, in addition to scheduled rest breaks, to relieve stress from repetitive-motion tasks? |
| _____ | _____ | _____ | Are tools, instruments, and machinery shaped, positioned, and handled so that tasks can be performed comfortably? |
| _____ | _____ | _____ | Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body? |
| _____ | _____ | _____ | Are lifts confined within the knuckle-to-shoulder zone? |
| _____ | _____ | _____ | Is work arranged so that workers are not required to lift and carry too much weight? |
| _____ | _____ | _____ | If workers have to push or pull objects using great amounts of force, are mechanical aids provided? |

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Ergonomics: Workstations |
|----|---------------|----------------|--------------------------|
|----|---------------|----------------|--------------------------|

Work Postures:

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | Are head and neck are upright or in line with the torso (not bent down or back)? |
| ___ | ___ | ___ | Are head, neck, and trunk face forward (not twisted)? |
| ___ | ___ | ___ | Is the trunk perpendicular to the floor (may lean back into backrest but not forward)? |
| ___ | ___ | ___ | Are shoulders and upper arms are in line with the torso, perpendicular to the floor, and relaxed? |
| ___ | ___ | ___ | Are upper arms and elbows are close to the body (not extended outward)? |
| ___ | ___ | ___ | Are forearms, wrists, and hands are straight and in line? |
| ___ | ___ | ___ | Are wrists and hands are straight (not bent up, down, or sideways)? |
| ___ | ___ | ___ | Are thighs are parallel to the floor and the lower legs are roughly perpendicular to floor? |
| ___ | ___ | ___ | Are feet resting flat on the floor or supported by a stable footrest? |
| ___ | ___ | ___ | Do computer users alternate computer tasks and other activities or take short breaks to reduce fatigue? |

Chair:

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | Does the backrest support the lower back (lumbar area)? |
| ___ | ___ | ___ | Does the depth and width of the seat pan accommodate the user (seat pan not too big or small)? |
| ___ | ___ | ___ | Is there a space between the seat pan and the back of the knees and lower legs (seat pan not too long)? |
| ___ | ___ | ___ | Is the seat pan is cushioned and rounded with a "waterfall" front (no sharp edge)? |
| ___ | ___ | ___ | Do armrests, if used, support the forearms and do not restrict movement? |

Keyboard and pointing device:

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | ___ | Is the keyboard platform stable and large enough to hold a keyboard and a pointing device? |
| ___ | ___ | ___ | Is the pointing device next to the keyboard so it can be operated without reaching? |
| ___ | ___ | ___ | Is the pointing device easy to activate and fits the hand comfortably? |
| ___ | ___ | ___ | Do the wrists and hands rest on surfaces that are not sharp or hard? |

Monitor:

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | Is the top of the screen at or below eye level so that it can be read without bending the neck? |
| ___ | ___ | ___ | Can those who wear bifocal or trifocal lenses read the screen without bending their necks? |

- ___ ___ ___ Does the monitor distance allow one to read the screen without leaning forward or backward?
- ___ ___ ___ Is the monitor is directly in front of the user?
- ___ ___ ___ Is the screen free from glare from windows or other light sources?

Desk or other work surface:

- ___ ___ ___ Is there enough space between the top of the user's thighs and the work surface or keyboard platform so that the thighs aren't trapped?
- ___ ___ ___ Is there enough space under the work surface for the legs and feet so that the user can get close enough to the keyboard to type comfortably?

Accessories:

- ___ ___ ___ Is the document holder stable and large enough to hold documents?
- ___ ___ ___ Is the document holder about the same height and distance from the user as the monitor screen?
- ___ ___ ___ Are palm rests padded and free of sharp or square edges?
- ___ ___ ___ Do palm rests allow the forearms, wrists, and hands to remain in a straight line?
- ___ ___ ___ Can a telephone be used with the head upright (not bent) and the shoulders relaxed?

Self-Inspection Checklist

Location(s) _____

Date _____

Completed By _____

| OK | Action Needed | Date Corrected | Safety Committees |
|-----|---------------|----------------|--|
| ___ | _____ | _____ | Is the safety committee composed of an equal number of employer and employee representatives? |
| ___ | _____ | _____ | Are all employees in attendance at safety meetings? |
| ___ | _____ | _____ | Is there at least one employer representative authorized to ensure correction of safety and health issues in attendance at safety meetings? |
| ___ | _____ | _____ | Are employee representatives on the safety committee volunteers or elected by their peers? |
| ___ | _____ | _____ | For employers of twenty or more employees, are there at least four members on the safety committee? |
| ___ | _____ | _____ | Does a majority of the members of the safety committee agree on the chairperson? |
| ___ | _____ | _____ | Are safety committee members or those attending safety meetings compensated at their normal wages during trainings and meetings? |
| ___ | _____ | _____ | Do employee representatives on safety committees serve terms that last at least one year? |
| ___ | _____ | _____ | Are reasonable efforts made to ensure that safety committee members represent the major work activities of the business? |
| ___ | _____ | _____ | Does the safety committee meet at least once a month except in months when workplace inspections are performed? |
| ___ | _____ | _____ | Is your safety committee meeting quarterly if your employees do mostly office work? |
| ___ | _____ | _____ | Are safety meetings being held according to the frequency required by the rule? |
| ___ | _____ | _____ | If you work in construction and hold safety meetings, are you holding the meetings monthly and before the start of each job that lasts more than one week? |
| ___ | _____ | _____ | Are minutes kept at each safety committee meeting? |
| ___ | _____ | _____ | Are you documenting your safety meeting minutes and retaining them for three years? |
| ___ | _____ | _____ | Are you documenting minutes of your safety meetings when all employees are not in attendance? |
| ___ | _____ | _____ | Are safety committee and safety meeting minutes available to all employees? |
| ___ | _____ | _____ | Are the safety committee and safety meeting minutes maintained for at least three years? |
| ___ | _____ | _____ | Are all reports, evaluations, and recommendations of the safety committee included in the safety committee minutes? |

- ___ ___ ___ Has a reasonable time been set within which your employer must respond in writing to safety committee recommendations?
- ___ ___ ___ Has the safety committee set up a system for collecting safety-related suggestions, reports of hazards, or other information directly from those involved in workplace operations?
- ___ ___ ___ Is such information reviewed during the next safety committee meeting and recorded in the minutes?
- ___ ___ ___ Does the safety committee assist your employer in evaluating the workplace safety and health program?
- ___ ___ ___ Does the safety committee make written recommendations to improve the workplace safety and health program?
- ___ ___ ___ Has the safety committee established procedures by which the safety committee inspection team can find and identify safety and health hazards?
- ___ ___ ___ Do the minutes of your safety committee identify who will be responsible for follow up on recommended corrective actions?
- ___ ___ ___ Has the safety committee established procedures for conducting workplace inspections at least quarterly?
- ___ ___ ___ Does the inspection team include employer and employee representatives?
- ___ ___ ___ Are members of the inspection team trained in hazard identification?
- ___ ___ ___ Does the inspection team document in writing the location and identity of hazards?
- ___ ___ ___ Are inspections of all operation centers done by the inspection team or by a person designated at the location?
- ___ ___ ___ Does the safety committee establish an inspection schedule for all locations?
- ___ ___ ___ Does the safety committee recommend ways for the employer to eliminate or correct hazards and unsafe work practices in the workplace?
- ___ ___ ___ Has the safety committee established procedures for reviewing safety and health inspection reports and to make recommendations for improvement to management?
- ___ ___ ___ Has the safety committee evaluated the employer's system for ensuring safety and health accountability?
- ___ ___ ___ Has the safety committee made recommendations for improving safety and health accountability?
- ___ ___ ___ Has the safety committee established procedures for investigating workplace injury accidents, illnesses, and deaths?
- ___ ___ ___ Do safety committee members have access to applicable MN OSHA standards?
- ___ ___ ___ Have safety committee members received safety training in hazard identification and accident investigation?
- ___ ___ ___ Have safety committee members received training on the principles of accident and incident investigations?