



SAFETY MANAGEMENT SYSTEM (SMS) AUDIT

The sample audit and safety inspection checklists contained herein are designed to help you evaluate the quality of your company's safety management system design and performance. It should be revised as need to best meet your organization's needs. SMS audits should be reviewed at least annually to look at each of the critical components of the SMS to determine what is working well and what changes, if any, are needed. When you identify needs that should be addressed, you have the basis for a new safety and health objective for program improvement. This audit does not replace any provision, standard, or rule contained in the OSH Act of 1970.

_____ Does the company have a comprehensive written safety and health program that addresses the following key elements:

- Management commitment;
- Employee involvement;
- Management and labor accountability;
- Incident and accident investigation policy and procedures;
- Safety training;
- Hazard identification and control; and
- Periodic program review?

_____ Has responsibility for developing and monitoring the safety and health program been delegated to a person or office?

_____ Has responsibility for carrying out the safety and health program been assigned to all levels of the line organization (managers and supervisors) and employees?

_____ Are managers and supervisors carrying out their safety and health supervision, training, and enforcement responsibilities?



- ___ Are employees carrying out their safety and health compliance and reporting responsibilities?
- ___ Is there an accountability system for ensuring managers and supervisors carry out their safety and health supervision, training, and enforcement responsibilities?
- ___ Is there an accountability system for ensuring employees comply with safety and health rules and hazard/injury reporting responsibilities?
- ___ Is there a system that provides communication with affected employees on occupational safety and health matters (meetings, training programs, posting, written communications, a system of hazard reporting, etc.)?
- ___ Does the communication system include provisions designed to encourage employees to inform the employer of hazards at the work site without fear of reprisal?
- ___ Is there a system for identifying and evaluating workplace hazards whenever new substances, processes, procedures, or equipment are introduced into the workplace, and whenever the employer receives notification of a new or previously unrecognized hazard?
- ___ Are periodic inspections for safety and health scheduled and carried out by managers and supervisors, and the safety committee?
- ___ Are inspection records kept which identify unsafe conditions and practices?
- ___ Is there an incident and accident investigation program?
- ___ Are unsafe and unhealthful conditions and work practices corrected immediately, with the most hazardous exposures corrected first?
- ___ Do employees know the safety and health hazards specific to their job assignments?
- ___ Is training provided to all employees when they are first hired and when they receive new job assignments?
- ___ Are training needs of employees evaluated whenever new substances, processes, procedures, or equipment are introduced into the workplace, and whenever the employer received notification of a new or previously unrecognized hazard?
- ___ Are records kept documenting safety and health training for each employee by name or other identifier, training dates, types of training, and training provider?
- ___ Does the employer have a labor-management safety and health committee?





Safety Inspection Checklists

Since OSHA regulations are quite extensive, these audits are by no means all inclusive. You should add to them or delete items which don't apply to your operations. More information regarding rules which may apply to your workplace is available from Federal or State OSHA.

- Abrasive Wheel Equipment Grinders
- Additional VDT Workstation Criteria
- Chemical Exposures
- Compressed Gas and Cylinders
- Compressors and Compressed Gas
- Confined Spaces
- Cranes and Hoists
- Electrical Safety
- Elevated Surfaces
- Emergency Action Plan
- Environmental Controls
- Ergonomics
- Exit or Egress
- Exit Doors
- Eye Protection
- Fire Protection
- Flammable and Combustible Materials
- Floor and Wall Openings
- General Work Environment
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- Hazard Communication
- Hearing Conservation
- Identification of Piping Systems
- Industrial Trucks - Forklifts
- Infection Control
- Injury and Illness Prevention Program
- Lockout/Tagout Procedures
- Machine Guarding
- Materials Handling
- Medical Services and First Aid
- Noise
- Personal Protective Equipment and Clothing
- Posting
- Portable Ladders
- Portable (Power-operated) Tools and Equipment
- Recommended VDT Workstation Criteria
- Recordkeeping
- Safety Committees
- Spray Finishing Operations
- Stairs and Stairways
- Tire Inflation
- Transporting Employees and Materials
- Ventilation for Indoor Air Quality
- Video Display Terminals
- Walkways
- Welding, Cutting and Brazing



Abrasive Wheel Equipment Grinders

- ___ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- ___ Is the adjustable tongue on the top side of the grinder used and kept adjusted with within 1/4 inch of the wheel?
- ___ Do side guards cover the spindle, nut, flange, and 75 percent of the wheel diameter?
- ___ Are bench and pedestal grinders permanently mounted?
- ___ 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 by another permanent wiring method?
- ___ Does each grinder have an individual on/off switch?
- ___ Is each electrically-operated grinder effectively grounded?
- ___ Before mounting new abrasive wheels, are they visually inspected and ring tested?
- ___ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- ___ To prevent coolant from splashing workers, are splash guards mounted on grinders that use coolant?
- ___ Is cleanliness maintained around grinders?

Chemical Exposures

- ___ Is employee exposure to chemicals kept within acceptable levels?
- ___ Are eyewash fountains and safety showers provided in areas where caustic corrosive chemicals are handled?
- ___ Are all employees required to use personal protective equipment when handling chemicals?
- ___ Are flammable or toxic chemicals kept in closed containers when not in use?



_____ Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, are adequate means provided to neutralize or dispose of spills or overflows?



Chemical Exposures, continued

- ___ Have standard operating procedures been established, and are they being followed, when cleaning up chemical spills?
- ___ When needed for emergency use, are respirators stored in a convenient, clean, and sanitary location?
- ___ Are emergency-use respirators adequate for the various conditions under which they may be used?
- ___ Are employees prohibited from eating in areas where hazardous chemicals are present?
- ___ Is personal protective equipment provided, used, and maintained whenever necessary?
- ___ Are there written standard operating procedures for selecting and using respirators where needed?
- ___ Are employees instructed on the correct usage and limitations of respirators?
- ___ Are the respirators NIOSH-approved for each particular application?
- ___ Are respirators inspected and cleaned, sanitized, and maintained regularly?
- ___ Are employees familiar with Threshold Limit Value (TLV) or Permissible Exposure Limit (PEL) of airborne contaminants and physical agents used in your workplace?
- ___ Have industrial hygienists or environmental health specialists evaluated your work operations?
- ___ If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- ___ Is vacuuming used rather than blowing or sweeping dusts whenever possible for cleanups?

Compressors and Compressed Air

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



recommendations?

Compressors and Compressed Air, continued

- ___ Are safety devices on compressed air systems checked frequently?
- ___ Before any repair work is done on the pressure systems of the 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 on the front, back, top, and sides?
- ___ Is it strictly prohibited to direct compressed air toward a person?
- ___ Are employees prohibited from using compressed air (at over 29 psi) for cleaning purposes?
- ___ Are employees prohibited from cleaning off clothing with compressed air?
- ___ When using compressed air for cleaning, do employees use 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 tires, is a clip-on chuck (and an inline regulator present 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?
- ___ If plastic piping is used, is it the plastic approved for air-line service?
(ABS is Okay; PVC is not)

Compressed Gas & Cylinders

- ___ Are cylinders with water-weight capacity over 30 pounds equipped with means for



connecting a valve protector or device, or with a collar or recess to protect the valve?

- ___ Are cylinders legibly marked to clearly identify the gas contained?
- ___ Are compressed gas cylinders located or stored in areas where they will not be damaged by passing or falling objects or be subject to tampering by unauthorized persons?

Compressed Gas & Cylinders, continued

- ___ 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 them unfit for service?
- ___ Does the periodic check of low-pressure fuel-gas cylinders include a close inspection of the bottom of each cylinder?

Confined Spaces

- ___ Is there a written permit confined space program?
- ___ Is the program available for inspection?
- ___ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- ___ Before entry, are all pipelines to a confined space containing inert, toxic, flammable, or corrosive materials valves off and blanked or disconnected and separated?
- ___ Are all impellers, agitators, or other moving equipment inside confined spaces locked out if they present a hazard?
- ___ Is either natural or mechanical ventilation provided prior to confined space entry?
- ___ Before entry, are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances, and explosive concentrations in the confined space?



- ___ Is the atmosphere inside the confined space frequently tested or continuously monitored during the work process?
- ___ Is there an attendant standing by outside the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and help render assistance?
- ___ Are the attendant or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is an emergency?

Confined Spaces, continued

- ___ Are all rescuers appropriately trained and using approved, recently inspected equipment?
- ___ Does all rescue equipment allow for lifting employees vertically through a top opening?
- ___ Are rescue personnel first and CPR-trained and immediately available?
- ___ Is there an effective communication system in place whenever respiratory equipment is used, and the employee in the confined space is out of sight of the attendant?
- ___ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?
- ___ Is all portable electrical equipment used inside confined spaces either grounded and insulated or equipped with ground-fault protection?
- ___ Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside the confined space, torches lighted only outside the confined space area, and the confined space area tested for an explosive atmosphere each time before a lighted torch is taken into the confined space?
- ___ When using oxygen-consuming equipment (such as salamanders, torches, furnaces) in a confined space, is air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?
- ___ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure that the exhaust gases are vented outside the enclosure?
- ___ Is each confined space checked for decaying vegetation or animal matter which may produce methane?
- ___ Is the confined spaced checked for possible industrial waste which could contain toxic



properties?

- _____ If the confined space is below the ground and near areas where motor vehicles are operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

Cranes and Hoists

- _____ Are cranes visually inspected for defective components prior to the start of any work shift?
- _____ Are all electrically-operated cranes effectively grounded?
- _____ Is a crane preventive maintenance program established?

Cranes and Hoists, continued

- _____ Is the load chart clearly visible to the operator?
- _____ Are all operators trained, and provided with the operator's manual for the particular crane being operated?
- _____ Have construction industry crane operators been issued a valid operator's card?
- _____ Are operating controls clearly identified?
- _____ Is a fire extinguisher provided at the operator's station?
- _____ Is the rated capacity visibly marked on each crane?
- _____ Is an audible warning device mounted on each crane?
- _____ Are cranes with booms that could fall over backward, equipped with boom stops?
- _____ Does each crane have a certificate indicating that testing and examinations have been performed?
- _____ Are crane inspection and maintenance records maintained and available for inspection?

Electrical Safety

- _____ Are workplace electricians familiar with the OSHA electrical safety code?
- _____ Are contractors responsible for compliance with all OSHA rules related to contract work being accomplished?



- ___ Are all employees required to report (as soon as practical) any obvious hazard to life or property observed in connection with electrical equipment or lines?
- ___ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- ___ When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked out, and/or tagged?
- ___ Are portable hand-held electrical tools and equipment grounded or else are they of the double-insulated type?
- ___ Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?
- ___ Do extension cords have a grounding conductor?

Electrical Safety, continued

- ___ Are multiple plug adapters prohibited?
- ___ Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120-volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?
- ___ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?
- ___ Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- ___ Are flexible cords and cables free of splices or taps?
- ___ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, and is the cord jacket securely held in place?
- ___ Are all cords, cable, and raceway connections intact and secure?
- ___ In wet or damp locations, are electrical tools and equipment appropriate for the use or locations (otherwise protected)?
- ___ Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling, or similar work is started?



- ___ Is the use of metal measuring tapes, ropes, hand lines, or similar devices with metallic thread woven into the fabric, prohibited where these could come into contact with energized parts of equipment or circuit conductors?
- ___ Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come into contact with energized parts of equipment, fixtures, or circuit conductors?
- ___ Are all disconnecting means always opened before fuses are replaced?
- ___ Do all interior wiring systems include provisions for grounding metal parts or electrical raceways, equipment, and enclosures?
- ___ Are all electrical raceways and enclosures securely fastened in place?
- ___ Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- ___ Is sufficient access and working space provided and maintained around all electrical equipment to permit ready and safe operations and maintenance?
- ___ Are all unused openings (including conduit knockouts) of electrical enclosures and fittings closed with appropriate covers, plugs or plates?

Electrical Safety, continued

- ___ Are electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?
- ___ Are employees prohibited from working alone on energized lines or equipment over 600 volts?
- ___ Are employees forbidden from working closer than 10 feet of high-voltage (over 750 volts) line?

Elevated Surfaces

- ___ Are signs posted, when appropriate, showing elevated floor load capacity?
- ___ Are elevated surfaces (more than four feet above the floor or ground) provided with standard guardrails?
- ___ Are all elevated surfaces (beneath which people or machinery could be exposed with fall



- objects) provided with standard toeboards?
- ___ Is a permanent means of access/egress provided to elevated work surfaces?
- ___ Is material on elevated surfaces piled, stacked, or racked in a manner to prevent tipping, falling, collapsing, rolling, or spreading?
- ___ Are dock boards or bridge plates used when transferring materials between docks and trucks or railcars?
- ___ When in use, are dock boards or bridge plates secured in place?

Emergency Action Plan

- ___ Has an emergency action plan been developed?
- ___ Have emergency escape procedures and routes been developed and communicated to all employees?
- ___ Do employees who must remain to operate critical plant operations before evacuating know the proper procedures?
- ___ Is the employee alarm system that provides warning for emergency action recognizable and perceptible above ambient conditions?
- ___ Are alarm systems properly maintained and tested regularly?
- ___ Is the emergency action plan reviewed and revised periodically?
- ___ Do employees know their responsibilities for reporting emergencies, actions during an emergency, and performing rescue and medical duties?

Environmental Controls

- ___ Are all work areas properly lighted?
- ___ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption, or contact?
- ___ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their environment, such as ammonia, chlorine, explosives, and caustics?
- ___ Is the work area's ventilation system appropriate for the work being performed?



- ___ Are proper precautions being taken when handling asbestos and other fibrous materials?
- ___ Are caution labels and signs used to warn of asbestos?
- ___ Is the possible presence of asbestos determined prior to the beginning of any repair, demolition, construction, or reconstruction work?
- ___ Are asbestos-covered surfaces kept in good repair to prevent release of fibers?
- ___ Are wet methods used (when practicable) to prevent emission of airborne asbestos fibers, silica dust, and similar hazardous materials?
- ___ Is vacuuming with appropriate equipment conducted, rather than blowing or sweeping dust?
- ___ Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
- ___ Are all local exhaust ventilation systems designed and operated properly (at the airflow and volume necessary) for the application? Are the ducts free of obstructions? Have you checked to ensure that the belts are not slipping?
- ___ Is personal protective equipment provided, used, and maintained whenever required?
- ___ Are there written standard operating procedures for the selection and use of respirators?
- ___ Are restrooms and washrooms kept clean and sanitary?
- ___ Use all water (provided for drinking, washing, and cooking) potable?
- ___ Are all outlets for water (that is not suitable for drinking) clearly identified?
- ___ Are employees instructed in the proper manner of lifting heavy objects?

Environmental Controls, continued

- ___ Where heat is a problem, have all fixed work areas been provided with a proper means of cooling?
- ___ Are employees working on streets and roadways, where they are exposed to the hazards of traffic, required to wear high-visibility clothing?
- ___ Are exhaust stacks and air intakes located so that contaminated air will not be recirculated



within a building or other enclosed area?

Ergonomics

- ___ Are workstations and tasks assessed for ergonomics hazards?
- ___ Is a medical surveillance program established to detect possible ergonomic injuries and hazards early-on?
- ___ Can the work be performed without eye strain or glare to employees?
- ___ Can the task be done without repetitive lifting of the arms above the shoulder level?
- ___ Can the task be done without the worker having to hold his or her elbows out and away from the body?
- ___ Can workers keep their hand and wrists in a neutral position when working?
- ___ Are mechanical assists available to the worker performing materials-handling tasks?
- ___ Can the task be done without having to stoop the neck and shoulders to view the work?
- ___ Are pressure points on any part of the body (wrists, forearms, back of thighs) being avoided?
- ___ Can the work be done using the larger muscles of the body?
- ___ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive motion tasks?
- ___ Are tools, instruments and machinery shaped, positioned, and handled so that tasks can be performed comfortably?
- ___ Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?
- ___ Are unnecessary distances eliminated when moving materials?



Ergonomics, continued

- ___ Are lifts confined within the knuckle to shoulder zone?
- ___ Does the task require fixed work postures?
- ___ Is work arranged so that workers are not required to lift and carry too much weight?
- ___ If workers have to push or pull objects using great amounts of force, are mechanical aids provided?

Exit or Egress

- ___ Are all exits marked with an exit sign and illuminated by a reliable light source?
- ___ Are the directions to exits, if 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," or "TO BASEMENT," "STOREROOM" and the like?
- ___ Are exit signs provided with the word "EXIT" in lettering at least five inches high and the stroke of the lettering at least 1/2 inch wide?
- ___ Are exit doors side-hinged?
- ___ Are all exits kept free of obstructions and unlocked?
- ___ Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- ___ Are there sufficient exits to permit prompt escape in case of emergency?
- ___ Are the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load?
- ___ When workers must exit through glass doors, storm doors and such, are the doors fully tempered and meeting safety requirements for human impact?



Exit Doors

- ___ Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- ___ Are windows (which could be mistaken for exit doors) made inaccessible by barriers or railing?
- ___ Are exit doors able to open from the direction of exit travel without the use of a key or any special knowledge or effort?
- ___ Is a revolving, sliding, or overhead door prohibited from serving as a required exit door?
- ___ When panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?
- ___ Are doors on cold-storage rooms provided with an inside release mechanism which will release the latch and open the door even if it is padlocked or otherwise locked on the outside?
- ___ When exit doors open directly onto any street, alley, or other areas where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping directly 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?

Fire Protection

- ___ Does the company have a written fire prevention plan?
- ___ Does the plan describe the type of fire protection equipment and/or systems used?
- ___ Have practices and procedures been established to control potential fire hazards and ignition sources?
- ___ Are employees aware of the fire hazards of the materials and processes to which they are exposed?
- ___ Is the local fire department well acquainted with company facilities, location, and specific hazards?
- ___ Is the fire alarm system tested as required?



___ Are sprinkler heads protected by metal guards when exposed to physical damage?

___ Is proper clearance maintained below sprinkler heads?

Fire Protection, continued

___ Are portable fire extinguishers mounted in readily assessable locations?

___ Are fire extinguishers mounted in readily assessable locations?

___ Are fire extinguishers recharged regularly and then noted on the inspection tag?

___ Are employees trained in the use of extinguishers and fire protection procedures?

Flammable and Combustible Materials

___ Are combustible scrap, debris, and waste materials stored in covered metal receptacles, and removed from the work site promptly?

___ Are proper storage methods used to minimize the risk of fire and spontaneous combustion?

___ Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?

___ Are all connections on drums and combustible liquid piping (vapor and liquid) tight?

___ Are all flammable liquids kept in closed containers when not in use?

___ 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?

___ Do storage rooms for flammables and combustible liquids have mechanical or gravity ventilation?

___ Are safe practices followed when liquid petroleum gas is stored, handled, and used?

___ Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?

___ Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the work site?



- ___ Is vacuuming used whenever possible, rather than blowing or sweeping combustible dust?
- ___ Are fire separators placed between containers of combustibles or flammables when stacked on upon another (to assure their support and stability)?

Flammable and Combustible Materials, continued

- ___ Are fuel-gas cylinders and oxygen cylinders separated by distance, fire-resistant barriers, or other means while in storage?
- ___ If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time (for that extinguisher)?
- ___ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
- ___ Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?
- ___ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a Class A fire or 50 feet for a Class B fire?
- ___ Are employees trained in the use of fire extinguishers?
- ___ Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year? Is a record maintained of required monthly checks of extinguishers?
- ___ Are all extinguishers fully charged and in their designated places? Are extinguishers free from obstruction or blockage?
- ___ Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
- ___ Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- ___ Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?
- ___ Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?



- _____ Are safety cans used (for dispensing flammable or combustible liquids) at the point of use?
- _____ Are all spills of flammable or combustible liquids cleaned up promptly?



Floor & Wall Openings

- ___ Are floor holes or openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- ___ Are toeboards installed around the edges of a permanent floor opening (where persons may pass below the opening)?
- ___ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 lbs.?
- ___ Is the glass in windows, doors, and glass walls (which may be subject to human impact) of sufficient thickness and type for all conditions of use?
- ___ Are grates or similar covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be caught by the grate spacing?
- ___ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

General Work Environment

- ___ Are all work sites clean and orderly?
- ___ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ___ Are all spilled materials or liquids cleaned up immediately?
- ___ Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?
- ___ Are covered metal waste cans used for oily and paint-soaked waste?
- ___ Are the minimum number of toilets and washing facilities provided?
- ___ Are all toilets and washing facilities clean and sanitary?
- ___ Are all work areas adequately lighted?



Hand Tools & Equipment

- ___ Are all tools and equipment (both company and employee-owned) in good working condition?
- ___ Are hand tools such as chisels or punches (which develop mushroomed heads during use) conditioned or replaced as necessary?
- ___ Are broken or fractured handles on hammers, axes, or similar equipment replaced promptly?
- ___ Are appropriate handles used on files and similar tools?
- ___ Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- ___ Are jacks checked periodically to assure that they are in good operating condition?
- ___ 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?
- ___ Is eye and face protection used when driving hardened or tempered tools, bits, or nails?

Hazard Communication

- ___ Have you compiled a list of hazardous substances that are used in your workplace?
- ___ Is there a written hazard communications program dealing with Safety Data Sheets (SDS), labeling, and employee training?
- ___ Is there a person designated responsible for SDSs, container labeling, and employee training?
- ___ Is each container for hazardous substances (vat, bottles, and storage tanks) labeled with product identity and an appropriate hazard warning (communicating the specific health hazard and physical hazards)?
- ___ Is there an SDS readily available for each hazardous substance used?
- ___ How are employees of other employers (contractors, etc.) informed of hazardous



substances and labeling etc.?

_____ Is a hazard communication training program in place?



Hazard Communication, continued

- _____ Does the written hazard communication program contain all information required in OSHA safety and health standards?
- _____ Are employees familiar with the hazardous chemicals they use daily, including emergency procedures?
- _____ Are SDSs placed and made readily available in a central location where most of the work is being accomplished?

Hearing Conservation

- _____ Are there areas in the workplace where continuous noise levels exceed 85 dBA?
- _____ Are noise levels being measured using a sound level meter or an octave band analyzer, and records of these levels being kept?
- _____ Has the company tried isolating noisy machinery from the rest of your operation?
- _____ Have engineering controls been used to reduce excessive noise?
- _____ Where engineering controls are not feasible, are administrative controls (worker rotation) being used to minimize individual employee exposure to noise?
- _____ Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?
- _____ Are employees who are exposed to continuous noise above 85 dBA retrained annually?
- _____ Have work areas (where noise levels make voice communication difficult) been identified and posted?
- _____ Is approved hearing protection equipment (noise attenuating devices) used by every employee working in areas where noise levels exceed 90 dBA?
- _____ Are employees properly fitted, and instructed in the proper use and care of hearing protection?
- _____ Are employees exposed to continuous noise above 85 dBA given periodic audiometric testing to ensure that the company has an effective hearing protection system?



Infection Control

- ___ Are employees potentially exposed to infectious agents in body fluids?
- ___ Have occasions of potential occupational exposure been identified and documented?
- ___ Has a training and information program been provided for employees exposed to or potentially exposed to blood or other body fluids?
- ___ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, and personal protective equipment?
- ___ Are employees aware of specific workplace practices to follow when appropriate (handwashing, handling sharp instruments, handling laundry, disposing contaminated materials, reusable equipment, etc.)?
- ___ Is personal protective equipment provided to employees, and in all appropriate locations?
- ___ Is the necessary equipment (mouthpieces, resuscitation bags, and other ventilation devices) provided for administering mouth-to-mouth resuscitation on potentially infected patients?
- ___ Are facilities/equipment to comply with workplace practices available, such as handwashing sinks, biohazard tags and labels, sharps containers, and detergents/disinfectants to clean up spills?
- ___ Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- ___ Is infectious waste placed in closable, leak-proof holders with proper labels?
- ___ Has medical surveillance including HBV evaluation, antibody testing, and vaccination been made available to potentially exposed employees?
- ___ How often is training done and does it cover: universal precautions, personal protective equipment, workplace practices, needlestick exposure/management, and Hepatitis B vaccination?



Industrial Trucks – Forklifts

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

Injury and Illness Prevention Program

- ___ Is top management commitment evident?
- ___ Is there a system in place to identify and control workplace hazards?
- ___ Are systems in place to ensure management and labor accountability?
- ___ Managers are generally accountable for safety supervision, training, and enforcement of safety and health rules.



- Employees are generally accountable for complying with safety and health rules, reporting hazards, and reporting injuries.



Injury and Illness Prevention Program, continued

- ___ Are procedures in place to investigate workplace accidents?
- ___ Is safety and health training provided for management and employees?
- ___ Are procedures in place to encourage and promote employee involvement in the safety and health program?
- ___ Does management periodically evaluate the safety and health program?

Lockout/Tagout Procedures

- ___ 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?
- ___ Is it prohibited to lock out control circuits in lieu of locking out main power disconnects?
- ___ Are all equipment control valve handles provided with a means of lock out?
- ___ Does the lockout/tagout procedure require that stored energy (i.e., mechanical, hydraulic, air) 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 keys(s) while they have safety locks in use?
- ___ Is it required that employees check the safety of the lockout by attempting to start up after making sure no one is exposed?

Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

- ___ Are the appropriate electrical enclosures identified?
- ___ Are means provided to assure the control circuit can also be disconnected and locked out?



Machine Guarding

- ___ Is there an employee training program for safe methods of machine guarding?
- ___ Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- ___ Is there a regular program of safety inspection for machinery and equipment?
- ___ Is all machinery and equipment clean and properly maintained?
- ___ Is sufficient clearance provided around and between machines to allow for safe 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?
- ___ Are the non-current-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 operating 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 located within seven feet of the floor or working level) properly guarded?
- ___ Are all moving chains and gears properly guarded?
- ___ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?
- ___ Are machinery guards secured and arranged so they do not offer a hazard in their use?
- ___ If special hand tools are used for placing and removing material, do they protect the operator's hands?





Machine Guarding, continued

- _____ Are revolving drums, barrels, and containers (required to be guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur) guarded?
- _____ Do arbors and mandrels have firm and secure bearings, and are they free from play?
- _____ Are provisions made to prevent machines from automatically starting when power is restored (following a power failure or shutdown)?
- _____ Are machines constructed to be free from excessive vibration (when the largest size tool is mounted and run at full speed)?
- _____ If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?
- _____ Are fan blades protected with a guard having openings no larger than 1/2 inch when operating within seven feet of the floor?
- _____ Are saws used for ripping equipped with anti-kickback devices and spreaders?
- _____ Are radial arm saws guarded and so arranged that the cutting head will gently return to the back of the table when released?

Materials Handling

- _____ Are materials stored in a manner to prevent sprain or strain injuries to employees when retrieving the materials?
- _____ Is there safe clearance for equipment through aisles and doorways?
- _____ Are aisleways permanently marked, and kept clear to allow safe passage?
- _____ Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- _____ Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- _____ Are dock boards (bridge plates) used when loading and unloading operations are taking place between vehicle and docks?
- _____ Are trucks and trailers secured from movement during loading and unloading?



___ Are hand trucks maintained in safe operating condition?

Materials Handling, continued

___ Are chutes equipped with side boards of sufficient height to prevent materials from falling off?

___ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?

___ At the delivery end of rollers or chutes, are provisions made to brake the movement of materials?

___ Are materials handled at a uniform level to prevent lifting or twisting injuries?

___ Are material-handling aids used to lift or transfer heavy or awkward objects?

___ Are pallets usually inspected before loading and/or moving?

___ Are hooks with safety latches or other devices used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?

___ Are securing chains, ropes, chokers or slings adequate for the job being performed?

___ When hoisting materials or equipment, are provisions made to ensure that no one will be passing under suspended loads?

Medical Services and First Aid

___ Has an emergency medical plan been developed?

___ 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?

___ Are means provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive liquids or materials are handled?



Personal Protective Equipment & Clothing

- ___ Are jobs or tasks assessed for hazards that require personal protective equipment?
- ___ Are hazard assessments properly certified?
- ___ Is training on the use, care and disposal of PPE conducted and documented?
- ___ 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 risk of eye injury such as punctures, abrasions, contusions, or burns?
- ___ Are protective gloves, aprons, shields, or other protection provided against cuts, corrosive liquids, and chemicals?
- ___ Are hard hats provided and worn where danger of flying or falling objects exists?
- ___ Are hard hats inspected periodically for damage to the shell and suspension system?
- ___ Is appropriate foot protection required where there is risk of foot injury 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?
- ___ Are eyewash facilities and quick-drench showers within a work area where employees are exposed to caustic or corrosive materials?
- ___ When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- ___ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise and hearing conservation standard?



Piping Systems

- _____ When non-potable water is piped through a facility, are outlets or taps posed to alert employees that it is unsafe and not to be used for drinking, washing, or personal use?
- _____ When hazardous substances are transported through above-ground piping, is each pipeline identified?
- _____ Have asbestos-covered pipelines been identified?
- _____ When pipelines are identified by colored paint, are all visible parts of the line well identified?
- _____ When pipelines are identified by color-painted bands or tapes, are these located at reasonable intervals, at each outlet, valve, or connection?
- _____ When the contents of pipelines are identified by name or abbreviations, is the information readily visible on the pipe near each valve or outlet?
- _____ When pipelines carrying hazardous substances are identified with tabs, are the tags constructed of durable material, the message clearly and permanently distinguishable, and tags installed at each valve or outlet?
- _____ When pipelines are heated by electricity, steam, or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

Posting

- _____ Is the required OSHA safety poster(s) displayed in a prominent location where all employees are likely to see it?
- _____ Are other OSHA posters and notices properly displayed, such as:
 - Field Sanitation Notice for farm workers?*
 - Safety Committee meeting minutes with attachments?*
 - OSHA 300 Log Summary as required?*
 - Citations?*
- _____ Are emergency telephone numbers posted where they can be readily used 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



Safety Data Sheets (SDS) been posted or otherwise made readily available to affected employees?

___ Are signs regarding exits from buildings, room capacity, floor loading, exposure to x-ray, microwave, or other harmful radiation or substances posted where required?

Portable Ladders

___ 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 nonslip safety feet provided on each ladder including metal or rung ladders?

___ Are ladder rungs and steps free of grease and oil?

___ 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/descending?

___ Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, broken side rails, or other faulty equipment?

___ Are employees instructed not to use the top step of ordinary stepladders as a step?

___ When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the ladder always extend at least three feet above the elevated surface?

___ 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 rungs of ladders uniformly spaced at 12 inches, center to center?

Portable (Power-Operated) Tools & Equipment

___ Are grinders, saws, and similar equipment provided with appropriate safety guards?

___ Are power tools used with the shield or guard recommended by the manufacturer?



- ___ Are portable circular saws equipped with guards above and below the base shoe?
- ___ Are circular saw guards checked to assure guarding of the lower blade portion?
- ___ Are rotating or moving parts of equipment guarded to prevent physical contact?

Portable (Power-Operated) Tools & Equipment, cont.

- ___ 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, and sprockets on equipment such as concrete mixers, air compressors, and the like?
- ___ Are portable fans provided with full guards having openings of 1/2 inch or less?
- ___ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- ___ Are ground-fault circuit interrupters (provided on all temporary 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?

Recordkeeping

- ___ Are all occupational injuries and illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA Form 200?
- ___ Are copies of the OSHA Form 200 and First Report of Injury, Form 101, kept for five years?
- ___ Have arrangements been made to maintain required records for the legal period of time for each specific type of record?
- ___ Are operating permits and records current for such items as elevators, pressure vessels, and liquefied petroleum gas tanks?
- ___ Are employee safety and health training records maintained?
- ___ Is documentation of safety inspections and corrections maintained?

Safety Committees



- ___ Is an active safety committee in place and composed of members according to State OSHA safety and health rules?
- ___ Are records kept documenting safety and health training for each employee by name or other identifier, training dates, type(s) of training, and training provider?
- ___ Does the committee meet at least once a month or as often as required by State OSHA safety and health rules?
- ___ Is a written record of safety committee meetings distributed to affected employees, and maintained for review according to State OSHA safety and health rules?

Safety Committees, cont.

- ___ Does the safety committee conduct regular safety inspections or audits?
- ___ Does the safety committee review the results of safety inspections and offer recommendations to management for corrective actions?
- ___ Does the committee review accident and near-miss investigations and, where necessary, submit recommendations to prevent future incidents?
- ___ Does the committee involve all workers in the safety and health program?
- ___ Has the safety committee developed safety programs, such as accident investigation procedures, according to State OSHA requirements?
- ___ Have safety committee members been trained and instructed in duties, responsibilities, hazard identification and control, and accident investigation procedures?

Spray Finishing Operations

- ___ Is adequate ventilation assured before spray operations are started?
- ___ Is mechanical ventilation provided when spraying is performed in enclosed areas?
- ___ Is the spray area free of hot surfaces?
- ___ Is the spray area at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources?
- ___ Are the portable lamps used to illuminate spray areas suitable for use in a hazardous location?



- ___ Is approved respiratory equipment provided and used during spraying operations?
- ___ Do solvents used for cleaning have a flash point of 100 degrees F or more?
- ___ Are fire control sprinkler heads kept clean?
- ___ Are “NO SMOKING” signs posted in the spray areas, paint rooms paint booths, and paint storage areas?
- ___ Is the spray area kept clean of combustible residue?
- ___ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
- ___ Is infrared drying apparatus kept out of the spray area during spraying operations?
- ___ Is the spray booth completely ventilated before the drying apparatus is used?

Spray Finishing Operations, cont.

- ___ Is the electric drying apparatus properly grounded?
- ___ Do all drying spaces have adequate ventilation?
- ___ Are lighting fixtures for spray booths located outside the booth, and the interior lighted through sealed clear panels?
- ___ Are the electric motors for exhaust fans placed outside booths or ducts?
- ___ Are belts and pulleys inside the booth fully enclosed?
- ___ Do ducts have access doors to allow cleaning?

Stairs and Stairways

- ___ Are standard stair rails and handrails present on all stairways having four or more risers?
- ___ Are all stairways at least 22 inches wide?
- ___ Do stairs have at least 6.5 feet overhead clearance?
- ___ Do stairs angle no more than 50 degrees and no less than 30 degrees?
- ___ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7.5



inches?

- _____ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- _____ Are stairway handrails located between 30-34 inches above the leading edge of stair treads?
- _____ Do stairway handrails capable of withstanding a load of 200 pounds applied in any direction?
- _____ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

Tire Inflation

- _____ Where tires are mounted and/or inflated on drop-center wheels, is a safe practice procedure posted and enforced?
- _____ Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posed and enforced?



Tire Inflation, cont.

- _____ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an inline valve and gauge?
- _____ Does the tire-inflation control valve automatically shut off the air flow when the valve is released?
- _____ Is a tire-retraining device such as a cage rack 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?

Transporting Employees and Materials

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



_____ Are materials that could shift and enter the cab secured or barricaded?



Ventilation for Indoor Air Quality

- _____ Does your HVAC system provided at least the quantity of outdoor air designed into the system at the time the building was constructed?
- _____ Is the HVAC system inspected at least annually and maintained in a clean and efficient manner?
- _____ Are efforts made to purchase furnishings or building treatments which do not give off toxic or offensive vapors?
- _____ Are indoor air quality complaints investigated, and the results conveyed to workers?

Video Display Terminals

- _____ Can work be performed without eye strain or glare to the employee?
- _____ Can workers keep their hand and wrists in a neutral position when working?
- _____ Can the task be done without having to stoops the neck and shoulders to view the task?
- _____ Are pressure points on any part of the body (wrists, forearms, back of thighs) being avoided?
- _____ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive motion tasks?
- _____ Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body?
- _____ Are fixed work postures avoided in the task?
- _____ Us the VDT monitor positioned in front of the employee so that the employee does not have to keep his or her neck turned to the side?
- _____ Is the topmost line of display on the VDT monitor positioned at or slightly below eye level (for bifocal wearers)?
- _____ Is the mouse positioned and used as close to the employee's lap as possible (not off to the side so that the employee must extend the arm to work the mouse)?
- _____ Is the height of the work surface adjustable 23 inches to 28 inches in height?



- ___ Is the width of the work surface at least 30 inches?
- ___ Is the viewing distance 16 inches to 22 inches for close-range focusing?

Video Display Terminals, continued

- ___ Is the thickness of the work surface at least one inch?
- ___ Is knee-room height a minimum of 26.2 inches non-adjustable surface and 24 inches adjustable surface?
- ___ Is knee room width at least 20 inches?
- ___ Is seat height adjustable 16 inches to 20.5 inches?
- ___ Is seat size 13 inches to 17 inches in depth, and 17.7 inches to 20 inches in width with “waterfall” front edge?
- ___ Is the seat slope adjustable 0 degrees to 10 degrees backward slope?
- ___ Is the backrest size 15 inches to 20 inches high and 13 inches wide?
- ___ Is backrest height adjustable 3 inches to 6 inches above the seat?
- ___ Is the backrest tilt adjustable to 15 degrees?
- ___ Is the angle between the backrest and seat between 90 degrees and 105 degrees?
- ___ Is the angle between the seat and lower leg between 60 degrees and 100 degrees?
- ___ Does the angle between the upper arm and forearm in relation to keyboard form a 90-degree angle, and are the hands in a reasonably straight line with the forearm?
- ___ Are footrests provided if the operator cannot keep both feet flat on the floor when chair height is properly adjusted to the work surface?
- ___ Are keyboards detached from the console and do they have palmrests?
- ___ Are monitor screens readable with no perceptible flicker and is a brightness control available?
- ___ Is the monitor placed at right angles to windows?



- ___ Do windows have curtains, drapes or blinds to reduce bright outside light?
- ___ Are operators trained on how to adjust workstation equipment?
- ___ To reduce fatigue, do operators maintain good posture, conduct body and eye exercises, rest regularly, and vary work activity?



Walkways

- ___ Are aisles and passageways kept clear and are they at least 22 inches wide?
- ___ Are aisles and walkways appropriately marked?
- ___ Are wet surfaces covered with non-slip materials?
- ___ Are openings or holes in the floors or other reading surfaces repaired or otherwise made safe?
- ___ Is there safe clearance for walking and aisles where vehicles are operating?
- ___ Are materials or equipment stored so sharp objects cannot obstruct the walkway?
- ___ 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 for the entire length of any walkway?
- ___ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than four feet above any adjacent floor or the ground?
- ___ Are bridges provided over conveyors and similar hazards?

Welding, Cutting & Brazing

- ___ Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?
- ___ Are compressed gas cylinders regularly examined for signs of defect, deep rusting, or leakage?
- ___ Are cylinders kept away from sources of heat?
- ___ Is it prohibited to use cylinders as rollers or supports?
- ___ Are empty cylinders appropriately marked, their valves closed, and valve-protection caps placed on them?
- ___ Are signs reading: "DANGER - NO SMOKING, MATCHES OR OPEN LIGHTS," or the equivalent



posted?

_____ Unless secured on special truck, are regulators removed and valve-protection caps put in place before moving cylinders?

Welding, Cutting & Brazing, cont.

_____ Do cylinders without fixed hand wheels have keys, handles, or nonadjustable wrenches on stem valves when in service?

_____ Are liquefied gases stored and shipped with the valve end up, and with valve covers in place?

_____ Before a regulator is removed, is the valve closed, and then gas released from the regulator?

_____ Is open circuit (no load) voltage of arc welding and cutting machines as low as possible, and not in excess of the recommended limit?

_____ Are electrodes removed from the holders when not in use?

_____ Is it required that electric power to the welder be shut off when no one is in attendance?

_____ Is suitable fire extinguishing equipment available for immediate use?

_____ Is the welder forbidden to coil or loop welding electrode cable around his or her body?

_____ Are work and electrode lead cable frequently inspected for wear and damage, and replaced with needed?

_____ Do means for connecting cable lengths have adequate insulation?

_____ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?

_____ Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?

_____ When welding is done on all metal walls, are precautions taken to protect combustibles on the other side?

_____ Before hot work begins, are drums, barrels, tanks, and other containers so thoroughly



cleaned and tested that no substances remain that could explode, ignite, or produce toxic vapors?

- ___ Do eye protection helmets, hand shields, and goggles meet appropriate standards?
- ___ Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?
- ___ Is a check made for adequate ventilation in and where welding or cutting is performed?
- ___ When working in confined space, are environmental monitoring tests taken and means provided for quick removal of welders in an emergency?