



# Self-inspection checklist

Company name:

Jobsite location:

Date and time:

Inspecting person name and phone number:

Supervisor name and phone number:

Yes	No	N/A	Date Corrected	General
				Do you have an active safety and health program in operation that deals with general safety and health program elements as well as management of hazards specific to your worksite?
				Is one person clearly responsible for the overall activities of the safety and health program?
				Have you considered incentives for employees or workgroups who have excelled in reducing workplace injuries/illnesses?
Yes	No	N/A	Date corrected	Personal protective equipment
				Are employers assessing the workplace to determine if hazards that require the use of personal protective equipment (for example, 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 employee been trained on ppe procedures, that is, what ppe is necessary for a job task, when they need it, and how to properly adjust it?
				Is all protective equipment maintained in a sanitary condition and ready for use?
Yes	No	N/A	Date corrected	Flammable and combustible materials
				Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
				Class A Ordinary combustible material fires.
				Class B Flammable liquid, gas or grease fires
				Class C Energized-electrical equipment fires.

				Are extinguishers free from obstructions or blockage?
				Are all extinguishers serviced, maintained and tagged at intervals not to exceed 1 year?
				Are all extinguishers fully charged and in their designated places?
				Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?
Yes	No	N/A	Date corrected	<b>Hand and portable powered tools</b>
<b>Hand tools and equipment</b>				
				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?
				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 tool handles wedged tightly in the head of all tools?
				Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
				Are tools stored in dry, secure locations where they won't be tampered with?
				Is eye and face protection used when driving hardened or tempered spuds or nails?
<b>Portable (power operated) tools and equipment</b>				
				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?
				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 ½ inch or less?
Yes	No	N/A	Date corrected	<b>Electrical</b>
				Do you specify compliance with OSHA for all contract electrical work?
				Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
				Are portable electrical tools and equipment grounded or of the double insulated type?
				Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?
				Do extension cords being used have a grounding conductor?
				Are multiple plug adaptors prohibited?
				Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
				Are all cord, cable and raceway connections intact and secure?
				In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
Yes	No	N/A	Date corrected	<b>Walking-working surfaces</b>
<b>General work environment</b>				
				Is a documented, functioning housekeeping program in place?
				Are all worksites clean, sanitary, and orderly?
				Are work surfaces kept dry or are 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 all regulated waste, as defined in the OSHA blood borne pathogens standard (1910.1030), discarded according to federal, state, and local regulations?
<b>Walkways</b>				
				Are aisles and passageways kept clear?
				Are aisles and walkways marked as appropriate?
				Are wet surfaces covered with non-slip materials?

				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?
				Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?
				Are spilled materials cleaned up immediately?
				Are changes of direction or elevation 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 above any adjacent floor or the ground?
				Are bridges provided over conveyors and similar hazards?
<b>Floor and wall openings</b>				
				Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
				Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
				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?
				Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?
				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?
<b>Stairs and stairways</b>				
				Are standard stair rails or handrails on all stairways having four or more risers?
				Are all stairways at least 22 inches wide?
				Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
				Do stairs angle no more than 50 and no less than 30 degrees?

				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 and 34 inches above the leading edge of stair treads?
				Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
				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?
				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?
<b>Elevated surfaces</b>				
				Are signs posted, when appropriate, showing the elevated surface load capacity?
				Are surfaces elevated more than 30 inches 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 4-inch toe boards?
				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?
Yes	No	N/A	Date corrected	<b>Ladders</b>
				Are ladders inspected and maintained in good condition?
				Are there non-slip feet on each ladder?
				Are ladders rungs and steps free of grease, oil, mud and other slippery substances?
				Are employees trained in the proper use and care of ladders being used?
				Are faulty, unserviceable ladders removed from service?
				Are employees trained in facing ladders while ascending and descending ladders?
				Are employees instructed not to use top two steps of step-ladders as steps?
				Are extension ladders extending at least 3 feet above elevated landing surface?

				Are employees instructed to use 3 points of contact at all times?
				Are metal ladders clearly marked with warnings against use with in 10 feet of electrical sources?
Yes	No	N/A	Date corrected	<b>Hazard communication</b>
				Is there a list of hazardous substances used in your workplace?
				Is there a written hazard communication program dealing with Safety Data Sheets (SDS), labeling, and employee training?
				Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
				Is there a Safety Data Sheet readily available for each hazardous substance used?
				Is there an employee training program for hazardous substances?
				<b><i>Does this program include:</i></b>
				An explanation of what an SDS is and how to use and obtain one?
				SDS contents for each hazardous substance or class of substances?
				Explanation of "Right to Know?"
				Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?
				The physical and health hazards of substances in the work area, and specific protective measures to be used?
				Details of the hazard communication program, including how to use the labeling system and SDS's?
				<b><i>Are employees trained in the following:</i></b>
				How to recognize tasks that might result in occupational exposure?
				How to use work practice and engineering controls and personal protective equipment and to know their limitations?
				How to obtain information on the type, selection, proper use, location, removal handling, decontamination, and disposal of personal protective equipment?
				Who to contact and what to do in an emergency?
Yes	No	N/A	Date corrected	<b>Environmental conditions</b>
				Are all work areas properly illuminated?
				Are workers aware of the hazards involved with the various chemicals they may be exposed to in their work environment?
				Is employee exposure to chemicals in the workplace kept within acceptable levels?

				Is the work area's ventilation system appropriate for the work being done?
				Are noise levels in work areas within acceptable levels?
Yes	No	N/A	Date corrected	<b>Lock out tag out procedures</b>
				Are all hazardous energy sources required to be de-energized, disengaged, blocked, or locked-out during cleaning, servicing, adjusting, setting-up operations, or as required?
Yes	No	N/A	Date corrected	<b>Material handling</b>
				Is there safe clearance for equipment through all aisles and doorways?
				Are aisles properly marked and kept clear?
				Are motorized vehicles and mechanized equipment inspected daily or prior to use?
				Are vehicles shut off and their brakes set prior to loading or unloading?
				Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
				Are trucks and trailers secured from movement during loading and unloading operations?
				Are dock plates and loading ramps constructed and maintained with sufficient strength to support any imposed loading?
				Are all hand trucks maintained in safe operating condition?
				Are shelves secured and constructed to withstand the maximum designated storage weight?
				Are shelves secured to prevent tipping or falling?
Yes	No	N/A	Date corrected	<b>Transportation of employees and materials</b>
				Do all employees who operate vehicles on public thoroughfares have valid operator's licenses?
				When seven or more employees are regularly transported in a van, bus, or truck, is the operator's license appropriate for the class of vehicle being driven?
				Is each van, bus, and truck used regularly to transport employees equipped with an adequate number of seats and seat belts?
				Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields, and turn signals in good repair?
				Are transport vehicles provided with handrails, steps, stirrups, or similar devices so placed and arranged that employees can safely mount or dismount?
				Are employee transport vehicles equipped at all times with at least two reflective type flares?

				Are fully charged fire extinguishers, in good condition, with at least a 4 B-C rating maintained in each employee transport vehicle?
Yes	No	N/A	Date corrected	<b>Industrial trucks/forklifts</b>
				Are only trained personnel allowed to operate industrial trucks?
				Is substantial overhead protective equipment provided on high lift rider equipment?
				Are required lift truck operating rules posted and enforced?
				Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting? (Adequate lighting in all directions)
				Do industrial trucks have warning horns or other devices that can be clearly heard above normal noise in the areas where they are operated?
				Are brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
				Does the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
				Are the drive motors shut off and are brakes applied when any motorized hand and hand/rider truck's control grip is released?
Yes	No	N/A	Date corrected	<b>Machine guarding</b>
				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 inspections of machinery and equipment
				Is all machinery and equipment kept clean and properly maintained?
<b><i>This General Industry Self Inspection Checklist is not designed to supersede existing safety inspection checklists, rather it should be used only as a general guideline. You are encouraged to customize this general guideline to accommodate your specific accident prevention plan.</i></b>				