Safety and Health Audit Checklist

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Safety and Health Audit Checklist: Directions

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don’t have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

Safety and Health Audit Checklist: Facility Information

Facility name: _____

Date: _____

Who takes the lead on safety issues at this facility? _____

What work-related injuries or illnesses have been reported at this facility during the last 3-5 years?

_____

_____

_____

_____

If you have any safety concerns that are not addressed by any of the questions in the checklists, please write them in below:

_____

_____

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Posting

DIRECTIONS:

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	N/A	OK	Not OK
1. Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?	❑	❑	❑
2. Are emergency telephone numbers posted where they can be readily found in case of emergency?	❑	❑	❑
3. Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records, and Material Safety Data Sheets, etc. been posted or otherwise made readily available to affected employees?	❑	❑	❑
4. Are signs concerning exiting from buildings, room capacities, floor loading, exposures to x-ray, microwave or other harmful radiation or exposures to other harmful substances posted where appropriate?	❑	❑	❑

Comments:

Medical Services and First Aid

DIRECTIONS:

- Do the best you can to answer the questions in each section.
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	N/A	OK	Not OK
1. Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?	❑	❑	❑
2. If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?	❑	❑	❑
3. Are medical personnel readily available for advice and consultation on matters of employees' health?	❑	❑	❑
4. Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?	❑	❑	❑
5. Have first aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?	❑	❑	❑
6. Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials (including lead-acid batteries) are handled?	❑	❑	❑

Comments:

Fire Protection

DIRECTIONS:

- Do the best you can to answer the questions in each section.
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	N/A	OK	Not OK
1. Is your local fire department well-acquainted with your facility, its location, and specific hazards?	❑	❑	❑
2. If you have a fire alarm system, is it certified as required?	❑	❑	❑
3. If you have a fire alarm system, is it tested at least annually?	❑	❑	❑
4. If you have interior stand pipes and valves, are they inspected regularly?	❑	❑	❑
5. If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?	❑	❑	❑
6. Are fire doors and shutters in good operating condition?	❑	❑	❑
7. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?	❑	❑	❑
8. Are fire door and shutter fusible links in place?	❑	❑	❑
9. Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?	❑	❑	❑
10. Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?	❑	❑	❑
11. Are sprinkler heads protected by metal guards, when possibly exposed to physical damage?	❑	❑	❑
12. Is proper clearance maintained below sprinkler heads?	❑	❑	❑
13. Are portable fire extinguishers provided in adequate number and type?	❑	❑	❑
14. Are fire extinguishers mounted in readily accessible locations?	❑	❑	❑
15. Are fire extinguishers recharged regularly and noted on the inspection tag?	❑	❑	❑

Fire Protection continued

	N/A	OK	Not OK
16. Are employees periodically instructed in the use of extinguishers and fire protection procedures?	❑	❑	❑

Comments:

Personal Protective Equipment and Clothing

DIRECTIONS:

- Do the best you can to answer the questions in each section.
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	N/A	OK	Not OK
1. Are protective goggles or face shields provided and worn, where there is any danger of flying particles or corrosive materials?	❑	❑	❑
2. Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or bumps?	❑	❑	❑
3. Are employees who need glasses in working environments having harmful exposures required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?	❑	❑	❑
4. Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals?	❑	❑	❑
5. Are hard hats provided and worn where danger of falling objects exists?	❑	❑	❑
6. Are hard hats inspected periodically for damage to the shell and suspension system?	❑	❑	❑
7. Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing or penetrating actions?	❑	❑	❑
8. Are approved respirators provided for regular or emergency use where needed?	❑	❑	❑
9. Is all protective equipment maintained in a sanitary condition and ready for use?	❑	❑	❑
10. Do you have eyewash facilities and a quick drench shower within the work area where employees are exposed to injurious corrosive materials?	❑	❑	❑
11. Where special equipment is needed for electrical workers, is it available?	❑	❑	❑
12. Where lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?	❑	❑	❑

Personal Protective Equipment and Clothing continued

	N/A	OK	Not OK
13. Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?	❑	❑	❑
14. Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?	❑	❑	❑

Comments:

General Work Environment

DIRECTIONS:

- Do the best you can to answer the questions in each section.
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	N/A	OK	Not OK
1. Are all worksites clean and orderly?	❑	❑	❑
2. Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?	❑	❑	❑
3. Are all spilled materials or liquids cleaned up immediately?	❑	❑	❑
4. Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?	❑	❑	❑
5. Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure or buildings, etc.?	❑	❑	❑
6. Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?	❑	❑	❑
7. Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?	❑	❑	❑
8. Are covered metal waste cans used for oily and paint-soaked waste?	❑	❑	❑
9. Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuels if pilots or main burners are not working?	❑	❑	❑
10. Are the minimum number of toilets and washing facilities provided?	❑	❑	❑
11. Are all toilets and washing facilities clean and sanitary?	❑	❑	❑
12. Are all work areas adequately illuminated?	❑	❑	❑
13. Are pits and floor openings covered or otherwise guarded?	❑	❑	❑

Comments:

Walkways

DIRECTIONS:

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	N/A	OK	Not OK
1. Are aisles and passageways kept clear?	❑	❑	❑
2. Are aisles and walkways marked as appropriate?	❑	❑	❑
3. Are wet surfaces covered with non-slip materials?	❑	❑	❑
4. Are holes in the floor, sidewalk, or other walking surface repaired properly, covered, or otherwise made safe?	❑	❑	❑
5. Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?	❑	❑	❑
6. Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?	❑	❑	❑
7. Are spilled materials cleaned up immediately?	❑	❑	❑
8. Are changes of direction or elevations readily identifiable?	❑	❑	❑
9. Are aisles or walkways that pass near moving or operating machinery, welding operations, or similar operations arranged so that employees will not be subjected to potential hazards?	❑	❑	❑
10. Is adequate headroom provided for the entire length of any aisle or walkway?	❑	❑	❑
11. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?	❑	❑	❑

Comments:

Floor and Wall Openings

DIRECTIONS:

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	N/A	OK	Not OK
1. Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?	❑	❑	❑
2. Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?	❑	❑	❑
3. Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?	❑	❑	❑
4. Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?	❑	❑	❑
5. Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?	❑	❑	❑
6. Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?	❑	❑	❑
7. Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 lbs when located in roadways and subject to vehicle traffic?	❑	❑	❑
8. Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?	❑	❑	❑

Comments:

Stairs and Stairways

DIRECTIONS:

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	N/A	OK	Not OK
1. Are standard stair rails or handrails on all stairways having four or more risers?	❑	❑	❑
2. Are all stairways at least 22 inches wide?	❑	❑	❑
3. Do stairs have at least a 6 ft 6 in overhead clearance?	❑	❑	❑
4. Do stairs angle no more than 50 and no less than 30 degrees?	❑	❑	❑
5. Are stairs of hollow-pan type treads and landings filled to noising level with solid material?	❑	❑	❑
6. Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7.5 inches?	❑	❑	❑
7. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?	❑	❑	❑
8. Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	❑	❑	❑
9. Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?	❑	❑	❑
10. Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?	❑	❑	❑
11. Where stair or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?	❑	❑	❑
12. Do stairway landings have a dimension, measured in the direction of travel, at least equal to the width of the stairway?	❑	❑	❑
13. Is the vertical distance between stairway landings limited to 12 feet or less?	❑	❑	❑

Stairs and Stairways Continued

Comments:

Elevated Surfaces

DIRECTIONS:

- Do the best you can to answer the questions in each section.
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	N/A	OK	Not OK
1. Are signs posted, when appropriate, showing the elevated surface load capacity?	❑	❑	❑
2. Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?	❑	❑	❑
3. Is a permanent means of access and egress provided to elevated storage and work surfaces?	❑	❑	❑
4. Is required headroom provided when necessary?	❑	❑	❑
5. Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?	❑	❑	❑
6. Are dock boards or bridge plates used when transferring materials between docks and trucks?	❑	❑	❑

Comments:

Exiting or Egress

DIRECTIONS:

- Do the best you can to answer the questions in each section.
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	N/A	OK	Not OK
1. Are all exits marked with an exit sign and illuminated by a reliable light source?	❑	❑	❑
2. Are the directions to exits, when not immediately apparent, marked with visible signs?	❑	❑	❑
3. Are doors, passageways, or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked"NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?	❑	❑	❑
4. Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2-inch wide?	❑	❑	❑
5. Are exit doors side-hinged?	❑	❑	❑
6. Are all exits kept free of obstructions?	❑	❑	❑
7. 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?	❑	❑	❑
8. Are there sufficient exits to permit prompt escape in case of emergency?	❑	❑	❑
9. Are special precautions taken to protect employees during construction and repair operations?	❑	❑	❑
10. Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?	❑	❑	❑
11. Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1-ft vertical and 12-ft horizontal?	❑	❑	❑
12. Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and do they meet the safety requirements for human impact?	❑	❑	❑

Exiting or Egress continued

Comments:

Exit Doors

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	N/A	OK	Not OK
1. Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?	❑	❑	❑
2. Are windows that could be mistaken for exit doors made inaccessible by means of barriers or railings?	❑	❑	❑
3. Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?	❑	❑	❑
4. Is a revolving, sliding or overhead door prohibited from serving as a required exit door?	❑	❑	❑
5. Where 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?	❑	❑	❑
6. Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?	❑	❑	❑
7. Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?	❑	❑	❑
8. Are doors that swing in both directions and are located between rooms where there is frequent traffic provided with viewing panels in each door?	❑	❑	❑

Comments:

Portable Ladders

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	N/A	OK	Not OK
1. 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?	❑	❑	❑
2. Are all ladders inspected for damage before each use?	❑	❑	❑
3. Are non-slip safety feet provided on each ladder?	❑	❑	❑
4. Are ladder rungs and steps free of grease and oil?	❑	❑	❑
5. 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?	❑	❑	❑
6. Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?	❑	❑	❑
7. Are employees instructed to face the ladder when ascending or descending?	❑	❑	❑
8. Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails, or other faulty equipment?	❑	❑	❑
9. Are employees instructed not to use the top step of ordinary stepladders as a step?	❑	❑	❑
10. When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?	❑	❑	❑
11. Is it required that when portable rung or cleat VAX ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?	❑	❑	❑
12. Are portable metal ladders legibly marked with signs reading "CAUTION - Do Not Use Around Electrical Equipment," or equivalent wording?	❑	❑	❑

Portable Ladders continued

	N/A	OK	Not OK
13. Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?	❑	❑	❑
14. Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?	❑	❑	❑
15. Are the rungs of ladders uniformly spaced at 12 inches, center to center?	❑	❑	❑

Comments:

Hand Tools and Equipment

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	N/A	OK	Not OK
1. Are all tools and equipment used by employees at their workplace in good condition?	❑	❑	❑
2. Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned, or replaced as necessary?	❑	❑	❑
3. Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?	❑	❑	❑
4. Are worn or bent wrenches replaced regularly?	❑	❑	❑
5. Are appropriate handles used on files and similar tools?	❑	❑	❑
6. Are employees made aware of the hazards caused by faulty or improperly used hand tools?	❑	❑	❑
7. Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?	❑	❑	❑
8. Are jacks checked periodically to assure that they are in good operating condition?	❑	❑	❑
9. Are tool handles wedged tightly in the head of all tools?	❑	❑	❑
10. Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?	❑	❑	❑
11. Are tools stored in dry, secure locations where they won't be tampered with?	❑	❑	❑
12. Is eye and face protection used when driving hardened or tempered spuds or nails?	❑	❑	❑

Hand Tools and Equipment (continued)

Comments:

Portable (Power Operated) Tools and Equipment

DIRECTIONS:

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	N/A	OK	Not OK
1. Are grinders, saws, and similar equipment provided with appropriate safety guards?	❑	❑	❑
2. Are power tools used with the correct shield, guard, or attachment recommended by the manufacturer?	❑	❑	❑
3. Are portable circular saws equipped with guards above and below the base shoe?	❑	❑	❑
4. Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?	❑	❑	❑
5. Are rotating or moving parts of equipment guarded to prevent physical contact?	❑	❑	❑
6. Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated VAX?	❑	❑	❑
7. Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.?	❑	❑	❑
8. Are portable fans provided with full guards or screens having openings1/2 inch or less?	❑	❑	❑
9. Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?	❑	❑	❑
10. Are ground-fault circuit interrupters provided on all temporary electrical15 and 20-ampere circuits used during periods of construction?	❑	❑	❑
11. Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?	❑	❑	❑

Comments:

Abrasive Wheel Equipment - Grinders

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Is the work rest used and kept adjusted to within 1/8 inch of the wheel?	❑	❑	❑
2. Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?	❑	❑	❑
3. Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?	❑	❑	❑
4. Are bench and pedestal grinders permanently mounted?	❑	❑	❑
5. Are goggles or face shields always worn when grinding?	❑	❑	❑
6. Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?	❑	❑	❑
7. Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or another permanent wiring method?	❑	❑	❑
8. Does each grinder have an individual on and off control switch?	❑	❑	❑
9. Is each electrically operated grinder effectively grounded?	❑	❑	❑
10. Before new abrasive wheels are mounted, are they visually inspected and ring tested?	❑	❑	❑
11. Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?	❑	❑	❑
12. Are splash guards mounted on grinders that use coolant to prevent the coolant from reaching employees?	❑	❑	❑
13. Is cleanliness maintained around grinders?	❑	❑	❑

Comments:

Powder-Actuated Tools

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
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	N/A	OK	Not OK
1. Are employees who operate powder-actuated tools trained in their use and do they carry a valid operator's card?	❑	❑	❑
2. Is each powder-actuated tool stored in its own locked container when not being used?	❑	❑	❑
3. Is a sign at least 7 in by 10 in with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?	❑	❑	❑
4. Are powder-actuated tools left unloaded until they are actually ready to be used?	❑	❑	❑
5. Are powder-actuated tools inspected for obstructions or defects each day before use?	❑	❑	❑
6. Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes, and ear protectors?	❑	❑	❑

Comments:

Machine Guarding

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
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	N/A	OK	Not OK
1. Is there a training program to instruct employees on safe methods of machine operation?	❑	❑	❑
2. Is there adequate supervision to ensure that employees are following safe machine operating procedures?	❑	❑	❑
3. Is there a regular program of safety inspection of machinery and equipment?	❑	❑	❑
4. Is all machinery and equipment kept clean and properly maintained?	❑	❑	❑
5. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handing and waste removal?	❑	❑	❑
6. Is equipment and machinery securely placed and anchored, when necessary, to prevent tipping or other movement that could result in personal injury?	❑	❑	❑
7. Is there a power shut-off switch within reach of the operator's position at each machine?	❑	❑	❑
8. Can electric power to each machine be locked out for maintenance, repair, or security?	❑	❑	❑
9. Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?	❑	❑	❑
10. Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?	❑	❑	❑
11. Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?	❑	❑	❑
12. Are all emergency stop buttons colored red?	❑	❑	❑
13. Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?	❑	❑	❑
14. Are all moving chains and gears properly guarded?	❑	❑	❑

Machine Guarding continued

		N/A	OK	Not OK
15.	Are splash guards mounted on machines that use coolant, to prevent the coolant from reaching employees?	❑	❑	❑
16.	Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, in-going nip points, rotating parts, flying chips, and sparks?	❑	❑	❑
17.	Are machinery guards secure and so arranged that they do not offer a hazard in their use?	❑	❑	❑
18.	If special hand tools are used for placing and removing material, do they protect the operator's hands?	❑	❑	❑
19.	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 unless the guard enclosure is in place, so guarded?	❑	❑	❑
20.	Do arbors and mandrels have firm and secure bearings and are they free from play?	❑	❑	❑
21.	Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?	❑	❑	❑
22.	Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at fun speed?	❑	❑	❑
23.	If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?	❑	❑	❑
24.	Are fan blades protected with a guard having openings no larger than1/2 inch, when operating within 7 ft of the floor?	❑	❑	❑
25.	Are saws used for ripping equipped with anti-kickback devices and spreaders?	❑	❑	❑
26.	Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?	❑	❑	❑

Comments:

Lockout/Tagout Procedures

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting, or setting up operations, whenever required?	❑	❑	❑
2. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit, are the appropriate electrical enclosures identified?	❑	❑	❑
3. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit, is means provided to assure the control circuit can also be disconnected and locked-out?	❑	❑	❑
4. Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?	❑	❑	❑
5. Are all equipment control valve handles provided with a means for locking-out?	❑	❑	❑
6. Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?	❑	❑	❑
7. Are appropriate employees provided with individually keyed personal safety locks?	❑	❑	❑
8. Are employees required to keep personal control of their key(s) while they have safety locks in use?	❑	❑	❑
9. Is it required that only the employee exposed to the hazard place or remove the safety lock?	❑	❑	❑
10. Is it required that employees check the safety of the lock-out by attempting a start up after making sure none is exposed?	❑	❑	❑
11. Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?	❑	❑	❑
12. Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?	❑	❑	❑

Lockout/Tagout Procedures continued

		N/A	OK	Not OK
13.	Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?	❑	❑	❑
14.	When machine operations, configuration, or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?	❑	❑	❑
15.	In the event that equipment or lines cannot be shut down, locked out, and tagged, is a safe job procedure established and rigidly followed?	❑	❑	❑

Comments:

Welding, Cutting, and Brazing

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?	❑	❑	❑
2. Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?	❑	❑	❑
3. Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?	❑	❑	❑
4. Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?	❑	❑	❑
5. Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?	❑	❑	❑
6. Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used?	❑	❑	❑
7. Are cylinders kept away from sources of heat?	❑	❑	❑
8. Are the cylinders kept away from elevators, stairs, or gangways?	❑	❑	❑
9. Is it prohibited to use cylinders as rollers or supports?	❑	❑	❑
10. Are empty cylinders appropriately marked and their valves closed?	❑	❑	❑
11. Are signs reading: "DANGER NO SMOKING, MATCHES, OR OPEN LIGHTS," or the equivalent, posted?	❑	❑	❑
12. Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?	❑	❑	❑
13. Is care taken not to drop or strike cylinders?	❑	❑	❑
14. Unless secured on special trucks, are regulators removed and valve protection caps put in place before moving cylinders?	❑	❑	❑
15. Do cylinders without fixed hand wheels have keys, handles, or nonadjustable wrenches on stem valves when in service?	❑	❑	❑

Welding, Cutting, and Brazing continued

		N/A	OK	Not OK
16.	Are liquefied gases stored and shipped valve-end up with valve covers in place?	❑	❑	❑
17.	Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?	❑	❑	❑
18.	Before a regulator is removed, is the valve closed and gas released from the regulator?	❑	❑	❑
19.	Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?	❑	❑	❑
20.	Are pressure-reducing regulators used only for the gas and pressures for which they are intended?	❑	❑	❑
21.	Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?	❑	❑	❑
22.	Under wet conditions, are automatic controls for reducing no load voltage used?	❑	❑	❑
23.	Is grounding of the machine frame and safety ground connections of portable machines checked periodically?	❑	❑	❑
24.	Are electrodes removed from the holders when not in use?	❑	❑	❑
25.	Is it required that electric power to the welder be shut off when no one is in attendance?	❑	❑	❑
26.	Is suitable fire extinguishing equipment available for immediate use?	❑	❑	❑
27.	Is the welder forbidden to coil or loop welding electrode cable around his body?	❑	❑	❑
28.	Are wet machines thoroughly dried and tested before being used?	❑	❑	❑
29.	Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?	❑	❑	❑
30.	Do means for connecting cable lengths have adequate insulation?	❑	❑	❑

Welding, Cutting, and Brazing continued

		N/A	OK	Not OK
31.	When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?	❑	❑	❑
32.	Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?	❑	❑	❑
33.	Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?	❑	❑	❑
34.	When floors are wet down, are personnel protected from possible electrical shock?	❑	❑	❑
35.	When welding is done on metal walls, are precautions taken to protect combustibles on the other side?	❑	❑	❑
36.	Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?	❑	❑	❑
37.	Is it required that eye protection helmets, hand shields, and goggles meet appropriate standards?	❑	❑	❑
38.	Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?	❑	❑	❑
39.	Is a check made for adequate ventilation in and where welding or cutting is performed?	❑	❑	❑
40.	When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?	❑	❑	❑

Comments:

Compressors and Compressed Air

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
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	N/A	OK	Not OK
1. Are compressors equipped with pressure relief valves, and pressure gauges?	❑	❑	❑
2. Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?	❑	❑	❑
3. Are air filters installed on the compressor intake?	❑	❑	❑
4. Are compressors operated and lubricated in accordance with the manufacturer's recommendations?	❑	❑	❑
5. Are safety devices on compressed air systems checked frequently?	❑	❑	❑
6. Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?	❑	❑	❑
7. Are signs posted to warn of the automatic starting feature of the compressors?	❑	❑	❑
8. Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?	❑	❑	❑
9. Is it strictly prohibited to direct compressed air towards a person?	❑	❑	❑
10. Is compressed air used to clean machinery regulated at 30 psi or less?	❑	❑	❑
11. When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?	❑	❑	❑
12. Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?	❑	❑	❑
13. Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?	❑	❑	❑
14. When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?	❑	❑	❑

Compressors and Compressed Air continued

	N/A	OK	Not OK
15. When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?	❑	❑	❑
16. Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?	❑	❑	❑

Comments:

Compressed Air Receivers

DIRECTIONS:

- Do the best you can to answer the questions in each section.
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	N/A	OK	Not OK
1. Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?	❑	❑	❑
2. Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?	❑	❑	❑
3. Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?	❑	❑	❑
4. Are compressed air receivers periodically drained of moisture and oil?	❑	❑	❑
5. Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?	❑	❑	❑
6. Is there a current operating permit?	❑	❑	❑
7. Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?	❑	❑	❑

Comments:

Compressed Gas Cylinders

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
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	N/A	OK	Not OK
1. Are cylinders with a water weight capacity over 30 lbs equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?	❑	❑	❑
2. Are cylinders legibly marked to clearly identify the gas contained in them?	❑	❑	❑
3. Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?	❑	❑	❑
4. Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?	❑	❑	❑
5. Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling, or rolling?	❑	❑	❑
6. 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?	❑	❑	❑
7. Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?	❑	❑	❑
8. Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?	❑	❑	❑
9. 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?	❑	❑	❑
10. Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?	❑	❑	❑

Comments:

Hoist and Auxiliary Equipment

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
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	N/A	OK	Not OK
1. Is each overhead electric hoist equipped with a limit device to stop the hoist travel at its highest and lowest point of safe travel?	❑	❑	❑
2. Will each hoist automatically stop and hold any load up to 125% of its rated load, if its actuating force is removed?	❑	❑	❑
3. Is the rated load of each hoist legibly marked and visible to the operator?	❑	❑	❑
4. Are stops provided at the safe limits of travel for a trolley hoist?	❑	❑	❑
5. Are the controls of the hoist plainly marked to indicate the direction of travel or motion?	❑	❑	❑
6. Are close-fitting guards or other suitable devices installed on hoists to assure hoist ropes will be maintained in the sheave grooves?	❑	❑	❑
7. Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?	❑	❑	❑
8. Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet of the floor, ground, or working platform, guarded?	❑	❑	❑
9. Is it prohibited to use chains or rope slings that are kinked or twisted?	❑	❑	❑
10. Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?	❑	❑	❑
11. Is the operator instructed to avoid carrying loads over people?	❑	❑	❑
12. Are hoists and slings regularly inspected for defects?	❑	❑	❑
13. Are only employees who have been trained in the proper use of hoists allowed to operate them?	❑	❑	❑

Comments:

Industrial Trucks/Forklifts

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
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- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Are only trained and authorized employees allowed to operate industrial trucks?	❑	❑	❑
2. Is substantial overhead protective equipment provided on high lift rider equipment?	❑	❑	❑
3. Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?	❑	❑	❑
4. Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?	❑	❑	❑
5. Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?	❑	❑	❑
6. 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?	❑	❑	❑
7. 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 or her grip on the device that controls the travel?	❑	❑	❑
8. If you have an electric forklift, is there a designated charging location, equipped with an eye wash station, adequate ventilation, fire extinguisher, etc.?	❑	❑	❑
9. Is each forklift regularly inspected for defects?	❑	❑	❑
10. Are industrial trucks with internal combustion engines, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentrations of dangerous gases or fumes?	❑	❑	❑

Who performs forklift maintenance? _____

Comments:

Entering Confined Spaces

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
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- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?	❑	❑	❑
2. Are all lines to a confined space containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?	❑	❑	❑
3. Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?	❑	❑	❑
4. Is either natural or mechanical ventilation provided prior to confined space entry?	❑	❑	❑
5. Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances, and explosive concentration in the confined space before entry?	❑	❑	❑
6. Is adequate illumination provided for the work to be performed in the confined space?	❑	❑	❑
7. Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?	❑	❑	❑
8. 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 if necessary, and render assistance?	❑	❑	❑
9. Is the standby employee appropriately trained and equipped to handle an emergency?	❑	❑	❑
10. Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?	❑	❑	❑
11. Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?	❑	❑	❑
12. Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?	❑	❑	❑

Entering Confined Spaces continued

		N/A	OK	Not OK
13.	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 of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?	❑	❑	❑
14.	If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5% by volume?	❑	❑	❑
15.	Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?	❑	❑	❑
16.	Is each confined space checked for decaying vegetation or animal matter that may produce methane?	❑	❑	❑
17.	Is the confined space checked for possible industrial waste that could contain toxic properties?	❑	❑	❑
18.	If the confined space is below the ground and near areas where motor vehicles will be operating, are precautions in place to prevent vehicle exhaust or carbon monoxide from entering the space?	❑	❑	❑

If you have one or more air monitors, who calibrates and maintains them? _____

_____

Comments:

_____

_____

_____

_____

Flammable and Combustible Materials

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?	❑	❑	❑
2. Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?	❑	❑	❑
3. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?	❑	❑	❑
4. Are all connections on drums and combustible liquid piping, vapor and liquid tight?	❑	❑	❑
5. Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)?	❑	❑	❑
6. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?	❑	❑	❑
7. Do storage rooms for flammable and combustible liquids have explosion-proof lights?	❑	❑	❑
8. Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?	❑	❑	❑
9. Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?	❑	❑	❑
10. Are no smoking signs posted on liquefied petroleum gas tanks?	❑	❑	❑
11. Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?	❑	❑	❑
12. Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?	❑	❑	❑
13. Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?	❑	❑	❑
14. Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?	❑	❑	❑

Flammable and Combustible Materials continued

		N/A	OK	Not OK
15.	Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc., while in storage?	❑	❑	❑
16.	Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?	❑	❑	❑
17.	Are appropriate fire extinguishers mounted within 75 ft of outside areas containing flammable liquids, and within 10 ft of any inside storage area for such materials?	❑	❑	❑
18.	Are extinguishers free from obstructions or blockage?	❑	❑	❑
19.	Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year?	❑	❑	❑
20.	Are all extinguishers fully charged and in their designated places?	❑	❑	❑
21.	Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switchboards and equipment?	❑	❑	❑
22.	Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?	❑	❑	❑
23.	Are safety cans used for dispensing flammable or combustible liquids at a point of use?	❑	❑	❑
24.	Are all spills of flammable or combustible liquids cleaned up promptly?	❑	❑	❑
25.	Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?	❑	❑	❑
26.	Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?	❑	❑	❑
27.	Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?	❑	❑	❑

Comments:

Hazardous Chemical Exposure

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, pesticides, etc.?	❑	❑	❑
2. Are employees aware of the potential hazards involving various chemicals stored or used in the workplace, such as acids, bases, caustics, solvents, pesticides, etc.?	❑	❑	❑
3. Is employee exposure to chemicals kept within acceptable levels?	❑	❑	❑
4. Are eyewash fountains and safety showers provided in areas where corrosive chemicals are handled?	❑	❑	❑
5. Are all chemical containers labeled as to their contents?	❑	❑	❑
6. Are all employees required to use personal protective equipment and clothing when handling chemicals?	❑	❑	❑
7. Are flammable or toxic chemicals kept in closed containers when not in use?	❑	❑	❑
8. Have standard operating procedures been established and are they being followed when cleaning up chemical spills?	❑	❑	❑
9. Where needed for emergency use, are respirators stored in a clean and convenient location?	❑	❑	❑
10. Are respirators intended for emergency use adequate for the various uses for which they might be needed?	❑	❑	❑
11. Are employees prohibited from eating in areas where hazardous chemicals are present?	❑	❑	❑
12. Is personal protective equipment provided, used and maintained whenever necessary?	❑	❑	❑
13. Are there written standard operating procedures for the selection and use of respirators where needed?	❑	❑	❑

Hazardous Chemical Exposure continued

		N/A	OK	Not OK
14.	Is everyone who must use a respirator participating in the Cornell Respiratory Protection Program?	❑	❑	❑
15.	Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, etc.?	❑	❑	❑
16.	Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents, or mists which may be generated in your workplace?	❑	❑	❑

Comments:

Hazardous Substances Communication

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Is there a list of hazardous substances used in your workplace?	❑	❑	❑
2. Is each container of a hazardous substance labeled with product identity and a hazard warning?	❑	❑	❑
3. Is there a Material Safety Data Sheet (MSDS) available for each hazardous substance used?	❑	❑	❑
4. Is there an employee training program for hazardous substances?	❑	❑	❑
5. If yes, does this program include:			
a. An explanation of what an MSDS is and how to use and obtain one?	❑	❑	❑
b. MSDS contents for each hazardous substance or class of substances?	❑	❑	❑
c. Explanation of "Right to Know"?	❑	❑	❑
d. Identification of where an employee can see Cornell's written hazard communication program and where hazardous substances are present in their work areas?	❑	❑	❑
e. The physical and health hazards of substances in the work area, and specific protective measures to be used?	❑	❑	❑
f. Details of the hazard communication program, including how to use the labeling system and MSDSs?	❑	❑	❑

Comments:

Electrical

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Do you specify compliance with OSHA for all contract electrical work?	❑	❑	❑
2. Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?	❑	❑	❑
3. Are employees instructed to make preliminary inspections and/or work appropriate tests to determine what conditions exist before starting on electrical equipment or lines?	❑	❑	❑
4. When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches opened, locked-out, and tagged whenever possible?	❑	❑	❑
5. Are portable electrical tools and equipment grounded or of the double insulated type?	❑	❑	❑
6. Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?	❑	❑	❑
7. Do all extension cords have a grounding conductor?	❑	❑	❑
8. Are multiple plug adapters prohibited?	❑	❑	❑
9. Are ground-fault circuit interrupters installed on each temporary 15 or20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations, or excavations are being performed?	❑	❑	❑
10. Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?	❑	❑	❑
11. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	❑	❑	❑
12. Are flexible cords and cables free of splices or taps?	❑	❑	❑

Electrical continued

		N/A	OK	Not OK
13.	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?	❑	❑	❑
14.	Are all cord, cable, and raceway connections intact and secure?	❑	❑	❑
15.	In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?	❑	❑	❑
16.	Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls, etc.) determined before digging, drilling, or similar work is begun?	❑	❑	❑
17.	Are metal measuring tapes, ropes, handlines, or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?	❑	❑	❑
18.	Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?	❑	❑	❑
19.	Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?	❑	❑	❑
20.	Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?	❑	❑	❑
21.	Are all electrical raceways and enclosures securely fastened in place?	❑	❑	❑
22.	Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?	❑	❑	❑
23.	Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?	❑	❑	❑
24.	Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?	❑	❑	❑
25.	Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?	❑	❑	❑

Electrical continued

		N/A	OK	Not OK
26.	Are disconnecting switches for electrical motors in excess of two hp capable of opening the circuit when the motor is in a stalled condition, without exploding? (switches must be horsepower rated equal to or in excess of the motor hp rating)	❑	❑	❑
27.	Is low voltage protection provided in the control device of motors driving machines or equipment that could cause probable injury from inadvertent starting?	❑	❑	❑
28.	Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?	❑	❑	❑
29.	Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in open position or is a separate disconnecting means installed in the circuit within sight of the motor?	❑	❑	❑
30.	Is the controller for each motor in excess of 2 hp, rated in hp equal to or in excess of the rating of the motor it serves?	❑	❑	❑
31.	Are employees prohibited from working alone on energized lines or equipment over 600 volts?	❑	❑	❑

Comments:

Noise

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Are there areas in the workplace where continuous noise levels exceed 85 dB(A)?	❑	❑	❑
2. Is there an ongoing preventive health program to educate employees in: safe levels of noise, exposures, effects of noise on health, and the use of PPE?	❑	❑	❑
3. Have work areas where noise levels make voice communication between employees difficult been identified and posted?	❑	❑	❑
4. Are noise levels being measured and records being kept?	❑	❑	❑
5. Have engineering controls been used to reduce excessive noise levels?	❑	❑	❑
6. Where engineering controls are not feasible, are administrative controls (e.g., worker rotation) being used to minimize individual employee exposure to noise?	❑	❑	❑
7. Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?	❑	❑	❑
8. Have you tried isolating noisy machinery from the rest of your operation?	❑	❑	❑
9. If you use ear protectors, are employees properly fitted and instructed in their use?	❑	❑	❑
10. Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection program?	❑	❑	❑

Comments:

Fueling

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
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	N/A	OK	Not OK
1. Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?	❑	❑	❑
2. Are fueling operations done in such a manner that likelihood of spillage will be minimal?	❑	❑	❑
3. When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?	❑	❑	❑
4. Are fuel tank caps replaced and secured before starting the engine?	❑	❑	❑
5. In fueling operations, is there always metal contact between the container and the fuel tank?	❑	❑	❑
6. Are fueling hoses of a type designed to handle the specific type of fuel?	❑	❑	❑
7. Is it prohibited to handle or transfer gasoline in open containers?	❑	❑	❑
8. Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?	❑	❑	❑
9. Is smoking prohibited in the vicinity of fueling operations?	❑	❑	❑
10. Are fueling operators prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?	❑	❑	❑
11. Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?	❑	❑	❑

Comments:

Identification of Piping Systems

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. When non-potable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing, or other personal use?	❑	❑	❑
2. When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve, or connection?	❑	❑	❑
3. When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?	❑	❑	❑

Comments:

Material Handling

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Is there safe clearance for equipment through aisles and doorways?	❑	❑	❑
2. Are aisleways delineated, permanently marked, and kept clear to allow unhindered passage?	❑	❑	❑
3. Are pallets usually inspected before being loaded or moved?	❑	❑	❑
4. Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?	❑	❑	❑
5. Are securing chains, ropes, chockers, or slings adequate for the job to be performed?	❑	❑	❑
6. When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?	❑	❑	❑

Comments:

Transporting Employees and Materials

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Do employees who operate vehicles on public thoroughfares have valid operator's licenses?	❑	❑	❑
2. Is each van, bus, or truck used regularly 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?	❑	❑	❑
3. Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields, and turn signals in good repair?	❑	❑	❑
4. Are transport vehicles provided with handrails, steps, stirrups, or similar devices, placed and arranged that employees can safely mount or dismount?	❑	❑	❑
5. Are employee transport vehicles equipped at all times with at least two reflective type flares?	❑	❑	❑
6. Is a fully charged fire extinguisher, in good condition, with at least a 4 B:C rating maintained in each employee transport vehicle?	❑	❑	❑
7. Are employees prohibited from riding on top of any load that can shift, topple, or otherwise become unstable?	❑	❑	❑

Comments:

Tire Inflation

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?	❑	❑	❑
2. Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?	❑	❑	❑
3. Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?	❑	❑	❑
4. Does the tire inflation control valve automatically shut off the air flow when the valve is released?	❑	❑	❑
5. 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?	❑	❑	❑
6. Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?	❑	❑	❑

Comments:

Tractor and Farm Machinery

DIRECTIONS:

- Do the best you can to answer the questions in each section.
- If you don't understand the question or don't know the answer, just put a question mark or other mark next to the question.
- If a whole section does not apply (e.g., you don't have that type of equipment) just mark it out with a slash.
- Contact Environmental Health and Safety (EH&S) (nph4@cornell.edu; 255-8200) or CALS Occupational and Environmental Health (OEH) (eh22@cornell.edu; 255-0485) if you really get stuck.

	N/A	OK	Not OK
1. Are all tractors equipped with rollover protective structures (ROPS) and seat belts?	❑	❑	❑
2. Is PTO master shield, driveline guarding, stud shaft cover (if equipped) and implement connections shield in place, undamaged, and working properly?	❑	❑	❑
3. Do you make sure the PTO shaft has stopped rotating before you check, adjust, unplug, or grease any PTO-powered equipment?	❑	❑	❑
4. Are all warning labels present, undamaged, and readable (clean)?	❑	❑	❑
5. Is a slow-moving vehicle emblem (SMV) mounted on each piece of machinery that travels on a public road?	❑	❑	❑
6. Are all SMV emblems unfaded and undamaged?	❑	❑	❑
7. Does your equipment have other lighting and marking that's recommended for travel, including reflectors and rearview mirrors?	❑	❑	❑
8. Are all lights working?	❑	❑	❑
9. Are steps, handholds and railings in good condition and free of debris and clutter?	❑	❑	❑
10. Is the operator's manual readily available?	❑	❑	❑
11. Are tires properly inflated and in good condition?	❑	❑	❑
12. Are hydraulic systems free of leaks and other damage?	❑	❑	❑
13. Are exhaust systems free of leaks and in good condition?	❑	❑	❑
14. Are brakes working and in good condition?	❑	❑	❑
15. Are loads hitched only to the drawbar or other hitch points recommended by the manufacturer?	❑	❑	❑

Tractor and Farm Machinery continued

		N/A	OK	Not OK
16.	Is your tractor properly sized and ballasted for the load it is towing and/or are there brakes on the towed equipment?	❑	❑	❑
17.	Does the machinery contain a fire extinguisher and a first aid kit?	❑	❑	❑
18.	Is personal protective equipment (PPE), such as hearing protection, readily available?	❑	❑	❑

Comments: