

Worksite Safety Inspection

Site: _____ Date: _____

Safety Inspector: _____

Site Supervisor: _____

Complete all applicable checklist items. Indicate your response to each question with a Y = Yes, N= No, NA= Not Applicable. If an entire section is not applicable, so indicate. When appropriate include a more detailed explanation in the notes portion of the survey.

1. Abrasive wheel equipment grinders

- Is the work rest used and adjusted to within $\frac{1}{8}$ inch of the wheel?
- Is the adjustable tongue on the top side of the grinder used and kept adjusted to within $\frac{1}{4}$ inch of the wheel?
- Do side guards cover the spindle, nut, flange, and 75 percent of the wheel diameter?
- Are bench and pedestal grinders permanently mounted?
- Do employees always wear ANSI-approved goggles or face shields when grinding?
- Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or by another permanent wiring method?
- Does each grinder have an individual on/off switch?
- Is each electrically-operated grinder effectively grounded?
- Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- To prevent coolant from splashing workers, are splash guards mounted on grinders that use coolant?
- Is cleanliness maintained around grinders?

Notes:

2. Accountability/Discipline

- Are employees disciplined only when they have an accident?
- Does discipline occur immediately after an infraction?
- Are employees disciplined for unsafe behavior and only when justified?
- Are employees disciplined only after objective root cause analysis has been performed and it has been determined discipline is justified?

Notes:

3. Chemical exposures

- Is employee exposure to chemicals kept within acceptable levels?
- Are eyewash fountains and safety showers provided in areas where caustic corrosive chemicals are handled?
- Are all employees required to use personal protective clothing and equipment (gloves, eye protection, respirators) when handling chemicals?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, are adequate means provided to neutralize or dispose of spills or overflows (properly and safely)?
- Have standard operating procedures been established, and are they being followed when chemical spills are cleaned up?
- Are respirators stored in a convenient and clean location?
- Are emergency-use respirators adequate for the various conditions under which they may be used?
- Are employees prohibited from eating in areas where hazardous chemicals are present?
- Is personal protective equipment provided, used, and maintained whenever necessary?
- Are there written standard operating procedures for selecting and using respirators where needed?
- If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?
- Are the respirators NIOSH-approved for particular applications?
- Are respirators inspected and cleaned, sanitized, and maintained regularly?
- Are you familiar with the Threshold Limit Value (TLV) or Permissible Exposure Limit (PEL) of airborne contaminants and physical agents used in your workplace?
- Have you considered having an industrial hygienist or environmental health specialist evaluate your work operations?

- If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- Is vacuuming used rather than blowing or sweeping dusts whenever possible for cleanups?

Notes:

4. Compressed gas and cylinders

- Do cylinders with water-weight capacity over 30 pounds equipped have a means for connecting a valve protector or device, or a collar or recess, to protect the valve?
- Are cylinders legibly marked to clearly identify the gas contained?
- Are compressed-gas cylinders stored in areas protected from external heat sources such as flames, intense radiant heat, electric arcs, or high-temperature lines?
- Are cylinders located or stored in areas where they will not be damaged or tampered with by unauthorized persons?
- Are cylinders stored or transported in a manner that prevents them from creating a hazard by tipping, falling, or rolling?
- Are cylinders containing liquefied fuel gas stored or transported so that the safety relief devices are always in direct contact with the vapor spaces in the cylinders?
- Are valve protectors always placed on cylinders when the cylinders are not in use?
- Are all valves closed off before cylinders are moved, when cylinders are empty, and at the completion of each job?
- Are low-pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or other defects that might indicate a weakness or render them unfit for service?
- Does the periodic check of low-pressure fuel-gas cylinders include inspection of the bottom of each cylinder?
- Are regulator-pressure adjusting screws released when welding or cutting is stopped for an extended period of time?

Notes:

5. Compressors and compressed air

- Are compressors equipped with pressure-relief valves and pressure gauges?
- Are compressor air intakes installed and equipped to ensure that only clean, uncontaminated air enters the compressor?
- Are air filters installed on the compressor intake?
- Are compressors operated and lubricated according to the manufacturers' recommendations?
- Are safety devices on compressed-air systems checked frequently?
- Before any repair work is done on compressor pressure systems, is the pressure bled off and the system locked out?
- Are signs posted to warn of a compressor's automatic starting feature?
- Is the belt drive system enclosed to provide protection on the front, back, top, and sides?
- Do you prohibit directing compressed air toward a person for any reason?
- Are employees prohibited from using compressed air over 29 PSI for cleaning purposes unless they use an approved nozzle with pressure relief and clip guard?
- When using compressed air for work-area cleaning, do employees use personal protective equipment?
- Are high-pressure hoses and connections in good repair?
- Before compressed air is used to empty containers of liquid, are the pressure limits of the containers checked?
- When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- Is it prohibited to use compressed air to move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion?
- If plastic piping is used, is the plastic approved for air line service? (Some ABS is OK — PVC is not.)

Notes:

6. Confined spaces: permit-required

- Do you have a written permit-confined-space program?
- Is the program available for inspection?
- Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- Before entry, are all pipelines to a confined space containing inert, toxic, flammable, or corrosive materials valved-off and blanked or disconnected and separated?

- Are all impellers, agitators, or other moving equipment inside confined spaces locked out if they present a hazard?
- Is either natural or mechanical ventilation provided prior to confined-space entry?
- Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances, and explosive concentrations in the confined space?
- Is adequate lighting provided for the work being performed in the confined space?
- Is the atmosphere inside the confined space frequently tested or continuously monitored during the work process?
- Is there an attendant outside the confined space whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and help render assistance?
- Are attendants or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is an emergency?
- In addition to the attendant, is there at least one trained rescuer in the vicinity?
- Are all rescuers appropriately trained and using approved, recently inspected equipment?
- Does all rescue equipment allow for lifting employees vertically through a top opening?
- Are rescue personnel trained in first aid and CPR, and are they immediately available?
- Is there an effective communication system for whenever respiratory equipment is used and the employee in the confined space is out of sight of the attendant?
- Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- Is all portable electrical equipment used inside confined spaces grounded and insulated or equipped with ground-fault protection?
- Before gas welding or burning is begun in a confined space, are hoses checked for leaks, compressed-gas bottles removed, and torches lit only outside the confined space area, to be returned to the confined space only after testing for explosive atmosphere?
- When using oxygen-consuming equipment (such as salamanders, torches, and furnaces) in a confined space, is air provided to ensure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- Whenever combustion-type equipment is used in a confined space, are provisions made to ensure that exhaust is vented outside the enclosure?
- Is each confined space checked for decaying vegetation or animal matter that may produce methane?

- Is the confined space checked for possible industrial waste that could contain toxic properties?
- If the confined space is below ground and near areas where motor vehicles are operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

Notes:

7. Cranes and hoists

- Are cranes visually inspected for defective components before the start of any work shift?
- Are all electrically-operated cranes effectively grounded?
- Is a crane preventive maintenance program established?
- Is the load chart clearly visible to the operator?
- Are all operators trained and provided the operator's manual for the particular crane being operated?
- Have operators of construction-industry cranes of 5-ton capacity or greater capacity qualified for and been issued a valid operator's card?
- Are operating controls clearly identified?
- Is a fire extinguisher provided at the operator's station?
- Is the rated capacity visibly marked on each crane?
- Is an audible warning device mounted on each crane?
- Is sufficient lighting provided for the operator to perform the work safely?
- Are cranes with booms that could fall backwards, equipped with boomstops?
- Does each crane have a certificate indicating that required testing and examinations have been performed?
- Are crane inspection and maintenance records maintained and available for examination?

Notes:

8. Electrical safety

- Are workplace electricians familiar with OR-OSHA electrical safety rules?
- Do you require compliance with OR-OSHA rules on all contract electrical work?
- Are all employees required to report as soon as possible obvious hazards to life or property observed concerning electrical equipment or lines?
- Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out, and tagged?
- If portable hand-held electrical tools and equipment are not grounded are they double-insulated?
- Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?
- Do extension cords have a grounding conductor?
- Are multiple plug adapters prohibited?
- Are ground-fault circuit interrupters installed on each temporary 15-, 20-, or 30-ampere, 125-volt AC circuit where construction, demolition, modifications, alterations, or excavations are performed?

Or

- Do you have an assured equipment-grounding conductor program?
- Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- Do you promptly repair or replace exposed wiring and cords with frayed or deteriorated insulation?
- Are flexible cords and cables free of splices or taps?
- Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, and is the cord jacket securely held in place?
- Are all cord, cable, and raceway connections intact and secure?
- Are your electrical tools and equipment appropriate for use wet or damp locations (or otherwise protected)?
- Do you locate all electrical power lines and cables before digging, drilling, or doing similar work?
- Is the use of metal measuring tapes, ropes, hand lines, or devices with metallic thread woven into the fabric prohibited where they could come into contact with energized parts of equipment or circuit conductors?
- Are metal ladders prohibited in areas where the ladder or the person using the ladder could be exposed to energized parts of equipment, fixtures, or circuit conductors?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Are disconnecting means always opened before fuses are replaced?

- Do all interior wiring systems include provisions for grounding metal parts or electrical raceways, equipment, and enclosures?
- Are all electrical raceways and enclosures securely fastened?
- Are approved cabinets or enclosures used to protect against accidental contact with energized parts of electrical circuits?
- Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts) of electrical enclosures and fittings closed with appropriate covers, plugs, or plates?
- Are electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?
- Are employees prohibited from working alone on energized lines or equipment over 600 volts?
- Are employees forbidden from working closer than 10 feet from high-voltage (over 750 volts) lines?

Notes:

9. Elevated surfaces

- Have you posted signs, when appropriate, that show load capacities of elevated floors?
- Are elevated surfaces (more than four feet above the floor or ground) provided with standard guardrails?
- Are all elevated surfaces beneath which people or machinery could be exposed to falling objects provided with standard toeboards?
- Is a permanent means of access/egress provided to elevated work surfaces?
- Is material on elevated surfaces piled, stacked, or racked to prevent it from tipping, falling, collapsing, rolling, or spreading?
- Are dock boards or bridge plates used when transferring materials between docks and trucks or railcars?
- Are dock boards or bridge plates secured in place when they are in use?

Notes:

10. Emergency Response/Action Plan

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

Notes:

11. Employer posting

- Are required governmental regulatory agency posters displayed where all employees are likely to see them?
- Are emergency telephone numbers posted where they can be readily used in an emergency?
- Where employees may be exposed to toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and material safety data sheets (MSDSs) been made readily available?
- Are signs for exits, room capacity, floor loading, and exposure to X-ray, microwave, or other harmful radiation or substances posted as required?

Notes:

12. Energy Conservation

- Does the department have any equipment/machinery with significant energy consumption?
- Are there potential measures of economy within the department?
- How are the water and the electricity consumption in the department?
- Has conservation or other energy saving initiatives been initiated since the last survey?

Notes:

13. Environmental controls

- Are all work areas properly lit?
- Are hazardous substances identified that may cause harm by inhalation, ingestion, skin absorption, or contact?
- Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, and caustics?
- Is employee exposure to chemicals in the workplace kept within acceptable levels? Can a less harmful method or product be used?
- Is the work area's ventilation system appropriate for the work being performed?
- Are proper precautions taken by employees handling asbestos and other fibrous materials?
- Are caution labels and signs used to warn of asbestos?
- Is the presence of asbestos determined before the beginning of any repair, demolition, construction, or reconstruction work?
- Are asbestos-covered surfaces kept in good repair to prevent release of fibers?
- Are wet methods used (when practicable) to prevent emission of airborne asbestos fibers, silica dust, and similar hazardous materials?
- Is vacuuming dust with appropriate equipment conducted rather than blowing or sweeping?
- Are grinders, saws, and other machines that produce dust vented to an industrial collector or a central-exhaust system?
- Are all local-exhaust ventilation systems designed and operated properly at the airflow and volume necessary for the application?
- Are the ducts free of obstructions?
- Have you ensured that belts are not slipping?

- Is personal protective equipment provided, used, and maintained whenever required?
- Are written standard operating procedures available for selection and use of respirators?
- Are restrooms and washrooms sanitary?
- Is potable water provided for drinking, washing, and cooking?
- Are all outlets for water that is not suitable for drinking, clearly identified?
- Are employees instructed how to properly lift heavy objects?
- Where heat is a problem, have all fixed work areas been provided with a proper means of cooling?
- If employees work on streets and roadways where they are exposed to traffic hazards, are they required to wear high-visibility clothing?
- Are exhaust stacks and air intakes located so that contaminated air will not be recirculated within a building or other enclosed area?

Notes:

14. Ergonomics: computer workstations

14.1 Work posture

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

14.2 Chair

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

14.3 Keyboard and pointing device

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

14.4 Monitor

- Is the top of the screen at or below eye level so that it can be read without bending the neck?
- Can those who wear bifocal or trifocal lenses read the screen without bending their necks?
- Does the monitor distance allow one to read the screen without leaning forward or backward?
- Is the monitor is directly in front of the user?
- Is the screen free from glare from windows or other light sources?

14.5 Desk or other work surface

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

14.6 Accessories

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

Notes:

15. Ergonomics: general

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

Notes:

16. Exit doors

- Are doors required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- Are windows that could be mistaken for exit doors made inaccessible by barriers or railing?
- Are exit doors able to open from the direction of exit travel without the use of a key or special knowledge or effort?
- Is a revolving, sliding, or overhead door prohibited from serving as a required exit door?
- When panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- Are doors on cold-storage rooms provided with inside release mechanisms that release the latches and open the doors even they are padlocked or otherwise locked on the outside?
- Where exit doors open directly onto a street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping directly into traffic?
- Do doors that swing both directions have viewing panels in each door if they are frequently used?

Notes:

17. Exits

- Are all exits marked with an exit sign and illuminated by a reliable light source if used in darkness?
- Are directions to exits marked with visible signs if the exits are not immediately apparent?
- Are doors, passageways, or stairways that are neither exits nor access to exits, and that could be mistaken for exits, marked “NOT AN EXIT,” or “TO BASEMENT,” “STOREROOM,” and the like?
- Are exit signs provided with the word “EXIT” in lettering at least six inches high and the stroke of the lettering at least $\frac{3}{4}$ -inch wide?
- Are exit doors side-hinged?
- Are all exits kept free of obstructions and unlocked?
- Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- Are there sufficient exits to permit prompt escape in emergencies?
- Are the number of exits from each floor of a building and the number of exits from the

building itself appropriate for the building occupancy load?

- When workers must exit through glass doors, storm doors, and such are the doors fully tempered and do they meet safety requirements for human impact?

Notes:

18. Fire protection

- If your workplace has 11 or more employees, does it have a written fire-prevention plan?
- Does the plan describe the types of fire protection equipment and systems that are available?
- Have you established practices and procedures to control potential fire hazards and ignition sources?
- Are employees aware of the fire hazards of the materials and processes to which they are exposed?
- If your workplace has a fire alarm system, is it tested at least annually?
- Do metal guards protect sprinkler heads where they could be physically damaged?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate numbers and types?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly, with dates noted on the inspection tags?
- If employees are expected to use fire extinguishers and fire protection procedures, are they trained?
- If employees are not trained to use fire extinguishers, are they trained to immediately evacuate the building in a fire emergency?

Notes:

19. Floor and wall openings

- Are floor holes or openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
- Are skylight screens constructed and mounted to withstand a load of at least 200 pounds?

- Is the glass in windows, doors, and glass walls which may be subject to human impact appropriate for its use?
- Are grates or similar covers over floor openings such as floor drains designed so that the grate spacing will not catch foot traffic or rolling equipment?
- Are unused service pits and portions of such pits covered or protected by guardrails or the equivalent?

Notes:

20. Hazard communication/WHMIS

- Have you compiled a list of hazardous substances that are used in your workplace?
- Is there a written hazard communication/WHMIS program dealing with material safety data sheets (MSDSs), labeling, and employee training?
- Is someone responsible for MSDSs, container labeling, and employee training?
- Is each container for a hazardous substance (vats, bottles, storage tanks) labeled with product identity and a hazard warning that communicates specific health and physical hazards?
- Is there an MSDS readily available for each hazardous substance used?
- Do you inform other employers whose employees share a work area with your employees, where hazardous substances are used?
- Do you have an employee training program for hazardous substances?
- Does this program include the following:
 - An explanation of what an MSDS is, and how to obtain and use one? An explanation of “Right to Know?”
 - The contents of the MSDS for each hazardous substance or class of substances?
 - Informing employees where they can review the employer’s written hazard communication program, and where hazardous substances are located in work areas?
 - The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?
 - Hazard communication program details, including labeling system and MSDS use?
 - How employees will be informed of hazards of non-routine tasks and hazards of unlabeled pipes?

Notes:

21. Industrial trucks

- Do industrial truck operators meet the requirements for industrial truck operator training adopted in May 1999?
- Is substantial overhead protective equipment provided on high-lift rider equipment?
- Are the required lift-truck operating rules posted and enforced, and is the capacity rating posted in plain view of the operator?
- Is directional lighting provided on each industrial truck that operates in an area with less than two foot-candles per square foot of general lighting?
- Does each industrial truck have a warning horn, whistle, gong, or other device that can be clearly heard above the normal noise in the operation area?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
- Are industrial trucks operating in areas of flammable gases or vapors, combustible dust, or ignitable fibers approved for such locations?
- Are motorized hand and hand/rider trucks so designed that the brakes are applied and power to the drive motor shuts off when the operator releases his/her grip on the device that controls the travel?
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- Are industrial trucks with internal combustion engines that are operated in buildings or enclosed areas checked to ensure such operations do not cause harmful concentrations of dangerous gases or fumes?

Notes:

22. Infection control

- If employees could be exposed to infectious agents in body fluids, have potential exposure events been identified and documented?
- Has a training and information program been provided for employees who could be exposed to infectious agents in body fluids?
- Have infection-control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?
- Are employees aware of specific workplace practices for hand washing, handling sharp instruments, handling laundry, disposal of contaminated materials, and reusable equipment?

- Is personal protective equipment provided and available to employees who need it?
- Is necessary equipment such as mouthpieces, resuscitation bags, and other ventilation devices provided for administering mouth-to-mouth resuscitation?
- Are supplies and equipment — such as hand washing sinks, biohazard tags and labels, sharps containers, and detergents or disinfectants — available to allow employees to comply with workplace practices?
- Are environmental and working surfaces and equipment cleaned and disinfected after contact with blood or potentially infectious materials?
- Is infectious waste placed in closable, leak-proof containers, bags, or puncture-resistant holders with proper labels?
- Has medical surveillance including HBV evaluation, antibody testing, and vaccination been made available to potentially exposed employees?

Does medical surveillance cover the following:

- Universal precautions?
- Personal protective equipment?
- Workplace practices, which should include blood drawing, room cleaning, laundry handling, and cleanup of blood spills?
- Needlestick exposure and management?
- Hepatitis B vaccination?

Notes:

23. Joint Health & Safety committees

- Is the safety committee composed of an equal number of employer and employee representatives?
- Are employee representative volunteers or elected by their peers?
- Are there the correct number of members (check with provincial and state rules)?
- Does the safety committee elect the chairperson?
- Are safety committee members compensated at their normal wages during safety committee training and meetings?
- Do employee representatives serve terms that last at least one year?
- Are terms of service alternated or staggered so that at least one experienced member is serving on the committee?
- Are reasonable efforts made to ensure that committee members represent the major work activities of the business?
- Does the safety committee hold regular meetings at least once a month except months when workplace inspections are performed?

- Does the safety committee follow a written agenda?
- Are minutes kept at each meeting?
- Are the minutes available to all employees?
- Are the minutes maintained for at least three years?
- Are all reports, evaluations, and recommendations of the safety committee included in the safety committee minutes?
- Has a reasonable time been set within which your employer must respond in writing to safety committee recommendations?
- Has the safety committee set up a system for collecting safety-related suggestions, reports of hazards, or other information directly from those involved in workplace operations?
- Is such information reviewed during the next safety committee meeting and recorded in the minutes?
- Does the safety committee assist your employer in evaluating the workplace safety and health program?
- Does the safety committee make written recommendations to improve the workplace safety and health program?
- Has the safety committee established procedures by which the safety committee inspection team can find and identify safety and health hazards?
- Does the safety committee conduct workplace inspections at least quarterly?
- Does the safety committee recommend ways for the employer to eliminate or correct hazards and unsafe work practices in the workplace?
- Does the safety committee inspection team include employer and employee representatives?
- Does the safety committee inspection team document in writing the location and identity of hazards?
- Are quarterly inspections of satellite locations done by the safety committee inspection team or by a person designated at the location?
- Has the safety committee established procedures to review all safety and health inspection reports made by the committee?
- Has the safety committee assisted in evaluating elements of the OHSMS?
- Has the safety committee made recommendations for improving safety and health accountability?
- Has the safety committee established procedures for investigating workplace injury accidents, illnesses, and deaths?
- Has safety committee's purpose and operation been discussed with all safety committee members?
- Do safety committee members have access to applicable occupational safety and health standards?
- Have safety committee members received safety training on their duties and responsibilities, hazard identification and accident investigation?

Notes:

24. Ladders: portable

- Are all ladders in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- Are there non-slip safety feet on all ladders except step ladders?
- Are ladder rungs and steps free of grease and oil?
- Are employees prohibited from placing a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?
- Are employees prohibited from placing ladders on boxes, barrels, or other unstable bases?
- Are employees instructed to face the ladder when ascending and descending?
- Are employees prohibited from using ladders that are broken, missing steps, rungs, cleats, broken side rails, or other faulty parts?
- Are employees instructed not to use the top step of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the ladder always extend at least three feet above the elevated surface?
- Do you require the users of portable rung or cleat-type ladders to place the base so that slipping will not occur or to lash or otherwise hold the ladder in place?
- Do portable metal ladders have legible signs reading “CAUTION — Do Not Use Around Electrical Equipment” or equivalent wording?
- Are the rungs of ladders uniformly spaced at 12 inches, center to center?

Notes:

25. Lockout and tagout

- Is all machinery or equipment capable of movement de-energized or disengaged and locked out during cleaning, servicing, adjusting, or setup?
- Do you prohibit locking out control circuits instead of locking out main power disconnects?
- Are all control valve handles provided with a means of lockout?
- Does the lockout/tagout procedure require that stored (potential) energy be released or

blocked before equipment is locked-out for repairs?

- Are appropriate employees provided with individually keyed personal safety locks?
- Are employees required to maintain control of their keys while they have safety locks in use?
- Do you require employees to check the safety of the lockout by attempting to start up after making sure no one is exposed?
- When the power-disconnecting means does not also disconnect the electrical control circuit:
 - Are appropriate electrical enclosures identified?
 - Are means provided to ensure the control circuit can also be disconnected and locked out?

Notes:

26. Machine guarding

- Is there an employee training program for safe methods of machine operation?
- Is there adequate supervision to ensure that employees follow safe machine operating procedures?
- Is there a regular program of safety inspection for machinery and equipment?
- Is all machinery and equipment clean and properly maintained?
- Is sufficient clearance provided around and between machines to allow for safe operation, setup, servicing, material handling, and waste removal?
- Is equipment and machinery securely placed and anchored when necessary to prevent tipping or other movement that could result in personal injury?
- Is there a power shutoff switch within reach of the operator's position at each machine?
- Are the noncurrent-carrying metal parts of electrically-operated machines bonded and grounded?
- Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
- Are manually operated valves and switches that control the operation of equipment and machines clearly identified and readily accessible?
- Are all emergency stop buttons colored red?
- Are all pulleys and belts (within seven feet of the floor or working level) properly guarded?
- Are all moving chains and gears properly guarded?
- Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying

chips, and sparks?

- Are machinery guards secured and arranged so they do not present a hazard in their use?
- If special hand tools are used for placing and removing material, do they protect the operator's hands?
- Are revolving drums, barrels, and containers that are required to be guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur, so guarded?
- Do arbors and mandrels have firm and secure bearings, and are they free from play?
- Are provisions made to prevent machines from automatically starting when power is restored following a power failure or shut-down?
- Are machines constructed to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
- Are fan blades protected with a guard having openings no larger than $\frac{1}{2}$ inch when operating within seven feet of the floor?
- Do saws used for ripping have anti-kickback devices and spreaders?
- Are radial arm saws guarded and so arranged that the cutting head will gently return to the back of the table when released?

Notes:

27. Materials handling

- Are materials stored so that they prevent sprains or strains when employees retrieve them?
- Is there a safe clearance for moving equipment through aisles and doorways?
- Are aisles permanently marked and kept clear to allow safe passage?
- Are motorized vehicles and mechanized equipment inspected daily or before use?
- Are vehicles shut off and brakes set before loading and unloading?
- Are containers of combustibles or flammables properly stacked and stabilized when they are being moved?
- Are trucks and trailers secured from movement during loading and unloading?
- Are dock boards (dock plates) used during loading and unloading operations?
- Are dock plates and loading ramps adequately constructed and maintained to support imposed loads?

- Are hand trucks maintained in safe operating condition?
- Are chutes equipped with side boards of sufficient height to prevent materials from falling off?
- Are chutes and gravity-roller sections firmly placed or secured to prevent displacement?
- At the delivery end of rollers or chutes, are provisions made to brake the movement of materials?
- Are materials handled at a uniform level to prevent lifting or twisting injuries?
- Are material-handling aids used to lift or transfer heavy or awkward objects?
- Are pallets usually inspected before loading or moving them?
- Do you use hooks with safety latches or other devices when hoisting materials, so that slings or load attachments cannot accidentally slip off the hoist hooks?
- Are securing chains, ropes, chokers, or slings adequate for the job?
- When equipment or materials are being hoisted, do you ensure that no one will be passing under the suspended loads?

Notes:

28. Medical services and first aid

- Have you developed an emergency medical plan?
- Are emergency phone numbers posted?
- Are first-aid kits with necessary supplies easily accessible to each work area, periodically inspected, and replenished as needed?
- Are means provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive liquids or materials are handled?

Notes:

29. Noise: hearing conservation

- Are there areas in your workplace where continuous noise levels exceed 85 dBA?
- Are noise levels measured using a sound-level meter or an octave band analyzer, and are you keeping records of these levels?
- Have you tried isolating noisy machinery from the rest of your operation?

- Have engineering controls been used to reduce excessive noise?
- Where engineering controls are not feasible, are administrative controls used to minimize employee exposure to noise?
- Is there a preventive health program that educates employees about safe levels of noise and exposure, effects of noise on their health, and use of personal protection?
- Are employees who are exposed to continuous noise above 85 dBA retrained annually?
- Have you identified and posted work areas in which noise levels make voice communication difficult?
- Does every employee working in areas where noise levels exceed 90 dBA use approved hearing protection equipment (noise attenuating devices)?
- Are employees properly fitted and instructed in the proper use and care of hearing protection?
- Are employees who are exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that you have an effective hearing-protection system?

Notes:

30. Personal protective equipment (PPE)

- Have you assessed workplace hazards that might require PPE and reviewed related injuries?
- Has the assessment been documented?
- Does the documentation identify the workplace evaluated?
- Has training been provided to each employee who is required to wear PPE?
- Has the training been documented?
- Are protective goggles or face shields provided to employees and worn when there may be danger of flying material or caustic or corrosive materials?
- Are ANSI-approved safety glasses worn at all times in areas where there is risk of eye injury?
- Are protective gloves, aprons, or shields provided to employees for protection against cuts, corrosive liquids, and chemicals?
- Are hardhats provided and worn where there is a danger of falling objects?
- Are hardhats inspected periodically for damage to the shell and the suspension system?
- Do employees exposed to vehicular traffic wear high visibility garments that make them stand out from their surroundings?
- Do workers wear reflective garments at night?

- Are appropriate respirators provided for regular or emergency use where they are necessary?
- Is there a written respirator program?
- Are the respirators inspected before and after each use?
- Is a written record kept of all inspection dates and findings?
- Have all employees been trained in work procedures, and proper use and maintenance of protective clothing and equipment for cleaning up spilled toxic or other hazardous materials or liquids?
- Is a spill kit available for employees to clean up spilled toxic or hazardous materials?
- Are employees required to wear safety shoes when they are exposed to conditions that could cause foot injuries?
- Is all protective equipment sanitary and ready to use?
- Is there an eyewash facility and a quick-drench shower in each work area where employees are exposed to caustic or corrosive materials?
- Do employees have lunch areas in areas where there is no exposure to toxic materials?
- Is protection from occupational noise provided when sound levels exceed those of the hearing conservation standards?

Notes:

31. Piping systems: identification

- When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that the water is unsafe and not to be used for drinking, washing, or personal use?
- Is each pipeline identified when hazardous substances are transported through above ground piping?
- Have asbestos-covered pipelines been identified?
- When pipelines are identified by colored paint, are all visible parts of the line well-identified?
- When pipelines are identified by colored bands or tape, are they identified at reasonable intervals, and at each outlet, valve, or connection?
- When pipelines are identified by color, is a color code posted in on the pipeline where employees are likely to need it and could be confused by the hazards?
- When the contents of pipelines are identified by name or by abbreviation, is the information readily visible on the pipe near each valve or outlet?
- When tags identify pipelines carrying hazardous substances, are the tags constructed of durable material, the message clearly and permanently distinguishable, and tags installed at each valve or outlet?

- When electricity, steam, or other external sources heat pipelines, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

Notes:

32. Psychosocial Environment

- Is it necessary that the employees work very quickly?
- Do employees have only a little influence on the amount of work?
- Do employees have only a little influence on the performance of the work?
- Is the work repetitious / tedious?
- Do employees regularly work outside normal working hours e.g. swing or night shift?
- Do employees often have to work overtime?
- Do employees often not accomplish the set tasks?
- Are employees feel uncomfortable reporting injuries, hazards, or concerns?

Notes:

33. Recognition

- Are employees recognized for consistent excellent performance?
- Do employees receive recognition and reward for making suggestions?
- Do employees receive tangible rewards for suggestions that add value to the success of the company?
- Do employees receive recognition for voluntary participation in safety teams and activities?
- Are employees submitted for formal recognition/rewards when they meet the criteria?

Notes:

34. Recordkeeping

- Are all occupational injuries and illnesses, including those involving loss of life, loss of consciousness, loss of time from work, and those requiring treatment other than first aid, recorded as required on the OSHA Form 300? (U.S. sites only)
- Are copies of OSHA kept for five years? (U.S. sites only)
- Are employee's medical records and records of exposure to hazardous substances or harmful physical agents current?
- Have arrangements been made to maintain required records for the legal period for each type of record? (Some records at U.S. sites must be maintained for at least 40 years.)
- Are operating permits and records current for elevators, pressure vessels, and liquefied petroleum gas tanks?
- Are employee safety and health training records maintained?
- Are safety inspections and corrections documented and maintained?

Notes:

35. RAW MATERIALS

- Are substances and materials stored appropriately and according to the regulations? (remember fire hazard)
- Can spills or leaks of chemical substances reach any navigable waters or municipal sewers?
- Are environmental accident response materials (spill kits, absorbents, dams, etc.) readily and conspicuously available?

Notes:

36. Stairs and stairways

- Are standard stair rails and handrails present on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have at least 6.5 feet of overhead clearance?
- Do stairs angle no more than 50 degrees and no less than 30 degrees?
- Are risers on stair steps uniform, with no riser more than 9.5 inches?
- Are steps on stairs and stairways provided with a slip-resistant surface?
- Are stairway handrails 30-42 inches above the leading edge of stair treads?
- Do stairway handrails have at least three inches' clearance between the handrail and the surface they are mounted on?
- Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?
- Where stairs or stairways exit directly into an area where vehicles may be operated, have you provided adequate barriers and warnings to prevent employees from stepping into traffic?

Notes:

37. Tools and equipment:

37.1 Hand tools

- Are all company- and employee-owned tools and equipment in good working condition?
- Are hand tools such as chisels or punches that develop mushroomed heads reconditioned or replaced as necessary?
- Are broken or fractured handles on hammers, axes, or similar equipment replaced promptly?
- Are appropriate handles used on files and similar tools?
- Do employees use appropriate safety glasses, face shields, and similar equipment when using hand tools or equipment that might produce flying materials or be subject to breakage?
- Are jacks checked periodically to ensure they are in good operating condition?
- Are tool handles wedged tightly in the heads of all tools?
- Are tool-cutting edges kept sharp tools will smoothly without binding or skipping?
- Do employees use eye and face protection when they drive hardened or tempered tools, bits, or nails?

Notes:

37.2 Portable power-operated

- Do grinders, saws, and similar equipment have appropriate safety guards?
 - Are power tools used with the shield or guard that the manufacturer recommends?
 - Are portable circular saws equipped with guards above and below the base shoe?
 - Are circular saw guards checked to ensure guarding of the lower blade portion?
 - Are rotating or moving parts of equipment guarded to prevent physical contact?
 - Are all cord-connected, electrically-operated tools and equipment either grounded or of the approved double-insulated type?
 - Are effective guards in place over belts, pulleys, chains, and sprockets on equipment such as concrete mixers, air compressors, and the like?
 - Are portable fans provided with full guards having openings of $\frac{1}{2}$ inch or less?
 - Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
 - Are ground-fault circuit interrupters (on all temporary electrical 15-, 20-, and 30-ampere circuits) used during periods of construction?
- Or*
- Is there an assured equipment-grounding conductor program in place during periods of construction?
 - Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

Notes:

38. TRAINING

- Do new employees receive HSE orientation and training prior to exposure to hazards?
- Do employees complete required HSE on-site and online HSE training
- Are weekly safety meetings conducted consistently?
- Are HSE briefings conducted immediately after near miss incidents and injury accidents?
- Is the JHS Committee trained on their duties and responsibilities?

- Is the on-site Safety Representative involved in safety orientation and training
- Are safety meetings and other forms of HSE instruction documented with attendance rosters?
- Are employees trained on performing hazardous task certified as competent/qualified?

Notes:

39. Transportation: employees and materials

- Do employees who operate vehicles on public thoroughfares have operator licenses?
- Are motor vehicle drivers trained in defensive driving and proper use of the vehicle?
- Are employees required to use seatbelts?
- Does each van, bus, or truck used to transport employees have an adequate number of seats?
- When employees are transported by truck, are safeguards provided to prevent them from falling from the vehicle?
- Are vehicles equipped with lamps, brakes, horns, mirrors, windshields, and turn signals that are in good repair?
- Are transport vehicles equipped with handrails, steps, stirrups, or similar devices so employees can safely mount or dismount?
- Is a fully-charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?
- When sharp-edged cutting tools are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place?
- Are employees prohibited from riding on top of any load that can shift, topple, or otherwise become unstable?
- Are materials that could shift and enter the cab secured or barricaded?

Notes:

40. Ventilation for indoor air quality

- Does the HVAC system provide at least the quantity of outdoor air designed into the system at the time the building was constructed?
- Is the HVAC system inspected at least annually and maintained so that it is clean and efficient?
- Are efforts made to purchase furnishings or building treatments that do not give off toxic or offensive vapors?
- Are indoor air quality complaints investigated, and are the results conveyed to workers?

Notes:

41. Walkways

- Are aisles and passageways kept clear and at least 22 inches wide?
- Are aisles and walkways appropriately marked?
- Are wet surfaces covered with non-slip materials?
- Are openings or holes in the floors or other walking surfaces repaired or otherwise made safe?
- Is there a safe clearance for walking in aisles in which vehicles operate?
- Are materials and equipment stored so sharp objects do not obstruct the walkway?
- Are changes of direction or elevation easily identified?
- Do aisles or walkways near moving or operating machinery, welding, and similar operations keep employees away from hazards?
- Is there floor-to-headroom height of at least 6.5 feet provided for the entire length of any walkway?
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than four feet above floor or ground?
- Are bridges provided over conveyors and similar hazards?

Notes:

42. WASTE AND WASTE WATER

- Is the waste collected and stored correctly?
- Is the waste separated correctly? (containers labeled, incompatible substances separated, etc.)
- Has the municipality granted any exemptions regarding waste, and are they still valid?
- Which types of waste water does the site have (sanitary waste water, process waste water)?
- Are there any requirements regarding measurements of waste water, and if requirements are set – are the measurements carried out?

Notes:

43. Welding, cutting and brazing

- Do you allow only authorized and trained personnel to use welding, cutting, or brazing equipment?
- Are compressed gas cylinders regularly examined for signs of defect, deep rusting, or leakage?
- Are cylinders kept away from sources of heat?
- Are employees prohibited from using cylinders as rollers or supports?
- Are empty cylinders appropriately marked, their valves closed, and valve-protection caps placed on them?
- Are signs posted that read “DANGER — NO SMOKING, MATCHES, OR OPEN LIGHTS,” or the equivalent?
- Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?
- Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?
- Do cylinders without fixed hand wheels have keys, handles, or nonadjustable wrenches on stem valves when in service?
- Are liquefied gases stored and shipped with the valve end up and with valve covers in place?
- Before a regulator is removed, is the valve closed and gas then released from the regulator?
- Is open circuit (no load) voltage of arc welding and cutting machines as low as possible and not more than the recommended limit?
- Are electrodes removed from holders when not in use?
- Are employees required to shut off the electric power to the welder when no one is using

it?

- Is suitable fire-extinguishing equipment available for immediate use?
- Are welders forbidden to coil or loop welding electrode cable around their bodies?
- Is work and electrode lead cable frequently inspected for wear and damage and replaced when needed?
- Do the means for connecting cable lengths have adequate insulation?
- When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, slag, and sparks?
- Are fire watchers assigned when welding or cutting is performed in locations where a fire might develop?
- When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- Before hot work begins, are drums, barrels, tanks, and other containers thoroughly cleaned and tested so that no substances remain that could explode, ignite, or produce toxic vapors?
- Do eye-protection helmets, hand shields, and goggles meet appropriate standards?
- Do employees use appropriate PPE when exposed to the hazards of welding, cutting, or brazing operations?
- Do you check for adequate ventilation where welding or cutting is performed?
- When welders work in confined spaces is the atmosphere monitored and is there a means for their quick evacuation in an emergency?
- Are regulator-pressure adjusting screws released when welding or cutting is stopped for an extended period of time?

Notes:

44. Work environment: general

- Are all work areas clean and orderly?
- Are walking surfaces dry or slip-resistant?
- Are spilled materials or liquids cleaned up immediately?
- Is combustible scrap, debris, and waste safely contained and removed from the site promptly?
- Are covered metal waste cans used for oily and paint-soaked waste?
- Is the appropriate number of toilets and washing facilities provided?
- Are toilets and washing facilities sanitary?
- Are work areas adequately lighted?

