

September 13, 2012

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

Sample - General Safety Self-Inspection Checklist

Location _____

Date _____

Completed By _____

OK	Action Needed	Date Corrected	General Inspection
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Emergency Action

_____	_____	_____	Emergency evacuation maps displayed
_____	_____	_____	Spills cleaned up immediately
_____	_____	_____	First-aid kit OSHA-approved and supplies replenished
_____	_____	_____	First-aid kit OSHA-approved and supplies replenished
_____	_____	_____	Hand tools in working order
_____	_____	_____	Air nozzle available if using house air
_____	_____	_____	Air pressure reduced to 30 psi for cleaning work surfaces
_____	_____	_____	Air pressure reduced to 10 psi and brush attached for cleaning workers' clothing
_____	_____	_____	Emergency Action Plan documented and training of all employees completed

Walking Work Surfaces

_____	_____	_____	Floor and surfaces clean and free of debris
_____	_____	_____	Work surfaces dry to prevent slipping
_____	_____	_____	Aisles marked

Ladders

_____	_____	_____	Ladders non-conductive where electrical hazards exist
_____	_____	_____	Steps of ladders covered with anti-slip grit
_____	_____	_____	Ladder steps free of grease or oil
_____	_____	_____	Clearance distance of 10 feet maintained from overhead lines

Workplace Violence

_____	_____	_____	All visitors, customers, vendors, etc., must sign in and sign out at the front office before entering the premises
_____	_____	_____	All threats of (or actual) violence, both direct and indirect, are reported as soon as possible to management
_____	_____	_____	No firearms, weapons, or hazardous devices are allowed on the premises without authorization

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OK	Action Needed	Date Corrected	General Area Interior Inspection
Fire Prevention			
___	___	___	Outside fire water control valves open
___	___	___	Gas meter shutoff wrench in place
___	___	___	External exit signs illuminated
___	___	___	Path to external exits indicated
___	___	___	Extinguisher inspected annually
___	___	___	Aisles and walkways clear
___	___	___	Access to extinguishers unobstructed
___	___	___	Sprinkler heads at 18" clearance from shelves
___	___	___	Sprinkler system tested quarterly
___	___	___	Sprinkler water control valves, air and water pressures checked monthly
___	___	___	Fire doors in working order
___	___	___	Flammable liquids stored in two-hour fire-resistant cabinet or room
___	___	___	Fifty-five-gallon drums of flammable liquids grounded and bonded.
___	___	___	Safety cans used to dispense flammable liquids
___	___	___	Trash carried to dumpster daily
___	___	___	Fire prevention training and portable fire extinguisher training completed
Chemical Safety			
___	___	___	All containers (portable and stationary) labeled with physical and health hazard data
___	___	___	Material Safety Data Sheets (MSDSs) on file for each substance on-site
___	___	___	HazCom Program and MSDSs available to employees
___	___	___	Procedure documented for cleaning up your own blood, if possible
___	___	___	Training for all employees exposed to hazardous substances completed
Machine Guarding			
___	___	___	Machine guarding in place and operating properly
___	___	___	Rotating or moving parts guarded adequately Training for all operators completed
Lockout/Tagout			
___	___	___	Locks and tags available for use or assigned to employees
___	___	___	One key available for each lock if pegboard system used
___	___	___	Hazard analysis for each piece of equipment documented
___	___	___	Lockout/tagout procedures specific to each piece of equipment documented
___	___	___	Energy sources for each piece of equipment documented
___	___	___	Alternative protection provided for minor servicing operations as necessary
___	___	___	Training of all authorized and unauthorized employees completed
___	___	___	Annual inspection of lockout/tagout for each authorized person completed

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OK	Action	Date	General Area Interior Inspection
	Needed	Corrected	

Electrical Safety

___	_____	_____	Electrical boxes labeled for each switch \
___	_____	_____	Appliances and portable tools grounded
___	_____	_____	Extension cords used for temporary wiring limited to 60 days
___	_____	_____	Cords secured in metal sheath that run along walls
___	_____	_____	Cords protected by cord covers that run on the floor
___	_____	_____	Ground fault circuit interrupters on outlets within five feet of water or damp surface
___	_____	_____	Voltage detector meter available for qualified personnel
___	_____	_____	Training for qualified and unqualified personnel completed

Personal Protective Equipment

___	_____	_____	Hearing protection required signs posted in areas above 85 dB on eight-hour TWA
___	_____	_____	Glasses, gloves, aprons, face shields, and respirators available if necessary
___	_____	_____	PPE kept clean and sanitary
___	_____	_____	PPE used when and where it is required
___	_____	_____	Hearing Conservation Plan do