SELF-INSPECTION CHECKLISTS

The self-inspection checklists that follow are not necessarily comprehensive, but should provide a good basis for ensuring key safety and compliance measures are in place. We recommend customizing the list to ensure it is completely relevant to your company's circumstances and procedures.

You also will need to refer to OSHA standards for complete and specific standards that may apply to your work situation.

NOTE: These checklists are typical for general industry.

EMPLOYER POSTING

- [ ] Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?
- [ ] Are emergency telephone numbers posted where they can be readily found in case of emergency?
- [ ] Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and "Material Safety Data Sheets" been posted or otherwise made readily available to affected employees?
- [ ] Are signs concerning "Exiting from buildings," room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?
- [ ] Is the Summary of Occupational Illnesses and Injuries (OSHA Form 200) posted in the month of February?

RECORDKEEPING

- [ ] Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 200 log?
- [ ] Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?
- [ ] Are employee training records kept and accessible for review by employees, when required by OSHA standards?
- [ ] Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)
- [ ] Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks?

SAFETY AND HEALTH PROGRAM

Program Management

- [ ] Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?

Responsibility Assignment

- [ ] Is one person clearly responsible for the overall activities of the safety and health program?

Safety Committee

- [ ] Do you have a safety committee or group made up of management and labor representatives that meets regularly and report in writing on its activities?

Complaint Procedures

- [ ] Do you have a working procedure for handling in-house employee complaints regarding safety and health?

- [ ] Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?
- [ ] Have you considered incentives for employees or workgroups who have excelled in reducing workplace injury/illnesses?

MEDICAL SERVICES AND FIRST AID

Medical Facilities

- [ ] Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?
- [ ] If medical and first-aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?
- [ ] Are medical personnel readily available for advice and consultation on matters of employees' health?

Emergency Preparedness

- [ ] Are emergency phone numbers posted?
- [ ] Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- [ ] Have first-aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?
- [ ] Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

Bloodborne Pathogen Protection

Have all employees who are expected to respond to medical emergencies as part of their work:

- [ ] Received first-aid training
- [ ] Had hepatitis B vaccination made available to them
- [ ] Had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions
- [ ] Have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases?
- [ ] Where employees have had an exposure incident involving bloodborne pathogens, did you provide an immediate post-exposure medical evaluation and follow-up?

FIRE PROTECTION

Fire Department Coordination

- [ ] Is your local fire department well acquainted with your facilities, its location and specific hazards?

Alarm Systems

- [ ] If you have a fire alarm system, is it certified as required?
- [ ] If you have a fire alarm system, is it tested at least annually?

Fire Suppression Equipment

- [ ] If you have interior stand pipes and valves, are they inspected regularly?
- [ ] If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- [ ] Are fire doors and shutters in good operating condition?
- [ ] Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- [ ] Are fire door and shutter fusible links in place?
- [ ] Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
- [ ] Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
- [ ] Are sprinkler heads protected by metal guards, when exposed to physical damage?
- [ ] Is proper clearance maintained below sprinkler heads?

Fire Extinguishers

- [ ] Are portable fire extinguishers provided in adequate number and type?
- [ ] Are fire extinguishers mounted in readily accessible locations?
- [ ] Are fire extinguishers recharged regularly and noted on the inspection tag?
- [ ] Are employees periodically instructed in the use of extinguishers and fire protection procedures?

PERSONAL PROTECTIVE EQUIPMENT

- [ ] Are employers assessing the workplace to determine if hazards that require the use of personal protective equipment (e.g. head, eye, face, hand, or foot protection) are present or are likely to be present?
- [ ] If hazards or the likelihood of hazards are found, are employers selecting and having affected employees use properly fitted personal protective equipment suitable for protection from these hazards?
- [ ] Has the employer been trained on PPE procedures, i.e. what PPE is necessary for a job task?

Eye and Face Protection

- [ ] Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- [ ] Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- [ ] Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear *only* approved safety glasses, protective goggles, or use other medically approved precautionary procedures?

Hand and Body Protection

- [ ] Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?

Additional Protection

- [ ] Are hard hats provided and worn where danger of falling objects exists? Periodically inspected for damage?
- [ ] Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
- [ ] Are approved respirators provided for regular or emergency use where needed?
- [ ] Is all protective equipment maintained in a sanitary condition and ready for use?
- [ ] Do you have eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?
- [ ] Where special equipment is needed for electrical workers, is it available?
- [ ] Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?
- [ ] Is occupational noise exposure protection provided when sound levels exceed the OSHA noise standard?
- [ ] Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
- [ ] Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with blood or other potentially infectious materials?

GENERAL WORK ENVIRONMENT

Cleanliness and Order

- [ ] Are all worksites clean, sanitary, and orderly?
- [ ] Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- [ ] Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
- [ ] Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- [ ] Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (29 CFR 1910.1030), discarded according to federal, state, and local regulations?

Hazard Prevention

- [ ] Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
- [ ] Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- [ ] Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
- [ ] Are covered metal waste cans used for oily and paint-soaked waste?
- [ ] Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- [ ] Are paint spray booths, dip tanks, etc., cleaned regularly?

Facilities

- [ ] Are the minimum number of toilets and washing facilities provided?
- [ ] Are all toilets and washing facilities clean and sanitary?
- [ ] Are all work areas adequately illuminated?
- [ ] Are pits and floor openings covered or otherwise guarded?
- [ ] Have all confined spaces been evaluated for compliance with 29 CFR 1910.146?

WALKWAYS

Clearance and Maintenance

- [ ] Are aisles and passageways kept clear? Are aisles and walkways marked as appropriate? Are wet surfaces covered with non-slip materials?

Hazard Prevention

- [ ] Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- [ ] Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?

Storage Safety

- [ ] Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway? Are spilled materials cleaned up immediately?

Additional Walkway Safety Measures

- [ ] Are changes of direction or elevations readily identifiable?
- [ ] Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?
- [ ] Is adequate headroom provided for the entire length of any aisle or walkway?
- [ ] Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches (76.20 centimeters) above any adjacent floor or the ground?
- [ ] Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL OPENINGS

Floor Opening Protection

- [ ] Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- [ ] Are toeboards installed around the edges of permanent floor opening (where persons may pass below the opening)?
- [ ] Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds (90 kilograms)?

Glass and Grate Safety

- [ ] Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
- [ ] Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

Additional Safety Measures

- [ ] Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- [ ] Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds (9000 kilograms) when located in roadways and subject to vehicle traffic?
- [ ] Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

STAIRS AND STAIRWAYS

Stairway Design

- [ ] Are standard stair rails or handrails on all stairways having four or more risers?
- [ ] Are all stairways at least 22 inches (55.88 centimeters) wide?
- [ ] Do stairs have landing platforms not less than 30 inches (76.20 centimeters) in the direction of travel and extend 22 inches (55.88 centimeters) in width at every 12 feet (3.6576 meters) or less of vertical rise?
- [ ] Do stairs angle no more than 50 and no less than 30 degrees?
- [ ] Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?

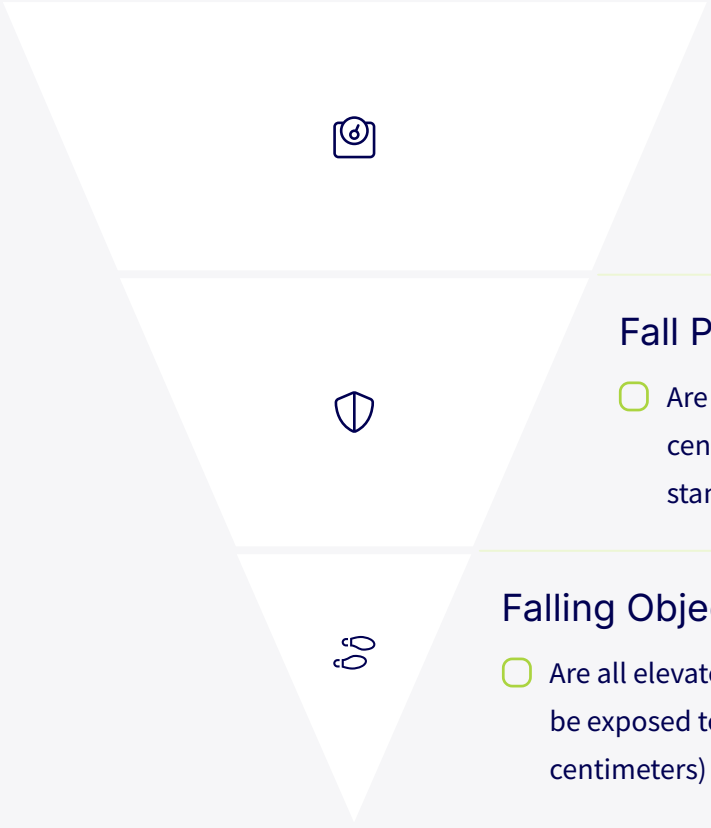
Stair Safety Features

- [ ] Are step risers on stairs uniform from top to bottom?
- [ ] Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- [ ] Are stairway handrails located between 30 (76.20 centimeters) and 34 inches (86.36 centimeters) above the leading edge of stair treads?
- [ ] Do stairway handrails have at least 3 inches (7.62 centimeters) of clearance between the handrails and the wall or surface they are mounted on?

Additional Stairway Safety Measures

- [ ] Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches (53.34 centimeters)?
- [ ] Are stairway handrails capable of withstanding a load of 200 pounds (90 kilograms), applied within 2 inches (5.08 centimeters) of the top edge, in any downward or outward direction?
- [ ] Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- [ ] Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
- [ ] Is the vertical distance between stairway landings limited to 12 feet (3.6576 centimeters) or less?

ELEVATED SURFACES



Load Capacity

- [ ] Are signs posted, when appropriate, showing the elevated surface load capacity?

Fall Protection

- [ ] Are surfaces elevated more than 30 inches (76.20 centimeters) above the floor or ground provided with standard guardrails?

Falling Object Protection

- [ ] Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch (10.16 centimeters) toeboards?

Additional Safety Measures

- [ ] Is a permanent means of access and egress provided to elevated storage and work surfaces?
- [ ] Is required headroom provided where necessary?
- [ ] Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- [ ] Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS

Exit Marking and Illumination

- [ ] Are all exits marked with an exit sign and illuminated by a reliable light source?
- [ ] Are the directions to exits, when not immediately apparent, marked with visible signs?
- [ ] Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
- [ ] Are exit signs provided with the word "EXIT" in lettering at least 5 inches (12.70 centimeters) high and the stroke of the lettering at least l/2-inch (1.2700 centimeters) wide?

Exit Design and Maintenance

- [ ] Are exit doors side-hinged?
- [ ] Are all exits kept free of obstructions?
- [ ] Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- [ ] Are there sufficient exits to permit prompt escape in case of emergency?
- [ ] Are special precautions taken to protect employees during construction and repair operations?

Additional Exit Safety Measures

- [ ] Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?
- [ ] Are exit stairways that are required to be separated from other parts of a building enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive constructive elsewhere?
- [ ] Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot (0.3048 meters) vertical and 12 feet (3.6576 meters) horizontal?
- [ ] Where exiting will be through frameless glass doors, glass exit doors, or storm doors are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

Exit Door Design

- [ ] Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?

Preventing Confusion

- [ ] Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?

Emergency Access

- [ ] Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

Additional Exit Door Safety Measures

- [ ] Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- [ ] Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds (6.75 kilograms) or less in the direction of the exit traffic?
- [ ] Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- [ ] Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
- [ ] Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS

Ladder Condition and Maintenance

- [ ] Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
- [ ] Are non-slip safety feet provided on each ladder?
- [ ] Are non-slip safety feet provided on each metal or rung ladder?
- [ ] Are ladder rungs and steps free of grease and oil?

Ladder Placement and Usage

- [ ] Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?
- [ ] Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- [ ] Are employees instructed to face the ladder when ascending or descending?
- [ ] Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?

Additional Ladder Safety Measures

- [ ] Are employees instructed not to use the top step of ordinary stepladders as a step?
- [ ] When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet (0.9144 meters) above the elevated surface?
- [ ] Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- [ ] Are portable metal ladders legibly marked with signs reading "CAUTION" - Do Not Use Around Electrical Equipment" or equivalent wording?
- [ ] Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- [ ] Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- [ ] Are metal ladders inspected for damage?
- [ ] Are the rungs of ladders uniformly spaced at 12 inches, (30.48 centimeters) center to center?

HAND TOOLS AND EQUIPMENT

Tool Condition and Maintenance

- [ ] Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?
- [ ] Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?
- [ ] Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- [ ] Are worn or bent wrenches replaced regularly?
- [ ] Are appropriate handles used on files and similar tools?

Tool Usage Safety

- [ ] Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- [ ] Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- [ ] Are jacks checked periodically to ensure they are in good operating condition?
- [ ] Are tool handles wedged tightly in the head of all tools?

Additional Tool Safety Measures

- [ ] Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- [ ] Are tools stored in dry, secure location where they won't be tampered with?
- [ ] Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

Guards and Safety Features

- [ ] Are grinders, saws and similar equipment provided with appropriate safety guards?
- [ ] Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
- [ ] Are portable circular saws equipped with guards above and below the base shoe?
- [ ] Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- [ ] Are rotating or moving parts of equipment guarded to prevent physical contact?

Electrical Safety

- [ ] Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- [ ] Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?
- [ ] Are portable fans provided with full guards or screens having openings 1/2 inch (1.2700 centimeters) or less?

Additional Power Tool Safety Measures

- [ ] Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- [ ] Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
- [ ] Are pneumatic and hydraulic hoses on power operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

Grinder Setup and Adjustment

- [ ] Is the work rest used and kept adjusted to within 1/8 inch (0.3175 centimeters) of the wheel?
- [ ] Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch (0.6350 centimeters) of the wheel?
- [ ] Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- [ ] Are bench and pedestal grinders permanently mounted?

Grinder Operation Safety

- [ ] Are goggles or face shields always worn when grinding?
- [ ] Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- [ ] Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- [ ] Does each grinder have an individual on and off control switch?

Additional Grinder Safety Measures

- [ ] Is each electrically operated grinder effectively grounded?
- [ ] Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- [ ] Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- [ ] Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?
- [ ] Is cleanliness maintained around grinders?

POWDER-ACTUATED TOOLS

Operator Qualification

- [ ] Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?

Storage Safety

- [ ] Is each powder-actuated tool stored in its own locked container when not being used?

Warning Signage

- [ ] Is a sign at least 7 inches (17.78 centimeters) by 10 inches (25.40 centimeters) with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?

Safe Operation

- [ ] Are powder-actuated tools left unloaded until they are actually ready to be used? Are powder-actuated tools inspected for obstructions or defects each day before use?

- [ ] Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

Training and Supervision

- [ ] Is there a training program to instruct employees on safe methods of machine operation?
- [ ] Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- [ ] Is there a regular program of safety inspection of machinery and equipment?
- [ ] Is all machinery and equipment kept clean and properly maintained?

Machine Setup and Placement

- [ ] Is sufficient clearance provided around and between machines to allow for safe operations, set up and 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 shut-off switch within reach of the operator's position at each machine?
- [ ] Can electric power to each machine be locked out for maintenance, repair, or security?

Additional Machine Guarding Measures

- [ ] Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- [ ] Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
- [ ] Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- [ ] Are all emergency stop buttons colored red?
- [ ] Are all pulleys and belts that are within 7 feet (2.1336 meters) of the floor or working level properly guarded?
- [ ] Are all moving chains and gears properly guarded?
- [ ] Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?
- [ ] Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?
- [ ] Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- [ ] If special handtools are used for placing and removing material, do they protect the operator's hands?

LOCKOUT/TAGOUT PROCEDURES

Energy Control Requirements

- [ ] Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?
- [ ] Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
- [ ] Are the appropriate electrical enclosures identified?
- [ ] Is means provided to assure the control circuit can also be disconnected and locked-out?

Lockout Procedures

- [ ] Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- [ ] Are all equipment control valve handles provided with a means for locking-out?
- [ ] Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?
- [ ] Are appropriate employees provided with individually keyed personal safety locks?

Additional Lockout/Tagout Safety Measures

- [ ] Are employees required to keep personal control of their key(s) while they have safety locks in use?
- [ ] Is it required that only the employee exposed to the hazard, place or remove the safety lock?
- [ ] Is it required that employees check the safety of the lock-out by attempting a startup after making sure no one is exposed?
- [ ] Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lock-out?
- [ ] Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?
- [ ] Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
- [ ] When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?
- [ ] In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

WELDING, CUTTING AND BRAZING

Operator Qualification

- [ ] Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
- [ ] Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

Cylinder Safety

- [ ] Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
- [ ] Is care used in handling and storing cylinders, safety valves, and relief valves to prevent damage?
- [ ] Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?

Equipment Safety

- [ ] Are only approved apparatus (torches, regulators, pressure reducing valves, acetylene generators, manifolds) used?
- [ ] Are cylinders kept away from sources of heat?
- [ ] Are the cylinders kept away from elevators, stairs, or gangways?
- [ ] Is it prohibited to use cylinders as rollers or supports?
- [ ] Are empty cylinders appropriately marked and their valves closed?
- [ ] Are signs reading: DANGER—NO SMOKING, MATCHES, OR OPENLIGHTS, or the equivalent, posted?

Additional Welding Safety Measures

There are many more safety requirements for welding operations including proper hose identification, equipment maintenance, fire prevention, and personal protective equipment. Ensure all applicable safety measures are implemented for your specific welding operations.

COMPRESSORS AND COMPRESSED AIR

Compressor Equipment

- [ ] Are compressors equipped with pressure relief valves, and pressure gauges?
- [ ] Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?
- [ ] Are air filters installed on the compressor intake?
- [ ] Are compressors operated and lubricated in accordance with the manufacturer's recommendations?

Compressed Air Safety

- [ ] Are safety devices on compressed air systems checked frequently?
- [ ] Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- [ ] Are signs posted to warn of the automatic starting feature of the compressors?
- [ ] Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?

Compressed Air Usage

- [ ] Is it strictly prohibited to direct compressed air towards a person?
- [ ] Are employees prohibited from using highly compressed air for cleaning purposes?
- [ ] If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?
- [ ] When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?
- [ ] Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- [ ] Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
- [ ] When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- [ ] When compressed air is used to inflate auto ties, is a clip-on chuck and an inline regulator preset to 40 psi required?
- [ ] Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSOR AIR RECEIVERS

Pressure Relief Systems

- [ ] Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
- [ ] Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?

Drainage Systems

- [ ] Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?
- [ ] Are compressed air receivers periodically drained of moisture and oil?

Maintenance and Testing

- [ ] Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?
- [ ] Is there a current operating permit used by the Division of Occupational Safety and Health?

- [ ] Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS CYLINDERS

Cylinder Design and Marking

- [ ] Are cylinders with a water weight capacity over 30 pounds (13.5 kilograms), equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?
- [ ] Are cylinders legibly marked to clearly identify the gas contained?

Cylinder Storage

- [ ] Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
- [ ] Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?
- [ ] Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?

Additional Cylinder Safety Measures

- [ ] Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?
- [ ] Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- [ ] Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- [ ] Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?
- [ ] Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

Your Safety Training Partner

Train your workforce. Pass every OSHA and DOT audit. Protect your reputation.

Custom Training Programs

Tailored safety workshops designed for your specific transportation needs.

OSHA Compliance

Stay current with regulations and avoid costly violations.

Expert Instructors

Learn from industry veterans with decades of transportation safety experience.

Ready to elevate your safety standards? Contact us today.

Phone

(203) 273-4165

Email

jtormey@sentryroad.com

Website

www.sentryroad.com

Sentry Road Safety Solutions — Ensure safety. Achieve compliance.