

22-SAFETY INSPECTION CHECKLISTS



FORWARD

SELF-INSPECTION. The most widely accepted way to identify hazards in the workplace is to conduct safety and health self-inspections. You can only be certain that actual situations exist in the workplace if you check them from time to time.

Begin a program of self-inspection in your workplace. Self-inspection is necessary if you are to know where probable hazards exist and whether they are under control.

This document contains twenty-two safety inspection checklists designed to help you evaluate your work areas. They will give you some indication of where you should begin action to make your workplace safer and more healthful for your employees.

These checklists are not all inclusive. You may wish to add to them or delete portions that do not apply to your workplace. Carefully consider each item as you come to it and then make your decision. **Do not spend time with items that have no application to your workplace.** Make sure you check each item on the list and leave nothing to memory or chance. Write down what you see (or do not see) and what you think should be done about it. **YOU MUST COMPLY WITH THE OCCUPATIONAL SAFETY AND HEALTH LAW FOR MANY OF THE TOPICS COVERED IN THESE CHECKLISTS.**

When you have completed the checklists, you will have enough information to decide if problems exist. Once you have identified hazards, you can begin corrective actions and control procedures.

SCOPE. The scope of self-inspections should cover the following areas:

- **Processing, Receiving, Shipping and Storage.** Equipment, job planning, layout, heights, floor loads, materials handling and storage methods.
- **Building and Grounds.** Floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, and aisles.
- **Housekeeping Program.** Waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas and storage areas.
- **Electrical.** Equipment, switches, breakers, fuses, switch boxes, junctions, special fixtures, circuits, insulation, extension cords, tools, motors, grounding, compliance with codes.
- **Lighting.** Type, intensity, controls, conditions, diffusion, location, glare and shadow control.
- **Heating and Ventilation.** Type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.
- **Machinery.** Points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lockout, grounding, work space, location and purchasing standards.

FORWARD CONTINUED

- **Personnel.** Training, experience, methods of checking machines before use, clothing, personnel protective equipment, use of guards, tool storage, work practices, method of cleaning, oiling or adjusting machinery.
- **Hand and Power Tools.** Purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.
- **Chemicals.** Storage, handling, transportation, spills, disposal, amounts used, toxicity or other harmful effects, warning signs, supervision, material safety data sheets, supervision, training, personal protective equipment, and clothing.
- **Fire Prevention.** Extinguishers, alarms, sprinklers, smoking rules, exits, personnel assignments, separation of flammable materials and dangerous operations, explosive proof fixtures in hazardous locations and waste disposal.
- **Maintenance.** Regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery and general methods.
- **Personal Protective Equipment.** Type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use and method of assignment.

SAFETY INSPECTION CHECKLIST NO. 1 GENERAL WORK ENVIRONMENT

Department/Division: _____ Date of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Are work areas properly illuminated?	☐	☐	☐
Is the ventilation system appropriated for the work performed?	☐	☐	☐
Are restrooms and washrooms kept clean and sanitary?	☐	☐	☐
Is potable water provided for drinking and washing?	☐	☐	☐
Are outlets for water not suitable for drinking clearly identified?	☐	☐	☐
Where heat stress is a problem, do all fixed work areas have air conditioning?	☐	☐	☐
Is the work area clean and orderly?	☐	☐	☐
Are floors kept clean and dry or have you taken appropriate measures to make floors slip resistant?	☐	☐	☐
Are floors free from protruding nails, splinters, holes, etc.?	☐	☐	☐
Are permanent aisles and passageways clearly marked?	☐	☐	☐
Are aisles and passageways kept clear?	☐	☐	☐
Are pits and floor openings covered or guarded?	☐	☐	☐
Is combustible trash removed from the worksite daily?	☐	☐	☐
Are spilled materials or liquids cleaned up immediately?	☐	☐	☐
Is there safe clearance in aisles where motorized or mechanical handling equipment travel?	☐	☐	☐

FLOOR AND WALL OPENINGS, STAIRS AND STAIRWAYS

Are floor openings guarded by covers or guardrails on all sides?	☐	☐	☐
Do skylights have screens or fixed railings that would prevent someone on the roof from falling through?	☐	☐	☐
Are open pits and trap doors guarded?	☐	☐	☐
Are grates or similar type covers over floor openings such as floor drains, designed so that foot traffic or rolling equipment are not affected by grate spacing?	☐	☐	☐
Are open-sided floors, platforms and runways having a drop of more than 4 feet guarded by a standard railing or toe board?	☐	☐	☐
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 at least a 6-½ foot overhead clearance?	☐	☐	☐
Are step risers on stairs uniform from top to bottom?	☐	☐	☐
Are steps on stairs and stairways designed or provided with a slip-resistant surface?	☐	☐	☐
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	☐	☐	☐
Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?	☐	☐	☐

ELEVATED SURFACES

Is the vertical distance between stairway landings limited to 12 feet or less?	☐	☐	☐
Are stairways adequately illuminated?	☐	☐	☐
Are signs posted showing the elevated surface load capacity?	☐	☐	☐

Do elevated work areas have a permanent means of access and egress?	☐	☐	☐
Are materials on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing, rolling or spreading?	☐	☐	☐

EXITS AND EXIT DOORS

Are all exits marked with an exit sign and illuminated by a reliable light source?	☐	☐	☐
Are exit routes clearly marked?	☐	☐	☐
Are doors, passageways or stairways that are neither exits nor access to exits, appropriately marked "NOT AN EXIT" or "STOREROOM" etc.?	☐	☐	☐
Are all exits kept free of obstructions?	☐	☐	☐
Are there sufficient exits to permit prompt escape in case of emergency?	☐	☐	☐
Do exit doors open in the direction of exit travel?	☐	☐	☐
Are doors that swing in both directions provided with viewing panels in each door?	☐	☐	☐
Are exits and exit routes equipped with emergency lighting?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 2 HAZARD COMMUNICATION PROGRAM

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Do you have an inventory of all hazardous substances used in your workplace?	☐	☐	☐
Is there a written hazard communication program that covers Material Safety Data Sheets (MSDS), labeling and employee training?	☐	☐	☐
Is there a MSDS readily available for each hazardous substance used?	☐	☐	☐
Is there an employee training program for hazardous substances?	☐	☐	☐
Does the employee training program include:	☐	☐	☐
An explanation of what a MSDS is and how to use and obtain it?	☐	☐	☐
The physical and health hazards of substances in the work area, and specific protective measures to be used?	☐	☐	☐
Employee access to the employer's written hazard communication program and where hazardous substances are present in their work areas?	☐	☐	☐
An explanation of the "Right to Know" standards?	☐	☐	☐
Details of the hazard communication program, including how to use the labeling system and MSDS?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 3 PERSONAL PROTECTIVE EQUIPMENT

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Is personal protective equipment (PPE) provided, used and maintained when required?	☐	☐	☐
Are protective goggles, face shields or glasses used where there is a danger of flying particles or corrosive materials splash?	☐	☐	☐
Are protective gloves, aprons, shields or other means provided and used to prevent cuts and corrosive liquid or chemical splash injuries?	☐	☐	☐
Are hard hats provided and worn where there is a danger of falling objects?	☐	☐	☐
Are employees trained in the selection, use and maintenance of PPE and protective clothing?	☐	☐	☐
Is appropriate foot protection provided and used where there is a risk of foot injuries from hot, corrosive substances or falling objects or crushing or penetrating actions?	☐	☐	☐
Is hearing protection provided and use when noise levels exceed HIOSH noise standards?	☐	☐	☐

RESPIRATORY PROTECTION

Is respiratory protection provided and used when required?	☐	☐	☐
Do you have a written respiratory protection program?	☐	☐	☐
Do you have written procedures for the selection, use and maintenance of respirators?	☐	☐	☐
Are employees instructed and trained in the limitations, proper use and care of respirators used?	☐	☐	☐
Are respirators cleaned, disinfected and inspected after every use?	☐	☐	☐
Is the proper respirator used for the hazard present?	☐	☐	☐
Are respirators stored in a convenient, clean and sanitary location?	☐	☐	☐
Are emergency use respirators inspected monthly and are records of monthly inspections kept?	☐	☐	☐
Are users of negative pressure respirators fit tested?	☐	☐	☐
Are respirator users given periodic physical examinations?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 4

ELECTRICAL SAFETY

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Do you specify compliance with CAL-OSHA Standards for all electrical work contacted out to private entities?	☐	☐	☐
Are employees instructed to make preliminary inspections and tests to determine what conditions exist before starting electrical work?	☐	☐	☐
When electrical equipment or lines are serviced, maintained or adjusted, are necessary switches opened, locked-out when possible and tagged?	☐	☐	☐
Are all portable electrical tools and equipment either grounded or double insulated?	☐	☐	☐
Are all electrical appliances such as refrigerators, vacuum cleaners, vending machines, etc. grounded?	☐	☐	☐
Do extension cords have a grounding conductor?	☐	☐	☐
Are ground-fault circuit interrupters used at locations where construction, demolition, modification, alteration or excavation operations are being performed?	☐	☐	☐
At the junction with permanent wiring, do suitable disconnecting switches or plug connectors protect all temporary circuits?	☐	☐	☐
Do you repair or replace wiring and cords with frayed or deteriorated insulation promptly?	☐	☐	☐
Are flexible cords and cables free of splices?	☐	☐	☐
Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?	☐	☐	☐
In wet or damp locations, are electrical tools and equipment appropriate for use?	☐	☐	☐
Do you establish the location of electrical power lines and cables (overhead, underground, other side of walls, etc.) before digging, drilling, demolition or other similar work begins.	☐	☐	☐
Do you prohibit the use of metal ladders in areas where the ladder or person using the ladder could come in contact with energized parts of equipment or circuit conductors?	☐	☐	☐
Are all disconnecting switches and circuit breakers labeled to indicate their use or the equipment they serve?	☐	☐	☐
Do you disconnect electrical circuits before replacing fuses?	☐	☐	☐
Do all wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?	☐	☐	☐
Are all energized parts of electrical circuits and equipment guarded by approved cabinets or enclosures against accidental contact?	☐	☐	☐
Do you maintain sufficient access and working space around all electrical equipment to permit ready and safe operation and maintenance?	☐	☐	☐
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?	☐	☐	☐
Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight fitting covers or plates?	☐	☐	☐
Are employees who regularly work on or around energized electrical equipment or lines instructed in cardiopulmonary resuscitation (CPR)?	☐	☐	☐
Are employees prohibited from working alone on energized lines or equipment?	☐	☐	☐

ADDITIONAL REMARKS

SAFETY INSPECTION CHECKLIST NO. 5

HAZARDOUS CHEMICAL EXPOSURE

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Are employees trained in safe handling practices of hazardous chemicals such as acids, bases, caustics, epoxies, phenols, etc.?	☐	☐	☐
Is employee exposure to chemicals within acceptable levels?	☐	☐	☐
Are eye wash fountains and showers provided where hazardous chemicals are handled?	☐	☐	☐
Are employees required to use personal protective equipment when handling chemicals (gloves, aprons, boots, eye and face protection, respirators, etc.)?	☐	☐	☐
Are chemical piping systems marked as to their content?	☐	☐	☐
Are all containers such as vats, storage tanks, etc., labeled as to their contents (e.g., "CAUSTICS")?	☐	☐	☐
Have written standard operating procedures been published for handling chemicals and are they being followed?	☐	☐	☐
Where needed for emergency use, are respirators stored in a sanitary, clean and convenient location?	☐	☐	☐
Do you maintain medical and biological monitoring systems for hazardous chemical processes?	☐	☐	☐
Do employees complain about dizziness, headache, nausea, irritation or others discomfort factors when they use chemicals?	☐	☐	☐
Is there a dermatitis problem (e.g., employees complain about dryness, irritation or sensitization of the skin)?	☐	☐	☐
Have control measures been instituted for hazardous materials such as exhaust ventilation systems, handling procedures and personal protective equipment?	☐	☐	☐
Is vacuuming used, rather than blowing or sweeping dusts whenever possible?	☐	☐	☐
Have written standard operating procedures been established and are they followed for chemical spill cleanup?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 6

CONFINED SPACE OPERATIONS

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Is a Confined Space Entry Permit, signed by the entry supervisor, provided prior to any permit required confined space?	☐	☐	☐
Are confined spaces thoroughly emptied of any corrosive or hazardous substances (acids or caustics) before entry?	☐	☐	☐
Are all lines to a confined space containing inert, toxic, flammable or corrosive materials, shut off and blanked, disconnected or separated before entry?	☐	☐	☐
Is it required that impellers, agitators or other moving equipment inside confined spaces be locked-out and tagged before entry?	☐	☐	☐
Is exhaust ventilation required before confined space entry?	☐	☐	☐
Are gas tests performed for oxygen deficiency, toxic substances and explosive concentrations before confined space entry?	☐	☐	☐
Is there adequate illumination for confined space work?	☐	☐	☐
Is the atmosphere inside the confined space periodically tested or continuously monitored during the conduct of work?	☐	☐	☐
Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm and render assistance if necessary?	☐	☐	☐
Is the standby employee trained and equipped to handle an emergency?	☐	☐	☐
Is the standby employee prohibited from entering the confined space in an emergency unless relieved by a qualified safety standby and equipped with lifelines and respiratory equipment?	☐	☐	☐
Is communication provided between the standby employee and confined space entrants, as well as emergency rescue personnel?	☐	☐	☐
Is self-rescue equipment provided?	☐	☐	☐
Is safety equipment and clothing provided when required?	☐	☐	☐
Is approved respiratory equipment required if the atmosphere inside the confined space cannot be hazardous?	☐	☐	☐
Before gas welding or cutting is started in a confined space, are hoses checked for leaks, compressed gas cylinders forbidden in the confined space, torches lighted outside the confined space, and is the confined area tested for toxic and combustible gases?	☐	☐	☐
Is exhaust ventilation required when welding or hazardous materials are used in a confined space?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 7
FIRE SAFETY

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
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FIRE PROTECTION

If you have an alarm system, is it tested annually?	☐	☐	☐
Are fire door and shutter fusible links in place?	☐	☐	☐
Are fire doors operating properly and unobstructed?	☐	☐	☐
Are automatic sprinkler system water control valves and water pressure checked periodically?	☐	☐	☐
Is the maintenance of automatic sprinkler systems assigned to competent persons or to a sprinkler contractor?	☐	☐	☐
Is proper clearance maintained below sprinkler heads?	☐	☐	☐
Are fire extinguishers provided in adequate number and type?	☐	☐	☐
Are fire extinguishers serviceable and mounted in readily accessible locations?	☐	☐	☐
Are fire extinguishers inspected monthly and noted on the inspection tag?	☐	☐	☐
Are employees instructed in the use of fire extinguishers?	☐	☐	☐
Are required fire extinguishers mounted within 75 feet of any outside areas containing flammable liquids, and within 10 feet of any inside storage areas?	☐	☐	☐
Is access to fire extinguishers free of obstruction?	☐	☐	☐
Are all fire extinguishers serviced and maintained at intervals not exceeding one year?	☐	☐	☐
Are all fire extinguishers fully charged and in designated locations?	☐	☐	☐
Are fire extinguishers selected and provided for the class(es) of fires expected based on materials stored in the area?	☐	☐	☐
o Class A: Ordinary combustible material fires.	☐	☐	☐
o Class B: Flammable liquid, gas or grease fires.	☐	☐	☐
o Class C: Energized – electrical equipment fires.	☐	☐	☐

FLAMMABLE AND COMBUSTIBLE MATERIALS

Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered noncombustible containers and promptly removed from the worksite?	☐	☐	☐
Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?	☐	☐	☐
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?	☐	☐	☐
Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?	☐	☐	☐
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?	☐	☐	☐
Do storage rooms for flammable and combustible liquids have explosion proof lights and mechanical or gravity ventilation?	☐	☐	☐

Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to insure support and stability?	☐	☐	☐
Are fuel gas cylinders and oxygen cylinders separated by 20 feet or fire resistant barriers 5 feet in height during storage?	☐	☐	☐
Is liquefied petroleum gas stored, handled and used in accordance with safe practices and standards?	☐	☐	☐
Are liquefied petroleum gas storage tanks guard to prevent damage from vehicles?	☐	☐	☐
Are "NO SMOKING" signs posted on liquefied petroleum gas storage tanks?	☐	☐	☐
Are "NO SMOKING" signs posted in areas where flammable or combustible materials are used or stored?	☐	☐	☐
Are "NO SMOKING" rules enforced in areas where flammable or combustible materials are used or stored?	☐	☐	☐
Are all solvents and flammable wastes kept in fire resistant, covered containers and promptly removed from the worksite?	☐	☐	☐
Are approved containers used for storage and dispensing flammable or combustible liquids?	☐	☐	☐
ADDITIONAL REMARKS:			

SAFETY INSPECTION CHECKLIST NO. 8 LOCKOUT AND TAGOUT PROCEDURES

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Is all equipment capable of movement deenergized or disengaged, and blocked or locked-out during cleaning, servicing, adjusting or setting up operations?	☐	☐	☐
Do you prohibit locking out of control circuits in lieu of locking out main power disconnects?	☐	☐	☐
Does the lockout 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?	☐	☐	☐
Are employees required to keep personal control of their key(s) while they have safety locks in use?	☐	☐	☐
Is the employee exposed to the hazard the only one who can place or remove the safety lock?	☐	☐	☐
Do employees check the safety of the lockout by attempting to start up the machine after making sure no one else is exposed?	☐	☐	☐
Are employees instructed to always push the control circuit stop button prior to reenergizing the main power switch?	☐	☐	☐
Is there a means provided to identify all employees who are working on locked-out equipment by their locks or accompanying tags?	☐	☐	☐
In the event that the equipment cannot be shut down and locked-out, has a safe tag-out procedure been established and rigidly followed?	☐	☐	☐
ADDITIONAL REMARKS:			

SAFETY INSPECTION CHECKLIST NO. 9
MEDICAL SERVICES AND FIRST AID

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Is there a hospital, clinic or infirmary nearby?	☐	☐	☐
Are emergency phone numbers conspicuously posted?	☐	☐	☐
Where required, are employees trained and certified in first aid?	☐	☐	☐
Are City approved first aid kits accessible in each work area and are they periodically inspected for required components?	☐	☐	☐
Are first aid kits replenished as supplies are used?	☐	☐	☐
Are employees trained in Cardiopulmonary Resuscitation (CPR) as necessary?	☐	☐	☐
Do employees know what to do in case of emergency?	☐	☐	☐
Are emergency showers and eyewashes available where corrosive liquids or materials are handled?	☐	☐	☐
Are employee medical records and records of employee exposure to hazardous substances up-to-date and maintained for the period of time required by law?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 10
SCAFFOLD SAFETY

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Is a competent person in charge of scaffold erection?	☐	☐	☐
Is the scaffold on stable footing?	☐	☐	☐
Is the scaffold level and plumb?	☐	☐	☐
Are all scaffold legs braced with braces properly attached?	☐	☐	☐
Is the scaffold guarded on all open sides with toe boards installed?	☐	☐	☐
Has proper access to the scaffold been provided?	☐	☐	☐
Has overhead protection or screening been provided as necessary?	☐	☐	☐
Has the scaffold been tied to the structure every 30 feet in length and 26 feet in height?	☐	☐	☐
Is scaffold free of makeshift devices or ladders to increase height?	☐	☐	☐
Are freestanding towers guyed or tied every 26 feet in height?	☐	☐	☐
Are working levels fully planked between guardrails?	☐	☐	☐
Have personnel been instructed in scaffold safety?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 11

INDUSTRIAL NOISE

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Are there areas in the workplace where continuous noise levels exceed 85 decibels (dBA)?	☐	☐	☐
Is there an ongoing preventive health program to educate employees in safe noise levels, exposures, the effects of noise on their health and the use of personal protective equipment?	☐	☐	☐
Have work areas where noise levels make voice communication between employees difficult been identified and posted?	☐	☐	☐
Are noise levels measured using a sound level meter, noise dosimeter or octave band analyzer and are records kept?	☐	☐	☐
Have engineering controls been used to reduce excessive noise levels?	☐	☐	☐
Where engineering controls are determined to be unfeasible, have administrative controls (i.e., worker rotation) been instituted to minimize individual employee exposure to noise?	☐	☐	☐
Is approved hearing protective equipment (noise attenuating devices) available to all employees working in noisy areas?	☐	☐	☐
Have you isolated noisy equipment from the rest of your operation?	☐	☐	☐
If you use ear protectors, are employees properly fitted and instructed in their proper use?	☐	☐	☐
Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection program?	☐	☐	☐
ADDITIONAL REMARKS:			

SAFETY INSPECTION CHECKLIST NO. 12 HAND AND POWER TOOLS AND EQUIPMENT

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
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HAND TOOLS AND EQUIPMENT

Are tools and equipment (City and personal) in good condition?	☐	☐	☐
Are chisels, punches or other mushroomed head tools repaired or replaced?	☐	☐	☐
Are broken handles on hammers and axes replaced promptly?	☐	☐	☐
Are worn or bent wrenches repaired or replaced?	☐	☐	☐
Do files have handles?	☐	☐	☐
Is eye and face protection worn while using hand tools that might produce flying materials or breakage?	☐	☐	☐
Have employees been trained to use hand tools properly?	☐	☐	☐
Are jacks checked to assure they are in good operating condition and marked with the jack capacity?	☐	☐	☐

PORTABLE POWER TOOLS AND EQUIPMENT

Are grinders, saws and similar equipment used with appropriate safety guards?	☐	☐	☐
Are portable circular saws equipped with guards above and below the base shoe?	☐	☐	☐
Are rotating or moving parts guarded to prevent physical contact?	☐	☐	☐
Are all cord-connected, electrically operated tools and equipment grounded or double insulated?	☐	☐	☐
Are guards in place over belts, pulleys, chains and sprockets on equipment such as concrete mixers, air compressors, etc.?	☐	☐	☐
Are portable fans provided with full guards having openings of ½ inch or less?	☐	☐	☐
Are Ground Fault Circuit Interrupters (GFCI) used with portable electrical power tools?	☐	☐	☐
Is compressed air used for cleaning reduced to a nozzle pressure of 30 psi or less?	☐	☐	☐
Are pneumatic and hydraulic hoses on power-operated tools inspected regularly for serviceability?	☐	☐	☐
Is portable hoisting equipment posted with capacity and latest load test information?	☐	☐	☐
Do chain saws have anti-kickback devices?	☐	☐	☐

ABRASIVE WHEEL GRINDERS

Is the work rest adjusted to within 1/8 inch on the wheel?	☐	☐	☐
Is the tongue guard adjusted to within ¼ inch of the wheel?	☐	☐	☐
Do side guards cover the spindle, nut and flange and 75% of the wheel diameter?	☐	☐	☐
Are bench and pedestal grinders permanently mounted?	☐	☐	☐
Are goggles or face shields always worn while grinding?	☐	☐	☐
Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?	☐	☐	☐
Does each grinder have an individual on and off control?	☐	☐	☐
Are dust collectors or powered exhausts provided?	☐	☐	☐

POWER ACTUATED TOOLS

Are employees who operate power-actuated tools trained in their use and do they carry a valid operators card?	☐	☐	☐
Is each power-actuated tool stored in its own locked container when not being used?	☐	☐	☐

Is a sign at least 7" x 10" with bold face type reading " POWER ACTUATED TOOL IN USE " conspicuously placed to warn others that the tool is being used?	☐	☐	☐
Are power-actuated tools left unloaded until they are ready to be used?	☐	☐	☐
Are power actuated tools inspected for obstructions or defects each day before use?	☐	☐	☐
Do power actuated tool operators have and use appropriate personal protective equipment (head, eye, hearing, etc.)?	☐	☐	☐
ADDITIONAL REMARKS:			

SAFETY INSPECTION CHECKLIST NO. 13 CONSTRUCTION SITE SAFETY

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
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MECHANICAL EQUIPMENT

Are rollover protection structures (ROPS) provided for agricultural equipment and scrapers, front-end loaders, bulldozers, wheel-type industrial tractors, crawler tractors and motor graders?	☐	☐	☐
Are backup alarms provided?	☐	☐	☐
Are crane operators licensed and do they have proper medical clearances?	☐	☐	☐
Has the crane pre-operation checklist been completed by the operator prior to operations?	☐	☐	☐
Has crane been load tested periodically?	☐	☐	☐

EXCAVATING AND TRENCHING

Are walls and faces or trenches 5 feet or more in depth and entered by workers exposed to cave-in, guarded by shoring or sloping of ground?	☐	☐	☐
Is excavated material placed two or more feet from the edge of the excavation?	☐	☐	☐
Is heavy equipment kept a safe distance from the edge of the excavation to prevent cave-in?	☐	☐	☐
Is the ladder provided for exiting the trench located within 25 feet of those working in the trench?	☐	☐	☐
Are signs, barricades and flagmen used to warn motorists when excavating or trenching work is done in roadways?	☐	☐	☐
Do workers in the vicinity of roadways use safety vests for visibility?	☐	☐	☐
Are tools such as shovels, picks, hammers, etc. kept away from the edge of trenches to prevent injury to those working in the trench?	☐	☐	☐
Are excavations being carried out following the Construction Standards set forth in the Hawaii Administrative Rules (Chapter 132.2, Excavations)?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 14
PORTABLE LADDER SAFETY

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Are all ladders maintained in good condition?	☐	☐	☐
Is each ladder equipped with non-slip safety feet?	☐	☐	☐
Are ladder rungs and steps free of grease and oil?	☐	☐	☐
Are ladders prohibited from being placed on unstable bases (such as boxes, barrels, truck beds, etc.) to gain added height?	☐	☐	☐
Do employees face the ladder and use both hands when climbing and descending the ladder?	☐	☐	☐
Are unserviceable ladders discarded?	☐	☐	☐
Do ladders extend at least 3 feet above the landing?	☐	☐	☐
Are rungs of ladders uniformly spaced at 12 inches?	☐	☐	☐
Do employees stand on the top step of ladders?	☐	☐	☐
Are portable metal ladders marked with signs reading, "CAUTION – DO NOT USE AROUND ELECTRICAL EQUIPMENT?"	☐	☐	☐
ADDITIONAL REMARKS:			

SAFETY INSPECTION CHECKLIST NO. 15
TRANSPORTING EMPLOYEES AND MATERIALS

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Do employees who operate City vehicles have valid driver licenses (Type 3, 4 or Commercial Drivers License – CDL)?	☐	☐	☐
When more than 15 employees are transported in a van, bus or truck, is the operator's CDL appropriate for the vehicle operated?	☐	☐	☐
Is each van, bus or truck used to transport employees equipped with an adequate number of seats?	☐	☐	☐
When employees are transported by truck, are provisions made to prevent their falling from the vehicle?	☐	☐	☐
Are vehicles used to transport employees equipped with handrails, steps or similar devices so that employees can enter and leave the vehicle safely?	☐	☐	☐
Are vehicles equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good operating condition?	☐	☐	☐
Are transport vehicles equipped with at least two reflective type flares?	☐	☐	☐
Is a fully charged and serviceable fire extinguisher, at least 4 B:C rating maintained in each transport vehicle?	☐	☐	☐
When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they place in closed boxes or containers secured in place?	☐	☐	☐
Are employees prohibited from riding on top of any load that can shift, topple or otherwise become unstable?	☐	☐	☐
Is there a driver improvement program for commercial drivers and are records kept of training received by each driver?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 16

MACHINE GUARDING SAFETY

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Is there a training program to instruct employees on safe methods of machine operation?	☐	☐	☐
Is there a regular safety inspection program for equipment?	☐	☐	☐
Do you clean and properly maintain machinery and equipment?	☐	☐	☐
Is adequate space provided around and between equipment to permit set-up, servicing, material handling and waste removal?	☐	☐	☐
Is equipment anchored to prevent tipping or movement?	☐	☐	☐
Is there a power shutoff switch within reach of the operator's position for each machine?	☐	☐	☐
Are all emergency stop buttons colored red?	☐	☐	☐
Can power to each machine be locked-out for maintenance, repair or security purposes?	☐	☐	☐
Are non-current carrying metal parts of electrically operated machines bonded and grounded?	☐	☐	☐
Are foot operated switches guarded to prevent accidental activation by personnel or falling objects?	☐	☐	☐
Are pulleys and belts that are within 7 feet of the floor or working level properly guarded?	☐	☐	☐
Are moving chains and gears properly guarded?	☐	☐	☐
Are machines guarded to protect the operator and other employees in the area from ingoing nip points, rotating parts, flying chips and sparks and other hazards created at the point of operation?	☐	☐	☐
Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?	☐	☐	☐
Are fan blades protected with a guard having openings no larger than ½", when operating within 7 feet of the floor?	☐	☐	☐
Are saws used for ripping, equipped with anti-kick back devices and spreaders?	☐	☐	☐
Are radial arm saws arranged so that the cutting head will gently return to the back of the table when released?	☐	☐	☐
Is eye protection used when operating machines?	☐	☐	☐
ADDITIONAL REMARKS:			

SAFETY INSPECTION CHECKLIST NO. 17

COMPRESSORS AND COMPRESSED GAS CYLINDERS

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Are compressors equipped with pressure relief valves and pressure gauges?	☐	☐	☐
Are air filters installed on the compressor intakes?	☐	☐	☐
Are safety devices on compressed air systems checked frequently?	☐	☐	☐
Are signs posted to warn of the automatic starting feature of the compressor?	☐	☐	☐
Is the belt drive system guarded to provide protection for the front, back, top and sides?	☐	☐	☐
Is compressed air used for cleaning reduced to less than 30 psi at the nozzle?	☐	☐	☐
When using compressed air for cleaning, is eye and face protection provided and worn?	☐	☐	☐
Are locking devices used at couplings of high-pressure hose lines?	☐	☐	☐
Is every air receiver equipped with a pressure gauge with one or more automatic, spring-loaded safety valve(s)?	☐	☐	☐
Is every air receiver provided with a drainpipe and valve at the lowest point for removal of accumulated oil and water?:	☐	☐	☐
Is the air receiver's inlet and piping system kept free of accumulated oil and carbon materials?	☐	☐	☐

COMPRESSED GAS CYLINDERS

Are cylinders equipped with a valve protection device?	☐	☐	☐
Are cylinders clearly marked to identify the gas they contain?	☐	☐	☐
Are cylinders stored in an area protected from high heat sources?	☐	☐	☐
Are cylinders stored or transported in a manner to prevent them from tipping, falling or rolling?	☐	☐	☐
Are valve protectors always placed on cylinders when they are not in use or connected for use?	☐	☐	☐
Are valves closed before a cylinder is moved, when the cylinder is empty and at the completion of each job?	☐	☐	☐
Are cylinders checked periodically for corrosion, general distortion, cracks or any other defect that may render them unserviceable or hazardous?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 18
MOTOR VEHICLE SERVICE AND REPAIR OPERATIONS

Department/Division: _____ Date of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
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FUELING

Is fueling prohibited while the vehicle engine is running?	☐	☐	☐
Do fueling operations minimize the likelihood of spillage?	☐	☐	☐
Are fuel tank caps replaced and secure before starting engine?	☐	☐	☐
When fuel spills, is the spillage washed away completely, evaporated or other measures taken to control vapors before starting the engine?	☐	☐	☐
During fueling, is there always metal contact between the container and the fuel tank?	☐	☐	☐
Are fueling hoses designed to handle the specific type of fuel dispensed?	☐	☐	☐
Is it prohibited to handle or transfer fuel in unapproved containers?	☐	☐	☐
Are open lights, flames or sparking, or arcing equipment prohibited near fueling or fuel transfer operations?	☐	☐	☐
Is smoking prohibited near fueling operations?	☐	☐	☐
Where fueling or transfer of fuel is done through gravity flow, are the nozzles self-closing?	☐	☐	☐

SERVICING AND MAINTAINING EQUIPMENT

Are vehicles chocked or blocked to prevent unexpected movement?	☐	☐	☐
Are floors free of grease, gas or oil and is absorbent available to cleanup spills immediately?	☐	☐	☐
Is eye protection and protective apparel used when steam cleaning?	☐	☐	☐
Are traffic lanes and parking spaces marked on the garage floor and does staff ensure compliance with these markings?	☐	☐	☐
Is gasoline used as a solvent to clean tools, parts or hands?	☐	☐	☐
Is the rated load permanently marked on jacks and stands?	☐	☐	☐
Is a block placed between the jack cap and load?	☐	☐	☐
Are jacks and stands serviceable?	☐	☐	☐
Do jacks and stands have positive stops to prevent over travel?	☐	☐	☐
Is jewelry worn when servicing vehicles?	☐	☐	☐
Is compressed air used for cleaning regulated to less than 30 psi at the nozzle and do employees wear eye protection?	☐	☐	☐

TIRE OPERATIONS

Is there a published "Safe Operating Procedure" for tire repairs and is it enforced?	☐	☐	☐
Does each tire inflation hose have a clip-on chuck and in-line valve and gauge?	☐	☐	☐
Does the tire inflation control valve automatically shut off the airflow when the valve is released?	☐	☐	☐
Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?	☐	☐	☐
Are employees strictly forbidden from taking a position directly over or in front of a tire while it is being inflated?	☐	☐	☐

BATTERY CHARGING

Is eye protection, acid resistant gloves and apron provided and used when measuring specific gravity or	☐	☐	☐
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servicing of batteries?			
Are quick drenching shower and eye wash facilities immediately available and serviceable?	☐	☐	☐
Are spark producing devices and smoking prohibited in the area?	☐	☐	☐
ADDITIONAL REMARKS:			

SAFETY INSPECTION CHECKLIST NO. 19
WELDING AND HOTWORK OPERATIONS

Department/Division: _____ Date of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?	☐	☐	☐
Are compressed gas cylinders examined regularly for obvious defects such as rusting or leakage?	☐	☐	☐
Are only approved torches, regulators, pressure reducing valves, acetylene generators and manifolds used?	☐	☐	☐
Are gas cylinders kept away from heat sources?	☐	☐	☐
Are gas cylinders stored away from stairs, elevators and exits?	☐	☐	☐
Are empty cylinders marked and are the valves closed and protected by valve caps?	☐	☐	☐
Are cylinders, valves, couplings, regulators, hoses and apparatus kept free of oil and grease?	☐	☐	☐
Unless secured on special trucks, are regulators removed and valve caps installed before moving cylinders?	☐	☐	☐
Do cylinders have keys, handles or non-adjustable wrenches on stem valves when in service?	☐	☐	☐
Are cylinders stored and shipped valve-end up with valve caps on?	☐	☐	☐
Is red used to identify the acetylene hose, green the oxygen hose and black for inert gas and air hose?	☐	☐	☐
Is a fire extinguisher available for immediate use?	☐	☐	☐
Do you periodically check the grounding of the machine frame and safety ground connections of portable machines?	☐	☐	☐
Is the welder prohibited from coiling the electrode cable around his body?	☐	☐	☐
Are wet machines dried and tested before use?	☐	☐	☐
Are work and electrode lead cables inspected for wear and damage prior to use, and replaced as necessary?	☐	☐	☐
When fire hazards cannot be removed, are shields used to confine heat, sparks and slag?	☐	☐	☐
Are firewatchers assigned when welding or cutting is done in locations where a serious fire may occur?	☐	☐	☐
When floors are wet, are personnel protected from possible electrical shock?	☐	☐	☐
When welding or cutting is done on walls, are precautions taken to protect combustibles on the other side?	☐	☐	☐
Are employees who are exposed to the hazards of welding, cutting or brazing protected with personal protective equipment?	☐	☐	☐
Is a check made for adequate ventilation when welding or cutting is done?	☐	☐	☐
When working in confined spaces, are tests for toxic and combustible gases taken prior to welding, cutting or brazing?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 20
SPRAY PAINTING OPERATIONS

Department/Division: _____ Date of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Do you have adequate ventilation before spray operations begin?	☐	☐	☐
Is the spray area kept clean of combustible residue?	☐	☐	☐
Is mechanical exhaust ventilation provided when spraying operations are conducted in enclosed areas?	☐	☐	☐
Is the spray area at least 20 feet from flames, sparks, electrical motors and other ignition sources?	☐	☐	☐
Is approved respiratory equipment provided and used during spraying operations?	☐	☐	☐
Are fire sprinkler heads kept free of spray residue?	☐	☐	☐
Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths and paint storage areas?	☐	☐	☐
Are spray booths constructed of noncombustible material?	☐	☐	☐
Are electric motors for exhaust fans placed outside spray booths?	☐	☐	☐
Are electrical motors, lights, etc., approved for use in hazardous locations?	☐	☐	☐

ADDITIONAL REMARKS:

SAFETY INSPECTION CHECKLIST NO. 21

HOISTS AND AUXILIARY EQUIPMENT

Department/Division: _____ Date of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Is each overhead hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?	☐	☐	☐
Will each hoist automatically stop and hold any load up to 125% of its rated load, if the actuating force is removed?	☐	☐	☐
Is the rated load of each hoist legibly marked and visible to the operator?	☐	☐	☐
Are stops provided at the safe limits of travel for trolley hoists?	☐	☐	☐
Are close fitting guards installed to assure hoist ropes will be maintained in sheave grooves?	☐	☐	☐
Are nip points or contact points between hoist ropes and sheaves located within 7 feet of the surface guarded?	☐	☐	☐
Is the use of unserviceable chains or rope slings prohibited?	☐	☐	☐
Is the operator prohibited from carrying loads over people?	☐	☐	☐
Are only employees who have been trained in the proper use of hoists allowed to operate them?	☐	☐	☐
ADDITIONAL REMARKS:			

SAFETY INSPECTION CHECKLIST NO. 22 FORKLIFTS AND INDUSTRIAL TRUCKS

Department/Division: _____ Date of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	N/A
Are only trained personnel allowed to operate industrial trucks?	☐	☐	☐
Is overhead protection provided on rider lift trucks?	☐	☐	☐
Does each industrial truck have a warning device that can be clearly heard above the normal noise in the operating area?	☐	☐	☐
Are lift truck operating rules posted and enforced?	☐	☐	☐
Are brakes on industrial trucks capable of bringing the vehicle to a complete and safe stop when fully loaded?	☐	☐	☐
Will the industrial truck's parking brake prevent the vehicle from moving when unattended?	☐	☐	☐
Are forklift loads lowered while the truck is traveling?	☐	☐	☐
Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?	☐	☐	☐
Are motorized hand and hand/rider trucks designed so when the brakes are applied, power to the drive motor shut off when the operator releases his grip on the device that controls the travel?	☐	☐	☐
Are industrial trucks with internal combustion engines, operating in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentrations of dangerous gases or fumes?	☐	☐	☐
ADDITIONAL REMARKS:			