# SAFETY INSPECTION

| | | | |
|---|---|---|---|
| Company | | Date | |
| Worksite | | | |
| Supervisor | | Inspector | |

| SAFETY AND HEALTH PROGRAMS | Yes | No | N/A | Notes |
|---|---|---|---|---|
| A safety and health program is in place to help proactively manage safety in the workplace. | | | | |
| The safety and health of all employees and management is top priority. | | | | |
| Safety and health is a part of daily conversations with employees. | | | | |
| A procedure is in place for workers to report injuries, illnesses, incidents (including near misses/close calls), hazards, and safety and health concerns. | | | | |
| Workers are trained how to identify and control hazards. | | | | |
| Workplace inspections are conducted with workers. | | | | |
| Workers are asked for ideas on hazard control. | | | | |
| Workers are assigned the task of choosing, implementing, and evaluating hazard controls they come up with. | | | | |
| Foreseeable emergency scenarios are identified, and instructions are developed on what to do in each case. | | | | |
| Workers are consulted before significant changes are made to the workplace, work organization, equipment, or materials in order to identify potential safety or health issues. | | | | |
| Time is set aside to discuss safety and health issues, with the goal of identifying ways to improve the safety and health program. | | | | |

| WORK ENVIRONMENT | Yes | No | N/A | Notes |
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| The workplace is clean, orderly, and sanitary. | | | | |
| Workplace floors are maintained in a dry condition. | | | | |
| Where wet processes are used, drainage is maintained and false floors, platforms, mats, or other dry standing places are provided, where practicable, or workers use appropriate footwear. | | | | |
| Enclosed workplaces are maintained to prevent the entrance or harborage of rodents, insects, and other vermin; and a continuing and effective extermination program is instituted where their presence is detected. | | | | |
| Workers do not eat or drink in any areas where hazardous substances are present. | | | | |
| Combustible scrap, debris, and waste are stored properly and promptly removed from the workplace. | | | | |
| Covered metal waste cans are used for rags soaked in oil, flammable/combustible liquid, paint, etc. | | | | |
| Vacuuming and non-vigorous sweeping are used in place of blowing down with compressed air. | | | | |
| When it is necessary to blow down in place of vacuuming and sweeping, compressed air pressure is limited to 30 psi, and dust clouds are kept to a minimum. | | | | |
| General dilution or local exhaust ventilation systems are used to control dusts, vapors, gases, fumes, smoke, solvents, or mists generated in the workplace, where possible. | | | | |
| Clear space is maintained in front of electrical panels; minimum 3’ in front, and at least the width of the panel, but not less than 2 ½ feet. | | | | |
| Appropriate precautions are taken to maintain exits, and protect workers during construction, renovation, and repair operations. | | | | |

| POSTING OF SAFETY AND HEALTH INFO | Yes | No | N/A | Notes |
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| The required OSHA Job Safety and Health Poster (or state plan equivalent) is posted in a prominent location in the workplace. | | | | |
| **NOTE:** *The poster is available for free from OSHA in multiple languages. While OSHA does not require employers to display the poster in other languages, OSHA encourages employers with employees that speak other languages to also display the poster in those languages.* | | | | |
| The annual Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) is posted during the months of February, March, and April. | | | | |
| Any citations resulting from OSHA workplace inspections are posted until the violation has been abated, or for three working days, whichever is later. | | | | |
| Emergency telephone numbers are posted where they can be readily found in case of emergency. | | | | |

| RECORDKEEPING AND RECORDING | Yes | No | N/A | Notes |
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| Occupational injuries or illnesses, except minor injuries requiring only first aid, are recorded on OSHA Form 300 (Log of Work-Related Injuries and Illnesses). | | | | |
| **NOTE:** *Employers are partially exempt from OSHA's injury and illness recordkeeping requirements if 1) they had 10 or fewer workers during all of the last calendar year (see 29 CFR 1904.1), or 2) they are in certain low-hazard industries (see 29 CFR Part 1904, Subpart B, Appendix A). All employers, regardless of size or industry, must report work-related fatalities, in-patient hospitalizations, amputations, and loss of an eye to OSHA.* | | | | |
| A supplementary record of each recordable occupational injury and illness is prepared for recordable cases on OSHA Form 301 (Injury and Illness Incident Report). | | | | |
| An annual summary is prepared at the end of each calendar year using OSHA Form 300A (Summary of Work-Related Injuries and Illnesses). | | | | |
| Form 300A Summary is submitted to OSHA annually (by March 2 the year after) if:<br>• An establishment with 250 or more workers that is currently required to keep OSHA injury and illness records, or<br>• An establishment with 20-249 workers that is classified in certain industries with high rates of occupational injuries and illnesses. | | | | |
| Injury and illness records (OSHA 300, 300A, and 301) are kept at the worksite for at least five years. | | | | |
| Worker medical and exposure records are retained for the time period required for each specific type of record. | | | | |
| Worker training records are kept and accessible for review by workers, as required by OSHA standards. | | | | |
| All work-related fatalities are reported to OSHA within 8 hours. All work-related in-patient hospitalizations, amputations, and loss of an eye are reported to OSHA within 24 hours. | | | | |

| COMPRESSED GAS CYLINDERS | Yes | No | N/A | Notes |
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| Cylinders are clearly marked to identify their contents. | | | | |
| Cylinders are stored where they cannot be damaged by passing or falling objects, and not subject to tampering by unauthorized persons. | | | | |
| Cylinders are regularly examined for obvious signs of defects, deep rusting, and leakage. | | | | |
| Care is used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage. | | | | |
| Care is taken to not drop or strike cylinders. | | | | |
| Cylinders without fixed wheels have keys, handles, or non-adjustable wrenches on stem valves when in service. | | | | |
| Liquefied gases are stored and shipped valve-end up with valve-protection caps in place. | | | | |
| Valve-protection caps are placed on cylinders when the cylinders are not in use or connected for use. | | | | |
| Valves are closed before cylinders are moved, when cylinders are empty, and at the completion of each job. | | | | |
| Empty cylinders are appropriately marked, and their valves are closed. | | | | |

| ELECTRICAL SAFETY | Yes | No | N/A | Notes |
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| Electrical work performed by workers or contractors complies with OSHA standards. | | | | |
| Sufficient access and working space is provided and maintained around all electrical equipment to permit ready and safe operations and maintenance. | | | | |
| Workers make preliminary inspections and perform appropriate tests to determine conditions before starting work on electrical equipment or lines. | | | | |
| In wet or damp locations, electrical tools and equipment are appropriate for the use or location or otherwise protected. | | | | |
| Metal measuring tapes, ropes, hand-lines and similar devices with metallic thread woven into the fabric are not used where they could come in contact with energized parts of equipment or circuit conductors. | | | | |
| Portable ladders with nonconductive side rails are used where the worker or the ladder could contact exposed energized parts of equipment, fixtures, or circuit conductors. | | | | |
| Disconnecting switches and circuit breakers are labeled to indicate their use or equipment served. | | | | |
| Electrical installations are approved not only for the class of location, but also for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that may be present. | | | | |
| Whenever a worker is exposed to contact with parts of fixed electric equipment or circuits that have been de-energized, the circuits energizing the parts are locked out or tagged, as appropriate. | | | | |
| Workers who regularly work on or around energized electrical equipment or lines are instructed in cardiopulmonary resuscitation (CPR). | | | | |
| Workers do not work alone on energized lines or equipment over 600 volts. | | | | |

| ELECTRICAL SAFETY | Yes | No | N/A | Notes |
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| Barricades and safety signs are used to prevent or limit access to areas where workers could be exposed to uninsulated energized conductors or circuit parts. | | | | |
| Cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type. | | | | |
| Flexible cord sets (extensions cords) used with grounding-type equipment have grounding conductors. | | | | |
| Cord-connected, electrically operated equipment, and flexible cord sets (extension cords) are visually inspected before use for external defects (such as loose parts, deformed and missing pins, or damage to outer jacket or insulation) and for evidence of possible internal damage (such as pinched or crushed outer jacket). | | | | |
| Exposed wiring, and cords with frayed or deteriorated insulation, are immediately removed from service. | | | | |
| Flexible cords are only used in continuous lengths without splice or tap. | | | | |
| Multiple plug adaptors are not used. | | | | |
| Electrical appliances such as vacuum cleaners, polishers, vending machines, etc., are grounded. | | | | |
| Non-grounding type receptacles and connectors are not used for grounding-type attachment plugs. | | | | |
| Ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt alternating current (AC) circuit at locations where construction, demolition, modifications, alterations, etc., are performed. | | | | |
| Metal cable trays, metal raceways, and metal enclosures for conductors are grounded. | | | | |
| Disconnecting means are always opened before fuses are replaced. | | | | |

| ELECTRICAL SAFETY | Yes | No | N/A | Notes |
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| Flexible cords and cables are connected to devices and fittings so that strain relief is provided to prevent pull from being directly transmitted to joints or terminal screws. | | | | |
| Cord, cable, and raceway connections are intact and secure. | | | | |
| Energized parts of electrical circuits and equipment are guarded against accidental contact by approved cabinets or enclosures. | | | | |
| Unused openings (including conduit knockouts) in electrical enclosures and fittings are closed with appropriate covers, plugs, or plates. | | | | |
| Electrical enclosures such as switches, receptacles, junction boxes, etc., are provided with tight-fitting covers or plates. | | | | |
| The location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) is determined before digging, drilling, or similar work is begun. | | | | |
| Temporary circuits are protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring. | | | | |
| Disconnecting switches for electrical motors in excess of two horsepower are able to open the circuit when the motor is stalled without exploding. | | | | |
| Low voltage protection is provided in the control devices of motors driving machines or equipment that could cause injury from inadvertent starting. | | | | |
| Motor disconnecting switches or circuit breakers are located within sight of the motor control device. | | | | |
| The controller for each motor that exceeds two horsepower is rated equal to, or above, the rating of the motor it serves. | | | | |

| EXITS AND EMERGENCY PLANNING | Yes | No | N/A | Notes |
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| An emergency action plan is in place to guide employer and worker actions during workplace emergencies. | | | | |
| **NOTE:** *While an emergency action plan is only required when an OSHA standard requires one, having a plan is a good way to prepare and protect workers and the business during an emergency.* | | | | |
| The plan considers all potential natural or man-made emergencies that could disrupt the workplace, the impact of internal and external emergencies on workplace operations and the response is tailored to the workplace. | | | | |
| The plan contains a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors. | | | | |
| The plan contains the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan. | | | | |
| The plan addresses how medical assistance will be provided. | | | | |
| The plan identifies where personal information on workers can be obtained in an emergency. | | | | |
| The plan identifies the conditions under which an evacuation would be necessary. | | | | |
| The plan identifies a clear chain of command and designates a person authorized to order an evacuation or shutdown of operations. | | | | |
| The plan addresses the types of actions expected of different workers for the various types of potential emergencies. | | | | |
| The plan designates who, if anyone, will stay to shut down critical operations during an evacuation. | | | | |
| The plan outlines specific evacuation routes and exits**,** and these are posted in the workplace where they are easily accessible to all workers. | | | | |

| EXITS AND EMERGENCY PLANNING | Yes | No | N/A | Notes |
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| The plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English. | | | | |
| The plan identifies one or more assembly areas (as necessary for different types of emergencies) where workers will gather and a method for accounting for all workers. | | | | |
| The plan addresses how visitors will be assisted in evacuation and accounted for. | | | | |
| The plan identifies a preferred method for reporting fires and other emergencies. | | | | |
| The plan describes the method to be used to alert workers, including disabled workers, to evacuate or take other action. | | | | |
| **DOORS** | | | | |
| Doors that are required to serve as exits are designed and constructed so that the path of exit travel is obvious and direct. | | | | |
| Exit doors and doors in the required path to the exit are not locked, blocked, or otherwise obstructed. | | | | |
| Exit doors can be opened from the direction of exit travel without the use of a key, tool, or any special knowledge or effort when the building is occupied. | | | | |
| Exit doors are side-hinged and swing. | | | | |
| No revolving, sliding, or overhead doors serve as required exit doors. | | | | |
| Panic hardware or fire exit hardware installed on a required exit door allows the door to open by applying a force of 15 pounds or less in the direction of the exit traffic. | | | | |
| Doors on cold storage rooms are provided with an inside release mechanism that releases the latch and open the door even if the door is padlocked or otherwise locked on the outside. | | | | |

| EXITS AND EMERGENCY PLANNING | Yes | No | N/A | Notes |
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| Where exit doors open directly onto a street, alley, or where vehicles may be operated, adequate barriers and warnings are provided to prevent workers from stepping into traffic. | | | | |
| Doors that swing in both directions, located between rooms where there is frequent traffic are provided with viewing panels in each door. | | | | |
| Glass doors, glass panels in doors, windows, etc., that are subject to human impact, are made of safety glass that meets the requirements for human impact. | | | | |
| **EXITS, EXIT PATHS** | | | | |
| There are sufficient exits to permit prompt escape in case of emergency. | | | | |
| The number of exits from each floor or level, and the number of exits from the building itself, are appropriate for the occupant load. | | | | |
| At least two exits are provided from elevated platforms, pits, and rooms where having only one exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances. | | | | |
| Routes to exits, when not immediately apparent, are marked with visible exit signs. | | | | |
| All exits have exit signs that are illuminated internally or by a reliable light source. | | | | |
| Exit signs are labeled with the word “EXIT” in lettering at least 6” high and the stroke of the lettering at least 3/4” wide. | | | | |
| Doors, passageways, and stairways that are not exits or access to exits, but could be mistaken for exits, are appropriately marked “NOT AN EXIT,” “TO BASEMENT,” “STOREROOM,” etc. | | | | |
| Emergency lighting, where provided, is tested for 30 seconds monthly, and 90 mins. annually. | | | | |
| Ramps that are used as part of required exiting from a building have a slope limited to 1’ vertical and 12’ horizontal. | | | | |

| FIRE PROTECTION | Yes | No | N/A | Notes |
|---|---|---|---|---|
| **FIRE EXTINGUISHERS** | | | | |
| If portable fire extinguishers are provided in the workplace, and designated workers are expected to use them, the workers are provided with initial training in their use and at least annually thereafter. | | | | |
| Portable fire extinguishers of the appropriate types(s) are provided in adequate numbers and mounted in readily accessible locations. | | | | |
| Fire extinguishers are selected and provided for the types of materials in the areas where they are to be used. | | | | |
| *Class A – Ordinary combustible materials.*<br>*Class B – Flammable liquids, gases, or oils.*<br>*Class C – Energized electrical equipment.*<br>*Class D – Combustible metals.*<br>*Class K – Kitchens; cooking with oils and fats.* | | | | |
| Fire extinguishers are visually inspected monthly, and the inspection is recorded. | | | | |
| Fire extinguisher discharge nozzles are free from obstructions or blockage. | | | | |
| Fire extinguishers are fully charged and in their designated places. | | | | |
| Fire extinguishers receive an annual maintenance check, and the maintenance is recorded. | | | | |
| **FIRE SUPPRESSION AND ALARM SYSTEMS** | | | | |
| Fire alarm system has been certified, is in proper working condition, and is tested annually. | | | | |
| Testing and maintenance of automatic sprinkler systems is performed by a qualified worker or sprinkler contractor. | | | | |
| Automatic sprinkler system control valves and pressure gages are checked periodically. | | | | |
| Sprinkler heads subject to potential physical damage are protected by metal guards. | | | | |

| FIRE PROTECTION | Yes | No | N/A | Notes |
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| Proper clearance (minimum 18”) is maintained below sprinkler heads. | | | | |
| Standpipes, fire hoses, and fire hose valves, are inspected regularly and tested annually. | | | | |
| Private fire hydrants are flushed at least once a year and are on a routine preventive maintenance schedule. | | | | |
| **FLAMMABLE AND COMBUSTIBLE LIQUIDS AND MATERIALS** | | | | |
| Combustible scrap, debris**,** and waste materials (oily rags, etc.) are stored in covered metal receptacles and promptly removed from the worksite. | | | | |
| Proper storage is practiced to minimize the risk of fire, including spontaneous combustion. | | | | |
| Approved containers and tanks are used to store and handle flammable and combustible liquids. | | | | |
| All connections on drums and combustible liquid piping are vapor and liquid tight. | | | | |
| All flammable liquids are kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.). | | | | |
| Where flammable liquids are transferred and dispensed, appropriate grounding and bonding methods are used to minimize the generation of static electricity. | | | | |
| Inside storage rooms for flammable and combustible liquids have mechanical or gravity ventilation. | | | | |
| Explosion-proof electrical wiring, lights, and equipment are used, in inside storage rooms used for flammable liquids. | | | | |
| Liquefied petroleum gas is stored, handled, and used in accordance with safe practices and standards. | | | | |
| “NO SMOKING” signs are posted on liquefied petroleum gas tanks and in areas where flammable or combustible materials are used and stored. | | | | |

| FIRE PROTECTION | Yes | No | N/A | Notes |
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| Liquefied petroleum storage tanks are guarded to prevent damage from vehicles. | | | | |
| All solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite. | | | | |
| Safety cans are used for dispensing flammable or combustible liquids at the point of use. | | | | |
| Spills of flammable or combustible liquids are cleaned up promptly. | | | | |
| Storage tanks are adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes. | | | | |
| Storage tanks are equipped with emergency venting that relieve excessive internal pressure caused by fire exposure. | | | | |

| HAND AND POWER TOOLS | Yes | No | N/A | Notes |
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| **EXPLOSIVE (POWDER) ACTUATED FASTENING TOOLS** | | | | |
| Each worker who operates an explosive-actuated tool is trained in its use and has a valid operator's card. | | | | |
| Explosive-actuated tools are left unloaded until they are ready to be used. | | | | |
| Explosive-actuated tools are inspected for obstructions or defects before use. | | | | |
| Each explosive-actuated tool is stored in its own locked container when not being used. | | | | |
| Workers who operate explosive-actuated tools use appropriate PPE. | | | | |
| A sign at least 7" by 10" with bold face type reading "POWDER-" or "EXPLOSIVE ACTUATED TOOL IN USE" is conspicuously posted when the tool is being used. | | | | |
| **HAND TOOLS** | | | | |
| Appropriate safety glasses, face shields, and other PPE are used while using hand tools or equipment that might produce flying materials or be subject to breakage. | | | | |
| All tools and equipment (both company and worker-owned) used at the workplace are in good condition. | | | | |
| Workers have been advised of hazards caused by faulty or improperly used hand tools. | | | | |
| Hand tools, such as chisels, punches, etc., which develop mushroomed heads during use are reconditioned or replaced as necessary. | | | | |
| Tools cutting edges are kept sharp so that tools move smoothly without binding or skipping. | | | | |
| Tool handles are wedged tightly into the heads of all tools. | | | | |
| Broken or fractured handles on hammers, axes, and similar equipment are replaced. | | | | |
| Tools are stored in a dry, secure location where tampering is not possible. | | | | |

| HAND AND POWER TOOLS | Yes | No | N/A | Notes |
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| Worn or bent wrenches are replaced. | | | | |
| Appropriate handles are used on files and similar tools. | | | | |
| Jacks are inspected to ensure they are in good operating condition. | | | | |
| Jacks receive appropriate maintenance and are lubricated at regular intervals. | | | | |
| Jacks only lift loads within their rated capacity. | | | | |
| **PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT** | | | | |
| Power tools are equipped with proper shields, guards, or attachments, as recommended by the manufacturer. | | | | |
| Grinders, saws**,** and other equipment are provided with appropriate guards. | | | | |
| Portable fans are provided with full guards or screens having openings ½” or less. | | | | |
| Portable circular saws are equipped with the proper guards above and below the base plate or shoe. | | | | |
| Circular saw guards are checked to ensure that they are not wedged up, leaving the lower portion of the blade unguarded. | | | | |
| Cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type. | | | | |
| Rotating or moving parts of equipment are guarded to prevent physical contact. | | | | |
| Pneumatic and hydraulic hoses on powder-operated tools are checked regularly for deterioration or damage. | | | | |

| HAZARD COMMUNICATION | Yes | No | N/A | Notes |
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| A written plan has been developed to ensure that workers are informed and understand the hazards of chemicals in the workplace. | | | | |
| A list or inventory of all hazardous chemicals in the workplace has been prepared (including housekeeping/cleaning chemicals). | | | | |
| Safety Data Sheets (SDS) for each hazardous chemical in the workplace are up-to-date and readily accessible to workers. | | | | |
| Labels are kept on shipped containers that include product identifier, signal word, hazard statements, pictograms, precautionary statements, and supplier information. | | | | |
| Workplace containers are labeled where required (example: chemicals received in large containers that are transferred to smaller containers). | | | | |
| Workplace signs and other forms of communication are reviewed, revised, and updated as appropriate, such as when new information becomes available. | | | | |
| Workers are trained on the requirements of the hazard communication standard, hazards of chemicals, appropriate protective measures, and where and how to obtain additional information. | | | | |
| Workers are trained on the hazardous chemicals in their work area before initial assignment, and when new hazards are introduced. | | | | |
| Workers understand SDS and where to find them. | | | | |
| Workers understand labels received on shipped containers and details of the workplace labeling system. | | | | |
| The hazard communication program is reviewed periodically to ensure it is meeting its objectives and is updated as appropriate to address changes in the workplace. | | | | |

| HAZARDOUS CHEMICALS | Yes | No | N/A | Notes |
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| A written hazardous communication program is in place for the workplace. | | | | |
| Workers have been informed about all operations where hazardous chemicals are present. | | | | |
| Containers of hazardous chemicals are labeled and Safety Data Sheets (SDS) are available. | | | | |
| Eye-wash fountains and safety showers are provided and maintained in areas where hazardous chemicals are handled. | | | | |
| Chemical piping systems are clearly marked as to their contents. | | | | |
| Worker exposure to hazardous chemicals is kept within acceptable levels. | | | | |
| Medical or biological monitoring systems are in operation for eligible workers (examples: exposure to cadmium, lead). | | | | |
| Workers use appropriate personal protective clothing and equipment when handling hazardous chemicals (gloves, eye/face protection, respirators, etc.). | | | | |
| Chemicals are kept in closed containers when not in use. | | | | |
| Materials that give off toxic, asphyxiant, suffocating, or anesthetic fumes are stored in remote or isolated locations when not in use. | | | | |
| Standard operating procedures for cleaning up chemical spills are established and are being followed. | | | | |
| Corrosive liquids that are frequently handled in open containers, or drawn from storage vessels or pipelines, have adequate means readily available for neutralizing or disposing of spills or overflows, and clean-up is performed properly and safely. | | | | |
| Hazardous substances are handled in properly designed and exhausted booths or similar locations, where possible. | | | | |

| LOCKOUT/TAGOUT PROCEDURES | Yes | No | N/A | Notes |
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| A lockout/tagout procedure has been developed in writing and reviewed annually. | | | | |
| Authorized workers have been trained on the lockout/tagout procedure and are provided with approved lockout devices. | | | | |
| A means is provided to identify the worker(s) working on locked out equipment by the lock(s) or accompanying tag(s). | | | | |
| Equipment is locked out at the main power source, not at a push button, selector switch, or other control circuit type device. | | | | |
| Equipment control valve handles are provided with a means for locking out. | | | | |
| For equipment or lines that cannot be shut down, or locked out and tagged, a safe job procedure is established and rigidly followed. | | | | |
| Energy source isolation is verified before work begins. Verification is accomplished by testing machinery, gauges, or other approved means. | | | | |
| Machinery and equipment capable of movement is de-energized, or disengaged and blocked, or locked out during cleaning, servicing, adjusting, or setting up operations. | | | | |
| Where the disconnecting means for equipment does not also disconnect the electrical control circuit, the appropriate electrical enclosures are identified and a means is provided to assure the control circuit can also be disconnected and locked out. | | | | |
| Workers keep personal control of their keys while they have safety locks in use. | | | | |
| Only the worker exposed to the hazard is permitted to place or remove the safety lock. | | | | |
| A sufficient number of accident prevention signs or tags and safety padlocks are provided for any reasonably foreseeable repair emergency. | | | | |

| MACHINERY AND MACHINE GUARDING | Yes | No | N/A | Notes |
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| Bench and pedestal grinders are permanently mounted. | | | | |
| Abrasive grinders have guards that cover the spindle, nut, and flange projections; the guards are mounted to maintain proper alignment with the wheel; and the strength of the fastenings exceed the strength of the guards. | | | | |
| Work rests are used and kept adjusted to within 1/8” of the wheel. | | | | |
| The adjustable tongue on the top side of the grinder is used and kept adjusted to within 1/4” of the wheel. | | | | |
| Vertical or Right Angle Head portable grinder safety guards are located between the operator and wheel during use, and have a maximum exposure angle of 180 degrees. | | | | |
| The maximum revolutions per minute (rpm) rating of each abrasive wheel is compatible with the rpm rating of the grinder motor. | | | | |
| Each grinder has an individual on and off control switch. | | | | |
| All hand-held grinders shall have the appropriate power control switch configuration. | | | | |
| New abrasive wheels are visually inspected, and ring tested before they are mounted. | | | | |
| Dust collectors and powered exhausts are provided on grinders used in operations that produce large amounts of dust. | | | | |
| Workers use appropriate PPE when grinding. | | | | |
| Fixed machines are anchored to prevent tipping or other movement. | | | | |
| Moving chains and gears are properly guarded. | | | | |
| The operator and workers in the machine area are protected from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks. | | | | |

| MACHINERY AND MACHINE GUARDING | Yes | No | N/A | Notes |
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| Operators use special hand tools for placing and removing material where needed to protect their hands. | | | | |
| Machine guards are secured and arranged so they do not cause a hazard while in use. | | | | |
| Revolving drums, barrels, and containers are guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur unless the guard enclosure is in place. | | | | |
| Fan blades are protected with a guard having openings no larger than 1/2" when operating within 7’ of the floor or working level. | | | | |
| Pulleys and belts within 7’ of the floor or working level are properly guarded. | | | | |
| Workers are trained on safe methods of machine operation. | | | | |
| A program is in place for regular safety inspections of machinery and equipment. | | | | |
| All machinery and equipment is kept clean and properly maintained. | | | | |
| Sufficient clearance is provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal. | | | | |
| A power shut-off switch is provided within reach of the operator’s position at each machine. | | | | |
| Hazardous energy to machines and equipment can be locked out for servicing and maintenance. | | | | |
| Noncurrent-carrying metal parts of electrically operated machines are bonded and grounded. | | | | |
| Foot-operated switches are guarded or arranged to prevent accidental actuation by a person or falling object. | | | | |
| Emergency stop buttons are colored red. | | | | |

| MACHINERY AND MACHINE GUARDING | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Manually operated valves and switches controlling the operation of equipment and machines are clearly identified and readily accessible. | | | | |
| Splash guards are mounted on machines that use coolant to prevent the coolant from reaching workers. | | | | |
| Provisions are made to prevent machines from automatically starting when power is restored after a power failure or shutdown. | | | | |
| Machines are constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed. | | | | |
| Saws used for ripping are equipped with anti-kickback devices and spreaders. | | | | |
| Radial arm saws are arranged so that the cutting head gently returns to the back of the table when released. | | | | |

| MATERIALS HANDLING AND STORAGE | Yes | No | N/A | Notes |
|---|---|---|---|---|
| There is safe clearance for materials handling equipment through aisles and doorways. | | | | |
| Aisles are permanently marked and kept clear to allow unhindered passage. | | | | |
| Hand trucks, pallet jacks, forklifts, and other equipment used for materials handling are maintained in safe operating condition. | | | | |
| Motorized hand and hand/rider trucks are designed so that when the operator releases the grip on the device that controls the truck's travel, the brakes are applied and power to the drive motor shuts off. | | | | |
| Trucks and trailers are secured from movement during loading and unloading operations. | | | | |
| Dockboards (bridge plates) are used when loading and unloading operations are taking place between vehicles and docks. | | | | |
| Dockboards are capable of supporting the maximum intended load. | | | | |
| Chutes and gravity roller sections are firmly placed or secured to prevent displacement. | | | | |
| Chutes are equipped with sideboards of sufficient height to prevent the materials being handled from falling off, and provisions are made to brake the movement of the handled materials at the delivery end of rollers or chutes. | | | | |
| Pallets are inspected before being loaded or moved. | | | | |
| **HOIST AND AUXILIARY EQUIPMENT** | | | | |
| Hoisting equipment is available and used for lifting heavy objects, and hoist ratings and characteristics are appropriate for the task. | | | | |
| Overhead and gantry cranes are periodically inspected for defects or safety concerns in 1-to-12-month intervals depending on equipment activity, severity of service, and environment. | | | | |

| MATERIALS HANDLING AND STORAGE | Yes | No | N/A | Notes |
|---|---|---|---|---|
| All ropes are thoroughly inspected at least once a month and a certification record which includes the inspection date, inspector signature, and an identifier for inspected ropes, is kept on file. | | | | |
| All equipment with obvious signs of deterioration or leakage is inspected daily. | | | | |
| Hooks with deformation or cracks and hoist chains, including end connections, are visually inspected daily and have a monthly inspection documented with a certification record. | | | | |
| Each overhead electric hoist is equipped with a limit switch/device to stop the hook at its highest and lowest point of safe travel. | | | | |
| Each hoist automatically stops and holds any load up to 125% of its rated load if its actuating force is removed. | | | | |
| The rated load of each hoist is legibly marked and visible to the operator. | | | | |
| Stops are provided at the safe limits of travel for trolley hoists. | | | | |
| Pendant control boxes are constructed to prevent electrical shock and have clearly labelled functions. | | | | |
| Pendant control stations are kept clean and function labels kept legible. | | | | |
| Each cage-controlled hoist is equipped with an effective warning device. | | | | |
| Close-fitting guards or other suitable devices are installed on each hoist to ensure that hoist ropes will be maintained in the sheave grooves. | | | | |
| Hoist chains or ropes are long enough to handle the full range of movement of the application while maintaining two full wraps around the drum at all times. | | | | |
| Guards are provided for nip points or contact points between hoist ropes and sheaves permanently located within 7’ of the floor, ground, or working platform. | | | | |

| MATERIALS HANDLING AND STORAGE | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Workers do not use twisted or kinked hoist chains or hoist ropes. Workers do not use hoist ropes or chains wrapped around the load as a substitute for a sling. | | | | |
| The load is well secured and properly balanced before it is lifted more than a few inches. | | | | |
| Operators are instructed to avoid carrying loads above people. | | | | |
| All unsafe conditions, identified by inspections, are corrected before crane operation resumes. | | | | |
| Safety latches or devices are used to prevent slippage of materials off hoisting hooks. | | | | |
| Chains, ropes, chokers, and slings are adequate for the materials they are securing. | | | | |
| Hoist controls are plainly marked to indicate the direction of travel or motion. | | | | |
| **POWERED INDUSTRIAL TRUCKS (FORKLIFTS)** | | | | |
| Workers are properly trained and certified to use of the type(s) of powered industrial truck(s) (PIT) they operate, and only trained workers operate the PIT. | | | | |
| Operator training and evaluation is conducted by someone who has the knowledge, training, and experience to train PIT operators. | | | | |
| PIT operator performance is evaluated at least once every three years, and workers are retrained as necessary. | | | | |
| Overhead protection is provided on high-lift rider trucks unless it interferes with the operating conditions. | | | | |
| Any modifications that affect PIT capacity and safe operations are only performed with manufacturer's prior written approval. | | | | |
| PITs with non-factory installed front-end attachments are marked to identify the attachments and show the approximate weight of the truck and attachments combination at maximum elevation with the load laterally centered. | | | | |

| MATERIALS HANDLING AND STORAGE | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Warning labels, tags, decals, plates, markings, etc., are updated, legible, and maintained. | | | | |
| Directional lighting is provided on PITs that operate in areas with inadequate general lighting (less than 2-lumens per square foot). | | | | |
| PITs are operated at speeds that allow them to stop in a safe manner, under all travel conditions and acceptable loading levels. | | | | |
| Parking brakes prevent the PIT from moving when unattended. | | | | |
| PITs that operate in hazardous environments are approved for use in such locations. | | | | |
| Safe distances are maintained from the edges of elevated ramps and platforms. | | | | |
| Workers do not stand or pass under elevated portions of PITs, whether loaded or empty. | | | | |
| Unauthorized workers are not permitted to ride on PITs. | | | | |
| Operators are prohibited from driving up to anyone standing in front of a fixed object. | | | | |
| Arms and legs are not placed between the uprights of the mast or outside the running lines of the PIT. | | | | |
| Loads handled do not exceed the rated capacity of the PIT. | | | | |
| PITs are inspected at the beginning of each work shift for any safety concerns. | | | | |
| PITs in need of repair are removed from service immediately. | | | | |
| Fuel tanks are not filled while the engine is running. | | | | |
| PITs are operated and maintained such that harmful concentrations of dangerous gases or fumes do not occur. | | | | |
| PITs have a warning horn, whistle, gong, or other device that can be clearly heard above normal noise in the areas where it is operated. | | | | |

| MEDICAL SERVICES AND FIRST AID | Yes | No | N/A | Notes |
|---|---|---|---|---|
| A hospital, clinic, or infirmary for medical care is located near the workplace. | | | | |
| If a medical facility is not located near the workplace, at least one worker on each shift is adequately trained and qualified to render first aid. | | | | |
| Medical personnel are readily available for advice and consultation on matters of workers' health. | | | | |
| Fully supplied first aid kits are easily accessible to each work area, are adequate for the particular area or operation, and are periodically inspected and replenished as needed. | | | | |
| Workers who only render first aid as a collateral duty are provided with appropriate PPE, such as gloves. | | | | |
| Workers who are expected to respond to medical emergencies as part of their job responsibilities have received first aid training, had hepatitis B vaccinations made available to them, had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions, and have available and understand how to use appropriate PPE to protect against exposure to bloodborne diseases. | | | | |
| Any worker that had an exposure incident involving bloodborne pathogens, received an immediate post-exposure confidential medical evaluation and follow-up. | | | | |
| Emergency phone numbers are posted. | | | | |

| NOISE EXPOSURE | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Areas in the workplace where noise levels exceed 85 decibels have been identified and evaluated. | | | | |
| Noise levels have been measured with a sound level meter or an octave band analyzer and records are being kept. | | | | |
| When determined by an evaluation of worker noise exposure, a hearing conservation program has been implemented. | | | | |
| An ongoing preventive health program is in place to educate workers about safe levels of noise, exposures, effects of noise on their health, and the use of personal protection. | | | | |
| When workers are subjected to sound exceeding the levels in 29 CFR 1910.95, Table G-16, engineering controls, administrative control, and/or personnel protective equipment are used to reduce the level of sound exposure to be within the levels of the table. | | | | |
| Approved hearing protective equipment (noise attenuating devices) is available to every worker working in noisy areas. | | | | |
| Workers are properly fitted and instructed in the use of hearing protectors. | | | | |
| Workers in high noise areas are given periodic audiometric testing to ensure that the hearing protection system is effective. | | | | |
| A copy of OSHA's Occupational Noise Exposure standard is available and posted in the workplace. | | | | |
| Warning signs are posted where hearing protection is needed. | | | | |

| PERMIT-REQUIRED CONFINED SPACES | Yes | No | N/A | Notes |
|---|---|---|---|---|
| The workplace has been evaluated and permit-required confined spaces have been identified. | | | | |
| Danger signs are posted, or other equally effective means of informing workers is provided regarding the existence and location of, and the dangers posed by, confined spaces. | | | | |
| A written permit-required confined space program has been implemented. | | | | |
| Adequate illumination is provided for the work to be performed in the confined space. | | | | |
| All lines to a confined space that contain inert, toxic, flammable, or corrosive materials are valved off and blanked, or disconnected and separated before entry. | | | | |
| All sources of mechanical energy, including impellers, agitators, or other moving parts and equipment inside confined spaces, are locked out if they present a hazard. | | | | |
| All portable electrical equipment used inside confined spaces is either grounded and insulated or equipped with ground fault protection. | | | | |
| Before entry, confined spaces are thoroughly emptied of any decaying vegetation or animal matter that may produce methane or create an oxygen-deficient atmosphere. | | | | |
| Appropriate atmospheric tests are performed to check for oxygen deficiency, flammable gases, and vapors, and for potential toxic air contaminants in the confined space before entry. | | | | |
| The confined space is checked for possible industrial waste that could contain toxic properties. | | | | |
| Either natural or mechanical ventilation is provided prior to confined space entry. | | | | |
| The atmosphere inside the confined space is frequently tested or continuously monitored during work. | | | | |

| PERMIT-REQUIRED CONFINED SPACES | Yes | No | N/A | Notes |
|---|---|---|---|---|
| When workers are using oxygen-consuming equipment in a confined space, sufficient air is provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5% by volume. | | | | |
| When combustion-type equipment is used in a confined space, provisions are made to ensure exhaust gases are vented outside enclosure. | | | | |
| If the confined space is below ground and near areas where motor vehicles operate, steps are taken to prevent vehicle exhaust or carbon monoxide entering the space. | | | | |
| Use of approved respiratory equipment is used if the atmosphere inside the confined space cannot be made acceptable. | | | | |
| A trained attendant is positioned outside the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance. | | | | |
| Operable communications between the entrant(s) and the attendant is maintained while workers are in the confined space. | | | | |
| The attendant is appropriately trained and equipped to handle an emergency. | | | | |
| A means for quick removal of workers is provided, in case of an emergency. | | | | |
| In an emergency, the rescue workers have lifelines, retrieval equipment, and appropriate PPE including respiratory protection. | | | | |
| Before entry, operable communications with and availability of rescue services are verified. | | | | |
| Compressed gas cylinders are prohibited inside confined spaces. | | | | |
| Before gas welding or burning is started in a confined space, hoses are checked for leaks, torches are lighted only outside the confined space, and the confined space is tested for an explosive atmosphere each time before a lighted torch is taken into the confined space. | | | | |

| PERSONAL PROTECTIVE EQUIPMENT (PPE) | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Hazards that require the use of PPE have been identified. | | | | |
| For the hazards identified, the appropriate and properly fitted PPE has been selected to provide suitable protection from these hazards. | | | | |
| Affected workers use the appropriate PPE. | | | | |
| PPE is provided at no cost to the workers except as noted in 29 CFR 1910.132(h). | | | | |
| Workers have been trained on PPE procedures, including what PPE is necessary for job tasks, when it is needed, and how to properly wear and adjust it. | | | | |
| Appropriate eye or face protection is used when workers are exposed to hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. | | | | |
| Workers who wear corrective lenses (glasses or contacts) in workplaces with harmful exposures wear eye protection that incorporates the prescription in its design, or wear eye protections that fits properly over the prescription lenses. | | | | |
| Protective eye and face protection devices comply with the requirements of the appropriate ANSI standards or provide protection that is at least as effective as the comparable ANSI standard. | | | | |
| Protective gloves, aprons, shields, or other means are used where workers could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, or blood or other potentially infectious materials. | | | | |
| Hard hats are worn where the danger of falling objects exists. | | | | |
| Appropriate foot protection is used where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing, or penetrating actions. | | | | |

| PERSONAL PROTECTIVE EQUIPMENT (PPE) | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Protection against the effects of occupational noise is used when sound levels exceed those of the Occupational Noise Exposure standard (29 CFR 1910.95). | | | | |
| PPE is maintained in a sanitary condition and ready for use. | | | | |
| Appropriate procedures are in place to dispose of or decontaminate PPE contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials. | | | | |
| **RESPIRATORY PROTECTION** | | | | |
| To the extent feasible, engineering controls are used to prevent atmospheric contamination in the workplace. | | | | |
| Hazards that require the use of respiratory protection have been identified. | | | | |
| Appropriate respirators are provided for worker use. | | | | |
| A written respiratory protection program has been established and implemented in accordance with the requirements of 29 CFR 1910.134(c). | | | | |
| The written respiratory protection program provides workers with worksite-specific procedures for: selecting respirators; proper use of respirators in routine and reasonably foreseeable emergencies situations; and cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators. | | | | |
| As part of the respiratory protection program, workers are trained on the correct usage and limitations of the respirators. | | | | |
| Respirators are National Institute for Occupational Safety and Health (NIOSH)-approved for the particular application. | | | | |
| Respirators are regularly inspected, cleaned, sanitized, and maintained. | | | | |

| PERSONAL PROTECTIVE EQUIPMENT (PPE) | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Before workers first use, or are fit-tested for, a respirator, they receive a medical evaluation in accordance with 29 CFR 1910.134(e). | | | | |
| Workers designated to wear tight-fitting respirators are fit-tested before their first use of a respirator and at least annually thereafter. | | | | |
| Workers are trained in the respiratory hazards to which they may be exposed. | | | | |
| Workers are trained at least annually in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance. | | | | |
| Respirators are stored in a manner and location to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and are packed or stored to prevent deformation of the facepiece and exhalation valve. | | | | |
| Emergency respirators are kept accessible to the work area, and the storage location is marked as containing emergency respirators. | | | | |

| WALKING-WORKING SURFACES | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Walking-working surfaces (any horizontal or vertical surface on or through which a worker walks, works, or gains access to a work area or workplace location) are kept clean, orderly, and in a sanitary condition. | | | | |
| Wet surfaces are covered with non-slip materials or where wet processes are used, drainage is maintained and where feasible, false floors, platforms, and mats are provided. | | | | |
| Holes in the floor, sidewalk, and other walking-working surfaces are repaired properly, covered, and otherwise made safe. | | | | |
| Material and equipment is stored in such a way that does not interfere with walkways. | | | | |
| Spilled materials are cleaned up immediately. | | | | |
| Aisles and walkways that pass near moving or operating machinery, welding operations, and similar operations are arranged so workers are not subjected to potential hazards. | | | | |
| Adequate headroom is provided for the entire length of aisles, walkways, and stairways. | | | | |
| Guardrails are provided when aisle, walkway, and stairway surfaces are elevated more than 4’ above any adjacent floor or the ground. | | | | |
| Walking-working surfaces are inspected regularly and maintained in a safe condition. | | | | |
| Hazardous conditions on walking-working surfaces are corrected or repaired before workers use the surface again. | | | | |
| Workers are provided with a safe means of access to and egress from walking-working surfaces. | | | | |
| **ELEVATED SURFACES** | | | | |
| Workers working on surfaces that are elevated more than 4’ above a lower level are protected from falling by guardrail systems, safety net systems, or personal fall protection systems. | | | | |

| WALKING-WORKING SURFACES | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Toeboards, screens, or guardrails are erected to prevent objects from falling to lower levels. | | | | |
| Canopy structures are erected under elevated surfaces and potential falling objects are kept from the edge or hole, or the areas where objects could fall are barricaded and entrance into those areas is prohibited. | | | | |
| Workers exposed to potential falling objects wear appropriate PPE, such as head protection. | | | | |
| Appropriate headroom is provided as needed. | | | | |
| Material on elevated surfaces is piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading. | | | | |
| **FLOOR HOLE AND WALL OPENINGS** | | | | |
| Floor holes are guarded by a cover, a guardrail, or equivalent on all sides (except at stairways or ladder entrances). | | | | |
| Toeboards are installed around the edges of permanent floor holes where persons may pass below the hole. | | | | |
| Covers including skylight screens, are able to withstand, without failure, twice the maximum intended load that may be imposed on the cover at any one time. | | | | |
| Grates or similar type covers over floor holes, such as floor drains, are designed to allow unimpeded foot traffic and rolling equipment. | | | | |
| **PORTABLE LADDERS** | | | | |
| All ladders are maintained in good condition, joints between steps and side rails are tight, all hardware and fittings are securely attached, and moveable parts operating freely without binding or undue play. | | | | |
| All ladders are routinely inspected for damage. | | | | |
| Ladders used on slippery surfaces are secured and stabilized. | | | | |

| WALKING-WORKING SURFACES | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Ladders are not placed in front of passageways, doorways, or driveways where they can be displaced by other activities or traffic unless they are secured to prevent accidental displacement or are guarded by a temporary barricade to keep the activities or traffic away from the ladder. | | | | |
| Ladders are not placed on boxes, barrels, lifts, or other unstable bases to obtain additional height. | | | | |
| Workers face the ladder and maintain three points of contact (two hands and a foot, or two feet and a hand) on the ladder when climbing. | | | | |
| Workers do not carry any object or load that could cause them to lose balance and fall while climbing the ladder. | | | | |
| Workers do not use ladders that are broken; have missing steps, rungs, or cleats; broken side rails; or other faulty equipment. | | | | |
| Workers do not use the top step of ordinary stepladders as a step. | | | | |
| When portable ladders are used to gain access to elevated platforms, roofs, etc., the ladder always extends at least 3’ above the elevated surface. | | | | |
| The tops of non-self-supporting ladders are placed so that both side rails are supported. | | | | |
| Workers secure the base of a portable ladder to prevent slipping, or otherwise lash or hold it in place when used on unstable, slanted, or uneven surfaces. | | | | |
| Metal ladders are made with corrosion-resistant materials or protected against corrosion. | | | | |
| Portable metal ladders are legibly marked with signs reading “CAUTION - Do Not Use Around Electrical Equipment” or equivalent wording. | | | | |

| WALKING-WORKING SURFACES | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Workers do not use ladders as guys, braces, skids, gin poles, or for other than their intended purposes. | | | | |
| Workers adjust extension ladders while standing at the base and not while standing on the ladder or from a position above the ladder. | | | | |
| Ladders with structural or other defects are immediately tagged “Dangerous: Do Not Use” or with similar language and removed from service until repaired or replaced. | | | | |
| **STAIRS AND STAIRWAYS** | | | | |
| Stair rail systems and handrails are provided on all stairways having at least four risers. | | | | |
| Standard stairs are at least 22” wide and angled between 50 and 30 degrees. | | | | |
| Stair riser heights and tread depths are uniform between landings. | | | | |
| Steps are slip-resistant. | | | | |
| Stairway handrails are located between 30” and 38” above the leading edge of stair treads. | | | | |
| Stairway handrails have at least 2.25” of clearance between the handrails and other object, including the wall they are mounted on. | | | | |
| The swing of doors or gates opening directly on a stairway platform does not reduce the effective usable depth of the platform to: less than 20” if the platform was installed prior to January 17, 2017, or 22” if the platform was installed on or after January 17, 2017. | | | | |
| Stairway handrails are capable of withstanding a load of 200 pounds, applied within 2” of the top edge in any downward or outward direction. | | | | |
| Stairway landings and platforms are at least equal to the width of the stairway and at least 30” in depth, as measured in the direction of travel. | | | | |

| WELDING, CUTTING, AND BRAZING | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Only authorized and trained workers are permitted to use welding, cutting, and brazing equipment. | | | | |
| Only approved apparatuses (torches, regulators, pressure reducing valves, acetylene generators, manifolds, etc.) are used. | | | | |
| Precautions are taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch. | | | | |
| Fuel gas and oxygen gas cylinders, cylinder valves, couplings, regulators, hoses, and apparatuses are kept free of oily or greasy substances. | | | | |
| Cylinders are stored in assigned locations away from sources of heat, and from elevators, stairs, and gangways. | | | | |
| Fuel gas cylinders and oxygen cylinders in storage are separated by a distance of at least 20', or by a non-combustible barrier at least 5' high, having a fire-resistance rating of at least 30 minutes. | | | | |
| Regulators are removed and valve-protection caps put in place before moving cylinders unless they are secured on special trucks. | | | | |
| Workers are trained to never crack open a fuel gas cylinder valve near sources of ignition. | | | | |
| Before a regulator is removed, the valve is closed**,** and gas is released. | | | | |
| Red is used to identify the acetylene (and other fuel-gas) hose, green is used for the oxygen hose, and black is used for inert gas and air hoses. | | | | |
| Pressure-reducing regulators are used only for the gas and pressures for which they are intended. | | | | |
| Open circuit (no-load) voltage of arc welding and cutting machines is as low as possible and not in excess of the recommended limits. | | | | |

| WELDING, CUTTING, AND BRAZING | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Grounding of the machine frame and safety ground connections of portable machines is checked periodically. | | | | |
| Electrodes are removed from holders when not in use. | | | | |
| Electric power to the welder is shut off when no one is in attendance. | | | | |
| Workers do not coil or loop welding electrode cables around their bodies. | | | | |
| Under wet conditions, automatic controls for reducing no-load voltage are used. | | | | |
| Wet machines are thoroughly dried and tested before use. | | | | |
| Work and electrode lead cables are frequently inspected for wear and damage and replaced when needed. | | | | |
| Cable connectors are adequately insulated. | | | | |
| Floors are swept clean and combustible floors are kept wet, covered with damp sand, or protected by fire-resistant shields. | | | | |
| When the object to be welded cannot be moved and fire hazards cannot be removed, shields are used to confine heat, sparks and slag. | | | | |
| Precautions are taken to protect combustibles on the other side of metal walls when welding is underway. | | | | |
| Fire watchers are assigned when welding or cutting is performed in locations where a fire might develop. | | | | |
| Suitable fire extinguishing equipment is available for immediate use. | | | | |
| Used drums, barrels, tanks and other containers are thoroughly cleaned of substances that could explode, ignite, or produce toxic vapors, before hot work begins. | | | | |
| Adequate ventilation is provided in areas where welding or cutting is performed. | | | | |

| WELDING, CUTTING, AND BRAZING | Yes | No | N/A | Notes |
|---|---|---|---|---|
| Oxygen cylinders in storage are separated from fuel gas cylinders. | | | | |
| In areas where fuel gases are used or stored, signs are posted that read DANGER, NO SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent. | | | | |
| Workers exposed to arc welding rays and other hazards created by welding, cutting, or brazing operations are protected with PPE and protective clothing. | | | | |
| PPE is appropriate for the work being performed. | | | | |

*This checklist is intended for a general industry workplace, but not for construction or maritime industries. The categories and items on this list may not be all-inclusive. Consider adding or deleting items from this checklist to cover your work processes more accurately.*