**WORKPLACE SAFETY CHECKLIST**

**NAME:            \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**LOCATION:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
**DATE:             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECK:**

 **YES     NO**  (Corrective Action is required if you checked no)

                           **EMERGENCY ACTION**

\_\_\_\_    \_\_\_\_   1. Have you posted all emergency telephone numbers?
\_\_\_\_    \_\_\_\_   2. Have you displayed an emergency evacuation map?
\_\_\_\_    \_\_\_\_   3. Do you immediately clean up spills?
\_\_\_\_    \_\_\_\_   4. Do you have an adequate amount of OSHA-approved first aid kit and supplies?
\_\_\_\_    \_\_\_\_   5. Are hand tools in good working condition?
\_\_\_\_    \_\_\_\_   6. Are air nozzles available if necessary?
\_\_\_\_    \_\_\_\_   7. Do you reduce the air pressure to 30 psi when work surfaces are being cleaned?
\_\_\_\_    \_\_\_\_   8. Do you have a brush attached for cleaning workers’ clothing and reduce the air pressure to 10 psi?
\_\_\_\_    \_\_\_\_   9. Have you provided an emergency training for all employees and do you have a documented emergency action plan?

                           **WALKING WORK SURFACES**

\_\_\_\_    \_\_\_\_   1. Are floor surfaces clean and free of obstacles?
\_\_\_\_    \_\_\_\_   2. Do you keep your work surfaces dry?
\_\_\_\_    \_\_\_\_   3. Are your aisles properly marked?

                           **LADDERS**

\_\_\_\_    \_\_\_\_   1. Do you use non-conductive ladders?
\_\_\_\_    \_\_\_\_   2. Are ladders equipped with anti-slip grip?
\_\_\_\_    \_\_\_\_   3. Are ladders free of oil or grease?
\_\_\_\_    \_\_\_\_   4. Do you maintain a clearance of 10 feet from overhead lines?

                           **WORKPLACE VIOLENCE**

\_\_\_\_ \_\_\_\_   1. Does your company have a log book for all visitors, customers, etc. coming in and out of the premises?
\_\_\_\_    \_\_\_\_   2. Does your employees report all threats of (or actual) violence to management?
\_\_\_\_    \_\_\_\_   3. Do you check everyone entering the premises for firearms or hazardous devices that might be carried without authorization?

                           **FIRE PREVENTION**

\_\_\_\_    \_\_\_\_   1. Do you always keep your outside fire water control valves open?
\_\_\_\_    \_\_\_\_   2. Do you keep a gas shut-off wrench nearby?
\_\_\_\_    \_\_\_\_   3. Are your external exit signs well lit?
\_\_\_\_    \_\_\_\_   4. Are there signs posted leading to external exits?
\_\_\_\_    \_\_\_\_   5. Are fire extinguishers inspected annually?
\_\_\_\_    \_\_\_\_   6. Are your aisles and walkways free of obstacles?
\_\_\_\_    \_\_\_\_   7. Are fire extinguishers located in an easily accessible location?
\_\_\_\_    \_\_\_\_   8. Do you maintain an 18” clearance below sprinkler heads?
\_\_\_\_    \_\_\_\_   9. Are your sprinkler system tested and inspected regularly?
\_\_\_\_    \_\_\_\_ 10. Are your sprinkler water control valves, air and water pressures checked monthly?
\_\_\_\_    \_\_\_\_ 11. Are your fire doors in good condition?
\_\_\_\_    \_\_\_\_ 12. Do you keep your flammable liquids in a fireproof cabinet or room?
\_\_\_\_    \_\_\_\_ 13. Are your fifty-five-gallon drums of flammable liquids grounded and bonded?
\_\_\_\_    \_\_\_\_ 14. Do you use safety cans when dispensing flammable liquids?
\_\_\_\_    \_\_\_\_ 15. Do you have a daily disposal of your trash?
\_\_\_\_    \_\_\_\_ 16. Have you already completed the fire prevention and portable fire extinguisher training?

                           **CHEMICAL SAFETY**

\_\_\_\_    \_\_\_\_   1. Have you properly labelled all physical or health hazardous containers?
\_\_\_\_    \_\_\_\_   2. Do you maintain on file a Material Safety Data Sheets (MSDS) for each
 hazardous substance?
\_\_\_\_    \_\_\_\_   3. Do employees have a MSDS and HazCom Program readily available?
\_\_\_\_    \_\_\_\_   4. Do you have a proper documented procedure for cleaning up blood?
\_\_\_\_    \_\_\_\_   5. Have you provided training for all employees exposed to hazardous substances?

                           **MACHINE GUARDING**

\_\_\_\_    \_\_\_\_   1. Have you checked if machine guards are in place and working properly?
\_\_\_\_    \_\_\_\_   2. Have you checked if rotating or moving parts are adequately guarded?
\_\_\_\_    \_\_\_\_   3. Have you completed training for all operators?

                           **LOCKOUT/TAGOUT**

\_\_\_\_    \_\_\_\_    1. Are locks and tags assigned to employees or is it available for use?
\_\_\_\_    \_\_\_\_    2. If pegboard system used, is one key available for each lock?
\_\_\_\_    \_\_\_\_    3. Have you documented a hazard analysis for each piece of equipment?
\_\_\_\_    \_\_\_\_    4. Have you documented a lockout/tagout procedure for each piece of equipment?
\_\_\_\_    \_\_\_\_    5. Have you documented each piece of equipment’s energy sources?
\_\_\_\_    \_\_\_\_    6. Have you provided alternative protection for minor servicing operation?
\_\_\_\_    \_\_\_\_    7. Have you provided training for all your employees?
\_\_\_\_    \_\_\_\_    8. Have you completed lockout/tagout annual inspection for each authorized person?

                           **ELECTRICAL SAFETY**

\_\_\_\_    \_\_\_\_    1. Have you labelled electrical box switches?
\_\_\_\_    \_\_\_\_    2. Are all portable tools and appliances grounded?
\_\_\_\_    \_\_\_\_    3. Do you consider 60 days as a limit for temporary wiring of the use of extension cords?
\_\_\_\_    \_\_\_\_    4. Are cords that run along walls secured in metal sheath?
\_\_\_\_    \_\_\_\_    5. Are cords that run on the floor protected by cord covers?
\_\_\_\_    \_\_\_\_    6. Does outlet have GFCI in damp locations or within five feet of water?
\_\_\_\_    \_\_\_\_    7. Do you have an available voltage detector meter?
\_\_\_\_    \_\_\_\_    8. Have you provided training for all your personnel?

                           **PERSONAL PROTECTIVE EQUIPMENT**

\_\_\_\_    \_\_\_\_    1. Are there signs posted for areas requiring hearing protection?
\_\_\_\_    \_\_\_\_    2. Is there gloves, aprons, glasses and respirators available if necessary?
\_\_\_\_    \_\_\_\_    3. Is PPE kept in clean and good condition?
\_\_\_\_    \_\_\_\_    4. Do you use PPE when required?
\_\_\_\_    \_\_\_\_    5. Do you have a documented hearing conservation plan and have you trained employees?