Inspections reduce hazards

Inspections are one of the best ways to help you reveal physical hazards before they cause an injury. A walk-through tour of your daily operations is a good way to identify unsafe conditions or actions before they lead to an accident.

It's also a good opportunity for you to demonstrate leadership by showing commitment to your safety and health program. Inspections help sell the concept of safety to your employees. Each time you make an inspection of a particular work area, you visibly reemphasize your commitment. Regular plant tours encourage individual employees to inspect their own work areas as well.

Safety and health inspections can sometimes reveal problems in the workplace while ensuring conditions and work practices are appropriately safe and productive. Let's look at how you can make this happen.

1. CHOOSE YOUR INSPECTION

You can perform several types of inspections. While the objectives may differ, the outcomes are normally the same—inspections reveal problems before they lead to an accident or injury. Maintaining safe work conditions will also help to reduce downtime and improve project quality and productivity.

Choose an inspection based on what you want to accomplish:

- **General inspections** are regularly scheduled within predetermined intervals. For example, a comprehensive physical inspection may be needed quarterly to get a good overview of general operating conditions. A more detailed, focused inspection may be needed for targeting specific tasks, equipment, or departments.
- **Random inspections** are made at nonscheduled intervals. This is the most common type found at most businesses. A random inspection may include an unannounced survey of a specific department, work area, machine, or process. The intent is to keep supervisory staff alert and to locate and correct hazardous conditions that may have been missed during other inspections. This type of review can be made by almost anyone, with the understanding that they're appropriately trained to look for and record the applicable findings. The inspections must have a specified purpose. Follow up on appropriate actions to ensure that problems have been corrected.
- **Focused inspections** normally emphasize a particular process, work area, or piece of equipment. For example, this may be needed when installing a new machine or when changing a work method. The primary purpose is to verify that no unusual hazards exist or that special changes are taken care of before the final installation or revision. Focused inspections may also be triggered by a review of accidents in a specific department. In short, these inspections target a specific aspect of your operation, to the exclusion of other safety matters in the immediate area.
- **Third-party inspections** are facility surveys conducted by nonemployees—fire department, insurance safety consultants, OSHA, EPA, heating and cooling contractors, etc.

2. PLAN YOUR INSPECTION

Before the inspection, you'll need to do the following to help meet your goals:

- Analyze your accident history to emphasize those conditions or operations known to be problem areas.
- Consider using a checklist as a guide for each department or operation with conditions or practices likely to be encountered. The person making the inspection should be trained in what to recognize and how to use this checklist effectively. The extent of your findings shouldn't be confined to the topics on your checklist.

- Prioritize your findings based on level of urgency and the hazards posed to employee safety or property. It's important to establish a corrective action plan and a deadline.
- Prepare a clear and concise report as a result of your tour, and provide a summary of explanations for corrective action.
- Send reports directly to those responsible for safety and health coordination so they can determine and assign corrective action. This will also ensure that the most urgent situations are given priority.
- Be prepared to address various regulatory safety and health standards that may have a bearing on your findings. For example, general safety and health standards are subject to OSHA (federal or state) enforcement. Fire safety issues are a concern for local fire officials.

3. CONDUCT YOUR INSPECTION

Inspections don't need to be time-consuming or exhaustive, but you should emphasize several areas in each survey. We've included two sample checklists to guide you in creating your self-inspection plan. Be sure to acquaint yourself with the topics on these lists and adapt them to your work environment. Note that the second is more detailed with many items that may not be present in your operations. The first is more general and may be better suited to nonmanufacturers and smaller businesses.

Hints for a quality inspection

As mentioned, there may be several reasons you want or need to conduct an inspection. Direct your attention to some of these more common workplace issues:

- **Employee safety and health:** Lockout/tagout provisions, electrical safety practices, slip and fall hazards, lower back and repetitive-motion injuries, equipment guarding, material handling (hoists, forklifts, conveyors), welding/grinding, vapor degreasing, personal protective equipment use, first aid and emergency response, exhaust ventilation, etc.
- **Fire safety:** Disaster preparedness and evacuation planning, firefighting capabilities, smoking/ignition source control, flammable liquid storage and use, paint booth maintenance, spill containment plans, etc.

When preparing for an inspection, conducting the tour, or completing follow-up reports, keep these points in mind:

- Always be sure to wear appropriate personal protection as required in the area you are reviewing.
- Avoid fault finding. Emphasize fact finding. Correct conditions later through the appropriate department head or supervisory channel.
- Make brief, accurate notes as you methodically tour an area. Locate and list each problem and try to determine the root cause(s). You may need to seek technical advice if you aren't sure about something. Suggest alternative solutions.
- Keep accurate records and follow up on a regularly scheduled basis. Be sure to take care of items that pose imminent danger quickly and properly.

REMEMBER...

Well-designed and executed self-inspections are a key method for revealing problems needing correction within your safety and health program. Recurring patterns of problems that continue to need attention from one inspection to another may indicate a need to improve your program direction or reevaluate your current work procedures. Performing an annual comprehensive safety and health program audit can help you identify program elements in which to focus your efforts.

You make it happen! An inspection is only one method for recognizing, evaluating, and controlling workplace hazards. Working consistently, together with your staff, you may be surprised at the results.

Sentry is committed to helping you protect your business by providing resources to manage loss-producing situations and prevent accidents. For additional information, call our Safety Services department at 800-443-9655 or stay connected to us through Sentry Connect®, our easy-to-use, self-service website at sentry.com.

Safety checklist

At Sentry, our safety experts recommend that business owners conduct loss prevention surveys on a quarterly basis. We've designed this safety checklist to enable you to give your business a thorough review. By regularly inspecting your business, you can help prevent potential losses to your property and avoid injuries to customers and employees.

Mark your calendar to schedule your quarterly safety surveys. Immediately correct any potential hazards you come across and make note of potential trouble spots. Chart your progress and follow up on actions needed. For questions or additional copies of this form, call your Sentry representative.

BURGLARY PROTECTION	1ST QUARTER DATE:	2ND QUARTER DATE:	3RD QUARTER DATE:	4TH QUARTER DATE:
1. All windows and doors protected				
2. Nightlights inside and out in working order				
3. Lockup procedures established and followed				
4. Cash deposits made daily				
5. Access to roof and roof openings secure				
6. Local authorities have current emergency contact numbers				

Action needed:

BUILDING INTERIOR SAFETY	1ST QUARTER DATE:	2ND QUARTER DATE:	3RD QUARTER DATE:	4TH QUARTER DATE:
1. Stairway treads properly installed				
2. Stairway and balcony railings properly secured				
3. Shelving and stock areas clean				
4. Shelving secured to prevent collapse				
5. Floors kept clean—scrap and debris removed				
6. Aisles kept clear				
7. Shelf, rack, and pile storage stable and orderly				
8. Displays safe				
9. Spills cleaned up immediately				
10. Proper clearances for furnaces and/or heaters. (Ref. NFPA standards)				
11. Heating and air conditioning checked annually by qualified service representative				

Action needed:

MOTOR VEHICLE SAFETY	1ST QUARTER DATE:	2ND QUARTER DATE:	3RD QUARTER DATE:	4TH QUARTER DATE:
1. Vehicles inspected regularly				
2. Drivers' motor vehicle records checked annually				
3. Vehicles used only for business				
4. Safe driver objectives posted in vehicles				
5. Vehicle maintenance schedule followed				
6. Lift truck operators trained and qualified				
7. Lift truck horn, brakes, etc., in good working condition				

Action needed:

EMPLOYEE AND CUSTOMER SAFETY	1ST QUARTER DATE:	2ND QUARTER DATE:	3RD QUARTER DATE:	4TH QUARTER DATE:
1. Sidewalks kept clear and well maintained				
2. Parking lot secure and safe				
3. Adequate lighting (indoors and outside)				
4. Counter and aisle area safe (no obstructions in aisle)				
5. First aid kit easily accessible and well stocked				
6. Trained and certified first aid people available				
7. OSHA poster "Safety and health protection on the job" posted				
8. Restrooms clean and not used for storage				
9. Emergency telephone numbers conspicuously posted				
10. Employees trained to follow proper safety rules				
11. New employees trained for safety on the job				
12. Employees use proper lifting techniques				
13. Employees made aware of potential liability in exaggerating product performance				
14. Well-maintained ladders accessible for high storage				

Action needed:

FIRE AND ELECTRICAL SAFETY	1ST QUARTER DATE:	2ND QUARTER DATE:	3RD QUARTER DATE:	4TH QUARTER DATE:
Fire				
1. Fire extinguishers properly located				
2. Fire exits clearly marked				
3. Flammable liquids stored properly in safety cans				
4. NO SMOKING signs properly posted				
5. Oily rags stored in self-closing metal container				
Electrical				
6. Switch outlet and junction boxes properly installed with cover plates				
7. Proper fuse/circuit breaker for wire size and load				
8. Tools and equipment properly grounded				
9. Extension cords used only for temporary electrical				
Action needed:				

TOOL AND EQUIPMENT SAFETY	1ST QUARTER DATE:	2ND QUARTER DATE:	3RD QUARTER DATE:	4TH QUARTER DATE:
Tools				
1. Hand tools in good working condition				
2. Proper tools used for each job				
Ladders				
3. Ladders in good operating condition—no cracks or other signs of weak or broken rungs				
4. Nonslip devices properly installed				
5. Employees never stand on top two steps of ladders				
Machine guards				
6. Belts, pulleys, and other pinch points guarded				
7. Safety glasses worn				
Action needed:				

Sentry®

General inspection checklist

SAFETY AND HEALTH PROGRAM	YES	NO	ACTION(S) TAKEN:
1. Do you have an active safety and health program in operation that deals with general safety and health program elements as well as management of hazards specific to your worksite?			
2. Is one person clearly responsible for the overall activities of the safety and health program?			
3. Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?			
4. Do you have a working procedure for handling in-house employee complaints regarding safety and health?			
5. Are your employees advised of the successful efforts you and/or your safety committee have made in the workplace?			
6. Have you considered incentives for employees or workgroups who excel in reducing workplace injuries/illnesses?			

Comments:

PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	ACTION(S) TAKEN
1. Are employers assessing the workplace to determine if hazards that require the use of PPE (for example, head, eye, face, hand, or foot protection) are present or are likely to be present?			
2. If hazards or the likelihood of hazards are found, do affected employees properly use suitable PPE?			
3. Has the employee been trained on PPE procedures, such as what PPE is necessary for a job task, when they need it, and how to properly adjust it?			
4. Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?			
5. 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?			
6. Are employees who need corrective lenses (glasses or contacts) in working environments with harmful exposures required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?			
7. 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.”			
8. Are hard hats provided and worn where danger of falling objects exists?			

PERSONAL PROTECTIVE EQUIPMENT (PPE) (CONT.)	YES	NO	ACTION(S) TAKEN
9. Are hard hats inspected periodically for damage to the shell and suspension system?			
10. Is appropriate foot protection required where there's the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing, or penetrating actions?			
11. Are approved respirators provided for regular or emergency use where needed?			
12. Is all protective equipment maintained in a sanitary condition and ready for use?			
13. Do you have eye wash facilities and a quick-drench shower within the work area where employees are exposed to hazards such as injurious corrosive materials?			
14. Are food or beverages consumed in an area clear of exposure to toxic material, blood, or other potentially infectious materials?			
15. Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?			
16. Are adequate work procedures, protective clothing, and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?			
17. Are there appropriate procedures in place for disposing of or decontaminating PPE contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?			

Comments:

FLAMMABLE AND COMBUSTIBLE MATERIALS	YES	NO	ACTION(S) TAKEN
1. Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?			
2. Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?			
3. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?			
4. Are all connections on drums and combustible liquid piping, vapor, and liquid tight?			
5. Are all flammable liquids kept in closed containers when not in use (for example, parts cleaning tanks, pans, etc.)?			
6. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?			
7. Do storage rooms for flammable and combustible liquids have explosion-proof lights?			
8. Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?			
9. Is liquified petroleum gas stored, handled, and used in accordance with safe practices and standards?			
10. Are NO SMOKING signs posted on liquified petroleum gas tanks?			
11. Are liquified petroleum storage tanks guarded to prevent damage from vehicles?			
12. Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?			

FLAMMABLE AND COMBUSTIBLE MATERIALS (CONT.)	YES	NO	ACTION(S) TAKEN
13. Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?			
14. Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to ensure their support and stability?			
15. Are fuel gas cylinders and oxygen cylinders separated by distance and fire-resistant barriers while in storage?			
16. Are fire extinguishers selected and provided for the types of materials in areas where they are to be used? Class A Ordinary combustible material fires Class B Flammable liquid, gas, or grease fires Class C Energized-electrical equipment fires			
17. 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?			
18. Are extinguishers free from obstructions or blockage?			
19. Are all extinguishers serviced, maintained, and tagged at least once a year?			
20. Are all extinguishers fully charged and in their designated places?			
21. Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so water won't be sprayed into operating electrical switch boards and equipment?			
22. Are NO SMOKING signs posted where appropriate in areas where flammable or combustible materials are used or stored?			
23. Are safety cans used for dispensing flammable or combustible liquids at a point of use?			
24. Are all spills of flammable or combustible liquids cleaned up promptly?			
25. Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or temperature changes?			
26. Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?			

Comments:

HAND AND PORTABLE POWERED TOOLS	YES	NO	ACTION(S) TAKEN
Hand tools and equipment			
1. Are all tools and equipment (both company- and employee-owned) used by employees at their workplace in good condition?			
2. Are hand tools that develop mushroomed heads (common with chisels and punches) reconditioned or replaced as necessary?			
3. Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?			
4. Are worn or bent wrenches replaced regularly?			
5. Are appropriate handles used on files and similar tools?			
6. Are employees made aware of the hazards caused by faulty or improperly used hand tools?			
7. Are appropriate safety glasses, face shields, etc., worn while using hand tools or equipment which might produce flying materials or be subject to breakage?			

HAND AND PORTABLE POWERED TOOLS (CONT.)	YES	NO	ACTION(S) TAKEN
8. Are jacks checked periodically to ensure they are in good operating condition?			
9. Are tool handles wedged tightly in all tool heads?			
10. Are tool cutting edges kept sharp to reduce the likelihood of binding or skipping?			
11. Are tools stored in dry, secure locations where they won't be tampered with?			
12. Is eye and face protection used when driving hardened or tempered spuds or nails?			
Portable (power-operated) tools and equipment			
13. Are grinders, saws, and similar equipment provided with appropriate safety guards?			
14. Are power tools used with the correct shields, guards, or attachments manufacturers recommend?			
15. 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?			
16. Are rotating or moving parts of equipment guarded to prevent physical contact?			
17. Are all cord-connected, electrically operated tools and equipment effectively grounded and using approved double-insulated cords?			
18. Are effective guards in place over belts, pulleys, chains, and sprockets on equipment such as concrete mixers and air compressors?			
19. Are portable fans provided with full guards or screens having openings ½ inch or less?			
20. Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?			
21. Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?			
22. Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?			
Powder-actuated tools			
23. Is every employee who operates powder-actuated tools trained in their use and do they carry a valid operator's card?			
24. Is each powder-actuated tool stored in its own locked container when not being used?			
25. Is a sign at least 7 inches by 10 inches with bold type reading POWDER-ACTUATED TOOL IN USE conspicuously posted when the tool is being used?			
26. Are powder-actuated tools left unloaded until they are ready to be used?			
27. Are powder-actuated tools inspected for obstructions or defects each day before use?			
28. Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes, and ear protectors?			

Comments:

LOCKOUT AND TAGOUT PROCEDURES	YES	NO	ACTION(S) TAKEN
1. Is all machinery or equipment capable of movement required to be de-energized or disengaged and locked out during cleaning, servicing, adjusting, or setting up operations, whenever required?			
2. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit: • Are the appropriate electrical enclosures identified? • Are means provided to assure the control circuit can also be disconnected and locked up?			
3. Is the locking out of control circuits in lieu of locking out main power disconnects prohibited?			
4. Are all equipment control valve handles provided with a means for locking out?			
5. Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked out for repairs?			
6. Are appropriate employees provided with individually keyed personal safety locks?			
7. Are employees required to keep personal control of their key(s) while they have safety locks in use?			
8. Is it required that only the employees exposed to the hazard place or remove the safety lock?			
9. Is it required that employees check the safety of the lockout by attempting a startup after making sure no one is exposed?			
10. Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lockout?			
11. Is there a means provided to identify any or all employees who are working on locked out equipment by their locks or accompanying tags?			
12. Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?			
13. 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?			

Comments:

CONFINED SPACES	YES	NO	ACTION(S) TAKEN
1. Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?			
2. Are all lines to a confined space containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?			
3. Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked out if they present a hazard?			
4. Is either natural or mechanical ventilation provided prior to confined space entry?			
5. Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances, and explosive concentrations in the confined space before entry?			
6. Is adequate illumination provided for the work to be performed in the confined space?			
7. Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?			

CONFINED SPACES (CONT.)	YES	NO	ACTION(S) TAKEN
8. 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?			
9. Is the standby employee appropriately trained and equipped to handle an emergency?			
10. 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?			
11. Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?			
12. Is all portable electrical equipment used inside confined spaces either grounded or insulated, or equipped with ground fault protection?			
13. Before gas welding or burning is started in a confined space, is it tested for an explosive atmosphere? Are hoses checked for leaks, compressed gas bottles forbidden in the space, and torches lighted only outside the area?			
14. If employees will be using oxygen-consuming equipment such as salamanders, torches, and furnaces in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?			
15. Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?			
16. Is each confined space checked for decaying vegetation or animal matter which may produce methane?			
17. Is the confined space checked for possible industrial waste that could contain toxic properties?			
18. If the confined space is below the ground and near areas where motor vehicles will be operating, is it shielded from vehicle exhaust or carbon monoxide?			

Comments:

ELECTRICAL	YES	NO	ACTION(S) TAKEN
1. Do you specify compliance with OSHA for all contract electrical work?			
2. Are all employees required to report as soon as practicable any obvious hazard to life or property observed regarding electrical equipment or lines?			
3. Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting to work on electrical equipment or lines?			
4. When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out, or tagged whenever possible?			
5. Are portable electrical tools and equipment grounded or of the double insulated type?			
6. Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?			
7. Do extension cords being used have a grounding conductor?			
8. Are multiple plug adaptors prohibited?			

ELECTRICAL (CONT.)	YES	NO	ACTION(S) TAKEN
9. Are ground-fault circuit interrupters installed on each temporary 15 or 20 amperes, 120-volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?			
10. Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?			
11. Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?			
12. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?			
13. Are flexible cords and cables free of splices or taps?			
14. Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?			
15. In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?			
16. Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling, or similar work begins?			
17. 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?			
18. 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?			
19. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?			
20. Are disconnecting means always opened before fuses are replaced?			
21. Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment, and enclosures?			
22. Are all electrical raceways and enclosures securely fastened in place?			
23. Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?			
24. Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?			
25. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?			
26. Are electrical enclosures—such as switches, receptacles, and junction boxes—provided with tight-fitting covers or plates?			
27. Are disconnecting switches for electrical motors (with more than two horsepower) capable of opening the circuit when the motor is in a stalled condition without exploding? (Switches must be horsepower rated equal to or more than the motor hp rating.)			
28. Is low-voltage protection provided in the control device of motor driving machines or equipment which could cause probable injury from inadvertent starting?			
29. Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?			

ELECTRICAL (CONT.)	YES	NO	ACTION(S) TAKEN
30. 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?			
31. Is the controller for each motor more than two horsepower rated in horsepower equal to or more than the rating of the motor it serves?			
32. Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?			
33. Are employees prohibited from working alone on energized lines or equipment over 600 volts?			

Comments:

WALKING AND WORKING SURFACES	YES	NO	ACTION(S) TAKEN
General work environment			
1. Is a documented, functioning housekeeping program in place?			
2. Are all worksites clean, sanitary, and orderly?			
3. Are work surfaces kept dry or are appropriate means taken to ensure the surfaces are slip-resistant?			
4. Are all spilled hazardous materials or liquids—including blood and other potentially infectious materials—cleaned up immediately and according to proper procedures?			
5. Is combustible scrap, debris, and waste stored safely and removed from the worksite properly?			
6. Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (1910.1030), discarded according to federal, state, and local regulations?			
7. Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?			
8. Is combustible dust cleaned up with a vacuum system to prevent the dust from going into suspension?			
9. Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?			
10. Are covered metal waste cans used for oily and paint-soaked waste?			
Walkways			
11. Are aisles and passageways kept clear?			
12. Are aisles and walkways marked as appropriate?			
13. Are wet surfaces covered with non-slip materials?			
14. Are holes in the floor, sidewalk, or other walking surface repaired properly, covered, or otherwise made safe?			
15. Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?			
16. Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?			
17. Are spilled materials cleaned up immediately?			
18. Are changes of direction or elevation readily identifiable?			
19. 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?			
20. Is adequate headroom provided for the entire length of any aisle or walkway?			

WALKING AND WORKING SURFACES (CONT.)	YES	NO	ACTION(S) TAKEN
21. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?			
22. Are bridges provided over conveyors and similar hazards?			
Floor and wall openings			
23. Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrances to stairways or at ladders)?			
24. Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?			
25. Are skylight screens of such construction and mounting that they'll withstand a load of at least 200 pounds?			
26. 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?			
27. 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?			
28. Are unused portions of service pits not in use either covered or protected by guardrails or equivalent systems?			
29. 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?			
30. 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?			
Stairs and stairways			
31. Do the standard stair rails or handrails on all stairways have four or more risers?			
32. Are all stairways at least 22 inches wide?			
33. Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 12 inches in width at every 12 feet or less of vertical rise?			
34. Do stairs angle no more than 50 and no less than 30 degrees?			
35. Are step risers on stairs uniform from top to bottom?			
36. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?			
37. Are stairway handrails located between 30–34 inches above the leading edge of stair treads?			
38. Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?			
39. 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?			
40. 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?			
41. Do stairway landings have a dimension measured, in the direction of travel, at least equal to the width of the stairway?			
Elevated surfaces			
42. Are signs posted, when appropriate, showing the elevated surface load capacity?			
43. Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?			
44. Are all elevated surfaces (beneath which people or machinery can be exposed to falling objects) provided with standard 4-inch toe boards?			

WALKING AND WORKING SURFACES (CONT.)	YES	NO	ACTION(S) TAKEN
45. Is a permanent means of access and egress provided to elevated storage and work surfaces?			
46. Is required headroom provided where necessary?			
47. Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?			
48. Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?			

Comments:

HAZARD COMMUNICATION	YES	NO	ACTION(S) TAKEN
1. Is there a list of hazardous substances used in your workplace?			
2. Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?			
3. Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?			
4. Is there a Material Safety Data Sheet readily available for each hazardous substance used?			
5. Is there an employee training program for hazardous substances? Does this program include: • An explanation of what an MSDS is and how to use and obtain one? • MSDS contents for each hazardous substance or class of substances? • Explanation of "Right to Know"? • Identification of where an employee can see the employer's written hazard communication program and where hazardous substances are present in their work areas? • The physical and health hazards of substances in the work area, and specific protective measures to be used? • Details of the hazard communication program, including how to use the labeling system and MSDSs?			
6. 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 PPE and to know their limitations? • How to obtain information on the types selection, proper use, location, removal handling, decontamination, and disposal of PPE? • Who to contact and what to do in an emergency?			

Comments:

Location _____ Date of inspection _____

Name of auditor _____