Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910. **SELF-INSPECTION CHECKLIST GUIDANCE**

The following information may be used as guidance in establishing Self-Inspection checklists for your Agency:

- **Accident Investigation** GSD Internal Process
- **Hazard Communication** 29CFR1910.1200
- **Chemical Management** 29CFR1910.106, .120
- **Fire Protection/Prevention** 29CFR1910.157, .159, .164, .165, NFPA, IFC
- **Electrical Safety** 29CFR1910.133
- **Lockout/Tagout (LOTO)** 29CFR1910.147
- **Confined Space Entry (CSE)** 29CFR1910.146
- **Ergonomics** LCB Ergo Evaluations, Awareness/Assessor Training
- **Machine Guarding** 29CFR1910.211-.219
- **First Aid/Injury Procedures** GSD Internal Process
- **Emergency Response/Building Evac/911** 29CFR1910.38
- **Power Tool Safety** 29CFR1910.241-.244
- **Welding/Cutting Safety** 29CFR1910.251-.255
- **Laser/Radiation Safety** 29CFR1910.97, .1096
- **Slip/Trip/Falls** LCB Training
- **Office Safety** LCB Training
- **Back Safety** LCB Training
- **Ladders/Stairs** 29CFR1910.24-.27
- **Personal Protective Equipment (PPE)** 29CFR1910.132-.138
- **Hearing Conservation** 29CFR1910.95
- **Bloodborne Pathogens** 29CFR1910.1030
- **Powered Industrial Vehicles (PIV) /Fork Trucks/Electric Trucks (ET)** OSHA
- **Heavy Equipment Safety/Maintenance** OSHA
- **Contractor Safety** 29CFR1926
- **Respiratory Protection** 29CFR1910.134
- **Automated External Defibrillator** (AED) NMAC 7.27.8
- **OSHA Reporting** 29CFR1904
- **Life Safety** 29CFR1910.33-.38, NFPA101, IFC

Title 29 Code of Federal Regulations, Part 1904, 1910, & 1926 (OSHA):

Recording and Reporting Occupational Injuries & Illnesses – 1904

- **1904.0-1904.46**

Occupational Safety and Health Standards – 1910

- **Subpart D – Walking and Working Surfaces 1910.21-1910.30**
    1. Guarding for Floor/Wall Openings/Holes .23
    2. Stairs .24
    3. Ladders .25-.27
    4. Walking Surfaces .30
- **Subpart E – Exit Routes and Emergency Planning 1910.33-1910.38**
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    2. Means of Egress .36-.37
    3. Emergency Plans & Fire Prevention Plans .38
- **Subpart F – Powered Platforms 1910.66-1910.68**
    1. Manlifts .68
- **Subpart G – Occupational Health & Environmental Control 1910.94-1910.98**
    1. Ventilation .94
    2. Occupational Noise .95
    3. Non-Ionizing Radiation .97
- **Subpart H – Hazardous Materials 1910.101-1910.126**
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    2. Hazardous Waste Operations and Emergency Response .120
- **Subpart I – Personal Protective Equipment (PPE) 1910.132-1910.138**
- **Subpart J – General Environmental Controls 1910.141-1910.147**
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    2. Permit-Required Confined Spaces .146
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- **Subpart L – Fire Protection 1910.155-1910.165**
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    2. Automatic Sprinkler Systems .159
    3. Fire Detection .164
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- **Subpart M – Compressed Gases and Compressed gas Equipment**
- **Subpart N – Materials Handling & Storage 1910.176-1910.184**
- **Subpart O – Machinery and Machine Guarding 1910.211-1910.219**
- **Subpart P – Hand and Portable Powered Tools 1910.241-1910.244**
- **Subpart Q – Welding, Cutting, and Brazing 1910.251-1910.255**
- **Subpart R – Special Industries 1910.261-1910.272**
- **Subpart S – Electrical 1910.301-1910.399**
    1. Electrical Safety-Related Work Practices .333
- **Subpart Z – Toxic and Hazardous Substances 1910.1000-1910.1450**
    1. Air Contaminants .1000
    2. Asbestos .1001
    3. Bloodborne Pathogens .1030
    4. Ionizing Radiation .1096

5. Hazard Communication .1200

Safety and Health Regulations for Construction – 1926

- **Subpart A-Z & Subpart AA – CC 1926.1-1926.1442**

Abrasive Wheel Machinery and Tools

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards 29 CFR 1910.215 and 1910.243 and the construction standards 29 CFR 1926.303. It applies to fixed and portable abrasive wheel machinery. Natural sandstone wheels and metal, wooden, cloth, or paper discs, with a layer of abrasive on the surface are not covered by this checklist. This checklist must be used in conjunction with the Machines--General Requirements checklist. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. An answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a non-regulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.

This checklist does not address extensive specifications for design of guards and flanges included in 29 CFR 1910.215. Consult the OSHA regulations for additional details.

General Requirements

1. Do grinding wheels fit freely on the spindle? [29 CFR 1910.215(d)(2); 1910.243(c)(5)(ii) and 1926.303(c)(8)]

2. Is forcing the grinding wheel on the spindle prohibited? [29 CFR 1926.303(c)(8)]

3. Are all wheels closely inspected and sounded by the user (ring test) to make sure they have not been damaged before being mounted? [29 CFR 1910.215(d)(1); 1910.243(c)(5)(i) and 1926.303(c)(7)] Note: Before mounting the wheel, make sure the spindle speed of the machine does not exceed the maximum operating speed marked on the wheel.

4. Is the spindle nut tightened only enough to hold the wheel in place? [29 CFR 1926.303(c)(8)]

5. Are all abrasive wheel operators required to use eye protection? [29 CFR 1926.303(c)(9)]
6. Are all grinding machines equipped with sufficient power to maintain the spindle speed at safe levels under all conditions of normal operation? [29 CFR 1926.303(a)]

7. Are all contact surfaces of the wheel, blotters, and flanges flat and free of foreign material? [29 CFR 1910.215(d)(3) and 1920.243(c)(5)(iii)]

8. When a bushing is used in the wheel hole, is it positioned so it does not exceed the width of the wheel nor make contact with the flange? [29 CFR 1910.215(d)(4)]

Floor and Bench-Grinding Machines

9. Are all floor- and bench-mounted abrasive wheels equipped with safety guards? [29 CFR 1910.215(a)(1) and 1926.303(a)]

10. Does the safety guard cover the spindle end, nut, and flange projections? [29 CFR 1910.215(a)(2)]

11. Is the maximum angular exposure of the grinding wheel and sides 90º or less? [29 CFR 1910.215(b)(3) and 1926.303(c)(1)]

    EXCEPTION: When work requires contact with the wheel below the horizontal plane of the spindle, the angular exposure shall not exceed 125º. In either case, the exposure shall begin at not more than 65ºabove the horizontal plane of the spindle.

12. Are work rests provided that are rigidly supported and readily adjustable? [29 CFR 1910.215(a)(4) and 1926.303(c)(2)]

13. Are work rests kept adjusted closely to the wheel with a maximum opening of 1/8 inch to prevent the work from being jammed between the wheel and the rest? [29 CFR 1910.215(a)(4) and 1926.303(c)(2)]

Portable and Other Abrasive Wheels

14. Do all machines with abrasive wheels greater than 2 inches in diameter have safety guards? [29 CFR 1910.243(c)(1)]

    Note: Some abrasive wheels may be equipped with flanges.

15. Is the maximum exposure angle on all grinding wheels 180º or less? [29 CFR 1910.243(c)(3) and (4) and 1926.303(c)(5)]

16. When in use, is the guard on right angle head or vertical portable grinders located between the operator and the wheel? [29 CFR 1910.243(c)(3)]
17. Is the guard on right angle head or vertical portable grinders adjusted so that pieces of a broken wheel will be deflected away from the operator? [29 CFR 1910.243(c)(3)]

18. Is the top half of the wheel on other grinders always enclosed? [29 CFR 1910.243(c)(4)]

General Requirements for Guards

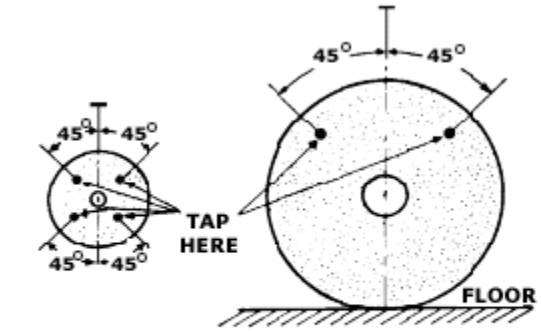
19. Are the guard and its fastenings strong enough to retain fragments of the wheel in case of breakage? [29 CFR 1926.303(c)(5)]

20. Are guards mounted to maintain proper alignment with the wheel? [29 CFR 1910.243(c)(ii) and 1926.303(c)(5)]

21. Are tongue guards at the top of the wheel of bench, floor stand, and cylindrical grinders adjusted to the decreasing diameter of the wheel so that the gap is never more than one-fourth (1/4) of an inch? [29 CFR 1910.215(b)(9)]

Definitions

Ring test: The wheels should be tapped gently with a light nonmetallic implement, such as the handle of a screwdriver for light wheels, or a wooden mallet for heavier wheels. Tap wheels about 45º each side of the vertical centerline and about 1 or 2 inches from the periphery as indicated by the spots in the figures below. Then rotate the wheel 45º and repeat the test. A sound and undamaged wheel will give a clear metallic tone. If cracked, there will be a dead sound and not a clear "ring."



Light wheels suspended from hole by small pin or finger

Heavy wheels support on clean hard floor

Alarm Systems and Evacuation Plans

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1910.164, 1910.165 and 1910.38. It applies to fire detection and alarm systems and to fire and emergency action plans. The OSHA code for emergency action and fire prevention plans under 1910.38 is comprehensive and covers emergencies other than fires. The ideal fire and emergency action plan, however, should include all the requirements.

1. Is your agency equipped with a manual fire alarm system?

2. Is your agency equipped with an automatic fire alarm system activated by fire or smoke detectors?

3. Are manual fire alarms provided in the natural path of escape for areas that serve 50 or more persons?

4. Is the distance to any manual fire alarm no more than 200 feet of unobstructed horizontal distance on the same floor?

5. Does your agency occupancy use smoke or heat detectors?

6. Are the detectors paint free, unobscured, and unobstructed?

7. Is disabling, tampering, or interfering with fire detectors and the fire alarm system prohibited?

8. Are building evacuation exercises and fire drills conducted as required?

9. Are records maintained on each exercise including the (a) date of the drill, (b) time of the drill, (c) weather conditions, (d) number of occupants evacuated, and (e) total time for evacuation?

10. Are all building occupants evacuated during each evacuation exercise?

11. Are all alarm and fire-detection systems maintained in operating condition except when undergoing repair or maintenance? [29 CFR 1910.164(c)(1) and 1910.165(d)(1)]

12. Is the servicing, maintenance, and testing of fire-detection systems (including cleaning and necessary sensitivity adjustments) performed only by people trained in the operation and function of the system? [29 CFR 1910.164(c)(4)]

13. Are fire detectors cleaned of dirt, dust, or other particulates at regular periodic intervals? [29 CFR 1910.164(c)(5)]

14. Are fire-detection systems that are installed outdoors or in corrosive atmospheres protected from corrosion? [29 CFR 1910.164(d)(1)] Note: A canopy, hood, or other suitable protection must be provided.

15. Is fire-detection equipment protected from mechanical or physical impact that might render it inoperable? [29 CFR 1910.164(d)(2)]

16. Has an approved building evacuation plan been distributed to all building occupants?

17. Does the approved evacuation plan include (a) the location of the nearest exits and fire alarms, (b) the procedures to be followed when a smoke or fire alarm sounds, and (c) the procedures to be followed in the event of fire or smoke?

18. Is the evacuation plan conspicuously posted on every floor for the occupants' use, and is the plan displayed properly from the viewer’s perspective?

19. Is the evacuation plan maintained to reflect changes in the use and arrangement of the building?

20. Are all occupants trained in the duties they are to perform under the evacuation plan?

21. Are all occupants familiar with the location of the nearest fire alarm manual pull stations (if provided)?

22. Can the alarm be perceived above ambient noise or light levels by everyone in the area? [29 CFR 1910.165(b)(2)]

23. Are alarms distinctive and recognizable as a signal to evacuate the building or to perform actions designated under the plan? [29 CFR 1910.165(b)(3)]

24. Are manually operated actuation devices that are used in conjunction with alarm systems unobstructed, conspicuous, and readily accessible? [29 CFR 1910.165(e)

25. Does the evacuation plan include the following items? [29 CFR 1910.38(a)(2)]

- Emergency escape procedures, signals, and routes;
- Procedures for designated employees who must remain in the facility to shut down equipment before they evacuate;
- Procedures to account for all building occupants;
- Rescue and medical duties;
- Preferred mechanisms for building occupants to report emergencies;
- Names and job titles of people who can be contacted for more information regarding evacuation plans;

26. Is a written fire prevention plan (if required) available that includes the following items? [29 CFR 1910.38(b)(2)]

- A list of major fire hazards and their proper handling and storage procedures;
- Potential ignition sources (such as welding and smoking) and their control procedures;
- The type of fire protection equipment or systems that can control a fire;
- The names and titles of personnel responsible for maintaining equipment and systems installed to prevent or control ignition of fires;
- The names and titles of personnel responsible for control of fuel-source hazards;
- Housekeeping procedures as they relate to preventing the accumulation of flammable and combustible waste materials (combustible loading);

27. Are the written emergency and fire prevention plans made available to building occupants for review? [29 CFR 1910.38(a)(5)(iii) and (b)(4)(ii)]

28. Has training been provided to designated employees to help with the safe and orderly emergency evacuation of all building occupants? [29 CFR 1910.38(a)(5)(i)]

29. Has the emergency and fire prevention plan been reviewed with all new and current building occupants? [29 CFR 1910.38(a)(5)(ii) and (b)(4)(ii)]

Bloodborne Pathogens

Self-Inspection Checklist

Name of Agency:
Date of Inspection:

1030. It applies to work activities that may result in exposure to blood or other potentially infectious materials (OPIM).

Exposure Control Plan

1. Has a written exposure control plan been developed? [29 CFR 1910.1030(c)(1)(i), (c)(1)(ii), and (c)(2)]

   Note: The exposure control plan must include (a) a list of tasks identified as having a potential for exposure to bloodborne pathogens; (b) methods to protect employees; (c) dates and procedures for providing hepatitis B vaccinations; (d) procedures for post-exposure evaluation and follow-up in case of exposure; (e) content and methods for training; and (f) procedures for maintaining records.

2. Is the written exposure control plan available on request for examination or copying? [29 CFR 1910.1030(c)(1)(iii)]

3. Is the written exposure control plan updated yearly? [29 CFR 1910.1030(c)(1)(iv)]

Engineering and Work Practice Controls

4. Do employees follow universal precautions to prevent contact with blood or other potentially infectious materials? [29 CFR 1910.1030(d)(1)]

5. Are engineering and work practice controls implemented before personal protective equipment is used? [29 CFR 1910.1030(d)(2)(i)]

6. Are engineering controls examined and maintained on a regular schedule to ensure their effectiveness? [29 CFR 1910.1030(d)(2)(ii)]

7. Are handwashing facilities readily accessible? [29 CFR 1910.1030(d)(2)(iii),(iv)]

   Note: If providing handwashing facilities is not possible, an appropriate antiseptic hand cleanser and clean cloth, paper towels, or antiseptic towelettes may be substituted. When antiseptic hand cleansers or towelettes are used, wash hands with soap and running water as soon as possible.

8. Do employees wash their hands immediately after removing gloves or other personal protective equipment? [29 CFR 1910.1030(d)(2)(v)]

9. Do employees wash or flush hands or other skin areas with soap and water after contact with blood or other potentially infectious materials? [29 CFR 1910.1030(d)(2)(vi)]

10. Is it prohibited to bend, recap, or remove contaminated needles or sharps except as noted below? [29 CFR 1910.1030(d)(2)(vii)]

    Note: NIOSH recommends avoiding needle recapping.

    Note: When no feasible alternatives are available, OSHA permits recapping or needle removal only through the use of a mechanical device or a one-handed technique. Such procedures could involve the one-handed "scoop" technique: using the needle itself to pick up the cap, and pushing cap and sharp together against a hard surface to ensure a tight fit. Or, the sharp might also be recapped by holding the cap with tongs or forceps to place it on the needle.

11. Can it be assured that the shearing and breaking of contaminated needles does not occur? [29 CFR 1910.1030(d)(2)(vii)]

12. Is it prohibited to eat, drink, smoke, apply cosmetics, and handle contact lenses in work areas where the potential exists for exposure to bloodborne pathogens? [29 CFR 1910.1030(d)(2)(ix)]

13. Are food and drink prohibited in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other potentially infectious materials are present? [29 CFR 1910.1030(d)(2)(x)]

14. Are tasks involving blood or other potentially infectious materials performed in a way that minimizes splashing and generating droplets of these substances? [29 CFR 1910.1030(d)(2)(xi)]

15. Is mouth pipetting and suctioning of blood or other potentially infectious agents prohibited? [29 CFR 1910.1030(d)(2)(xii)]

16. Are specimens of blood or other potentially infectious materials placed in an appropriate container that prevents leakage during collection, handling, processing, storage, or transport? [29 CFR 1910.1030(d)(2)(xiii)]

Personal Protective Equipment

17. Is personal protective equipment such as gloves, gowns, laboratory coats, face shields or masks, and eye protection provided free to persons potentially exposed to bloodborne pathogens? [29 CFR 1910.1030(d)(3)(i)]

18. Is personal protective equipment of appropriate sizes readily accessible or issued to all employees? [29 CFR 1910.1030(d)(3)(iii)]

19. Are hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives readily accessible to those who are allergic to the gloves normally provided? [29 CFR 1910.1030(d)(3)(iii)]

20. Is personal protective equipment repaired or replaced to maintain its effectiveness? [29 CFR 1910.1030(d)(3)(v)]

21. Do students and employees immediately remove garments that have been penetrated by blood or other potentially infectious materials? [29 CFR 1910.1030(d)(3)(vi)]

22. Do employees remove all personal protective equipment before leaving the work area? [29 CFR 1910.1030(d)(3)(vii)]

23. Do employees use an appropriately designated area or container for storage, washing, decontamination, or disposal of personal protective equipment? [29 CFR 1910.1030(d)(3)(viii)]

24. Do employees wear gloves whenever the possibility exists of hand contact with blood or other potentially infectious materials? [29 CFR 1910.1030(d)(3)(ix)]

25. Are disposable (single-use) gloves replaced as soon as they are contaminated, torn, punctured or cannot function as a barrier? [29 CFR 1910.1030(d)(3)(ix)(A)]

26. Is it prohibited to re-use disposable (single-use) gloves? [29 CFR 1910.1030(d)(3)(ix)(B)]

27. Are utility gloves decontaminated and re-used only if the integrity of the glove is not compromised? [29 CFR 1910.1030(d)(3)(ix)(C)]

28. Do employees wear masks and eye protection devices (such as goggles or glasses with solid side shields or chin-length face shields) whenever splashes or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated? [29 CFR 1910.1030(d)(3)(x)]

29. Are gowns, aprons, lab coats, clinic jackets, or similar outer garments worn whenever exposure to blood or other potentially infectious materials is anticipated? [29 CFR 1910.1030(d)(3)(xi)]

30. Is there a written method of decontamination and schedule for cleaning of all areas and surfaces that may become contaminated with blood or other potentially infectious materials? [29 CFR 1910.1030(d)(4)(i)]

31. Are all equipment and working surfaces cleaned and decontaminated immediately, or as soon as feasible, after contact with blood or other potentially infectious materials? [29 CFR 1910.1030(d)(4)(ii)]

32. Are protective covers used to cover equipment and surfaces removed and replaced as soon as feasible when they become overtly contaminated? [29 CFR 1910.1030(d)(4)(ii)(B)]

    Note: Examples of protective coverings include: plastic wrap, aluminum foil, or absorbent paper backed with impervious material.

33. Are all reusable receptacles such as bins, pails and cans that are likely to become contaminated with blood or other potentially infectious materials inspected and decontaminated on a regular schedule? [29 CFR 1910.1030(d)(4)(ii)(C)]

34. Are all reusable receptacles such as bins, pails and cans that are likely to become contaminated with blood or other potentially infectious materials cleaned and decontaminated immediately, or as soon as feasible, upon visible contamination? [29 CFR 1910.1030(d)(4)(ii)(C)]

35. Is picking up broken contaminated glassware with your hands prohibited? [29 CFR 1910.1030(d)(4)(ii)(D)]

36. Is broken contaminated glassware always cleaned up with mechanical means such as a brush and dust pan, tongs, or forceps? [29 CFR 1910.1030(d)(4)(ii)(D)]

37. Are contaminated sharps discarded immediately or as soon as feasible into containers? [29 CFR 1910.1030(d)(4)(iii)(A)(1)]

38. Are containers used for sharps disposal closable, puncture resistant, leakproof on sides and bottom, and labeled with a biohazard warning label or colored red? [29 CFR 1910.1030(d)(4)(iii)(A)(1)]

39. Are containers used for sharps disposal easily accessible and located in the area where sharps are used or can be reasonably anticipated to be found? [29 CFR 1910.1030(d)(4)(iii)(A)(2)]

40. Are containers used for sharps disposal maintained upright throughout use? [29 CFR 1910.1030(d)(4)(iii)(A)(2)(i)]

41. Are containers used for sharps disposal replaced routinely and not allowed to overfill? [29 CFR 1910.1030(d)(4)(iii)(A)(2)(ii)]
42. Are sharps containers closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping? [29 CFR 1910.1030(d)(4)(iii)(A)(3)(i)]

43. Are sharps containers placed in an appropriate secondary container if leakage is possible? [29 CFR 1910.1030(d)(4)(iii)(A)(3)(ii)]

44. Are reusable sharps that are contaminated with blood or other potentially infectious materials not stored or processed in a manner that requires a person to reach by hand into the containers where these sharps have been placed? [29 CFR 1910.1030(d)(4)(ii)(E)]

45. Are reusable containers not opened, emptied, or cleaned manually or in any other manner which might expose a person to the risk of skin puncture? [29 CFR 1910.1030(d)(4)(iii)(A)(4)]

46. Is regulated waste, other than sharps, placed into containers which are: [29 CFR 1910.1030(d)(4)(iii)(B)(1)]
a. closable?
b. constructed to contain all contents and prevent leakage of fluid during handling, storage, transport or shipping?
c. labeled with a biohazard warning label or colored red?
d. closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping?

47. Are containers of regulated waste, other than sharps, that have become contaminated on the outside placed into appropriate secondary containers as defined in (17) above? [29 CFR 1910.1030(d)(4)(iii)(B)(2)]

48. Is contaminated laundry handled as little as possible with a minimum of agitation or movement? [29 CFR 1910.1030(d)(4)(iv)(A)]

49. Is contaminated laundry bagged or put into other containers at the location it is used? [29 CFR 1910.1030(d)(4)(iv)(A)(1)]

50. Is contaminated laundry placed and transported in bags or containers labeled with the biohazard symbol or colored red? [29 CFR 1910.1030(d)(4)(iv)(A)(2)]

51. Is wet contaminated laundry placed and transported in bags or containers that will prevent soak-through and/or leakage of fluids to the exterior? [29 CFR 1910.1030(d)(4)(iv)(A)(3)]

52. Do persons who handle contaminated laundry wear protective gloves and other appropriate personal protective equipment? [29 CFR 1910.1030(d)(4)(iv)(B)]

53. Are garments which have been penetrated by blood or other potentially infectious materials removed immediately or as soon as possible by the user? [29 CFR 1910.1030(d)(3)(vi)]

54. Is the hepatitis B vaccination series made available to all persons who are reasonably anticipated to come in contact with blood or other potentially infectious materials through the performance of their job duties? [29 CFR 1910.1030(f)(1)]

55. Is the hepatitis B vaccination series made available to persons who have received the required bloodborne pathogen training? [29 CFR 1910.1030(f)(2)]

56. Within 10 days of initial assignment, is the hepatitis B vaccination series made available to persons whose job is reasonably anticipated to have contact with blood or other potentially infectious materials? [29 CFR 1910.1030(f)(2)(i)]

57. Have persons who refused to take the hepatitis B vaccination series signed a statement to that effect following the form prescribed by the OSHA standard? [29 CFR 1910.1030(f)(2)(iv)]

58. Is a confidential medical evaluation and follow-up made available to an exposed person following a report of an exposure incident? [29 CFR 1910.1030(f)(3) and (5)]

    Note: The medical evaluation and follow-up must include documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred; identification and documentation of the source individual unless identification is infeasible or prohibited by state law; the HBV or HIV infectivity of the source individual if it can be legally determined; collection and testing of blood from the exposed individual for HBV and HIV serological status

provided consent is given; post-exposure prophylaxis when medically indicated; counseling; evaluation of reported illnesses; and a written opinion from a healthcare professional.

59. Are containers of regulated waste labeled with a biohazard warning label? [29 CFR 1910.1030(g)(1)(i)]

    Note: Red bags or red containers may be substituted for a biohazard warning label. Containers include refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport or ship blood or other potentially infectious materials.

60. Are individuals who are reasonably anticipated to have contact with blood or other potentially infectious materials in the course of their work or student activities provided training on bloodborne pathogens? [29 CFR 1910.1030(g)(2)]

    Note: The training must include an accessible copy of the OSHA standard; a general explanation of the epidemiology and symptoms of bloodborne diseases; an explanation of the modes of transmission of bloodborne pathogens; an explanation of the exposure control plan and how to obtain a copy; an explanation of how to recognize tasks and other activities that may involve exposure to blood and other other potentially infectious materials; an explanation of engineering controls, work practice controls and personal protective equipment; information on hepatitis B vaccine; emergency information and procedures; information on the post-exposure evaluation and follow-up; information on labels and color coding; and an opportunity for interactive questions and answers.

61. Is bloodborne pathogen training provided before or at the time of initial assignment where contact with blood or other potentially infectious materials is possible? [29 CFR 1910.1030(g)(2)(ii)(A)]

62. Is bloodborne pathogen refresher training provided at least annually? [29 CFR 1910.1030(g)(2)(ii)(C)]

63. Is additional bloodborne pathogen training provided when changes are instituted that might affect exposure such as modification of tasks or procedures or adoption of new tasks or procedures? [29 CFR 1910.1030(g)(2)(v)]

64. Is the bloodborne pathogen training material appropriate in content and vocabulary to the educational level, literacy, and language of people to be trained? [29 CFR 1910.1030(g)(2)(vi)]

65. Is the person(s) who conducts the bloodborne pathogen training knowledgeable in the subject matter? [29 CFR 1910.1030(g)(2)(viii)]

66. Are accurate medical records maintained regarding hepatitis B vaccinations, examinations, medical testing, follow-up procedures, and copies of written opinions given in response to exposure incidents? [29 CFR 1910.1030(h)(1)]

    Note: These records are confidential.

67. Are records maintained of training that shows the dates of the training sessions, the contents of the training session, the names and qualifications of person conducting the training, and the names of the persons attending the training sessions? [29 CFR 1910.1030(h)(2)(i)]

Control of Hazardous Energy Sources

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) as a general industry standard under 29 CFR 1910.147. Another name for control of hazardous energy sources is lockout/tagout. It covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy, could cause injury.

General Energy Control

1. Does the program require that all hazardous energy sources be isolated, locked or tagged, and otherwise disabled before anyone performs any activity where the unexpected energization, startup, or release of stored energy could occur and cause injury? [29 CFR 1910.147(c)(1)]

2. Have procedures been developed, documented, and implemented for the control of hazardous energy when working with such equipment? [29 CFR 1910.147(c)(4)]

3. Do the procedures clearly outline the scope, purpose, responsibility, authorization, rules, and techniques to be applied to the control of hazardous energy, and measures to enforce compliance? [29 CFR 1910.147(c)(4)(ii)]

4. Do procedures exist for shutting down, isolating, blocking, and securing (locks and tags) energy? [29 CFR 1910.147(c)(4)(ii)(B)]

5. Do procedures exist and is someone assigned responsibility for removing and transferring locks and tags? [29 CFR 1910.147(c)(4)(ii)(C)]

6. Do requirements exist for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout and other energy control measures? [29 CFR 1910.147(c)(4)(ii)(D)]

Protective Materials and Hardware

7. Are locks, tags, chains, adapter pins, or other hardware available for securing or blocking energy sources? [29 CFR 1910.147(c)(5)(i)]

8. Are these devices durable and substantial? [29 CFR 1910.147(c)(5)(ii)(A)]

9. Are these devices standardized in either color, shape, size, or format? [29 CFR 1910.147(c)(5)(ii)(B)]

10. Do these devices have a provision for identifying the person applying the device? [29 CFR 1910.147(c)(5)(ii)(D)]

11. Do tagout devices or danger tags warn against hazardous conditions if the equipment is re-energized? [29 CFR 1910.147(c)(5)(iii)]

Inspection

12. Are inspections conducted at least annually by an authorized person (other than the ones using the energy control procedures) to ensure control procedures are being implemented? [29 CFR 1910.147(c)(6)(i)(A)]

13. Is each inspection certified by identifying the machine or equipment on which the energy control procedure was being used, the date of the inspection, the people included in the inspection, and the person performing the inspection? [29 CFR 1910.147(c)(6)(ii)]

Training and Communication

14. Is training provided and documented to ensure that (a) the purpose and function of the energy control procedures are understood, and (b) the knowledge and skills required for the safe application and removal of energy controls are acquired? [29 CFR 1910.147(c)(7)(i)]

15. Is this training repeated periodically when changes or deviations occur in the energy control procedure? [29 CFR 1910.147(c)(7)(iii)]

Energy-Isolating Devices

16. Are all energy-isolating devices operated only by authorized persons or under the direct supervision of an authorized person? [29 CFR 1910.147(c)(8)]

Notification of Employees

17. Are all employees notified of the application and removal of lockout and tagout controls whenever such controls directly affect their work activities? [29 CFR 1910.147(c)(9)]

Application of Control

18. Does the application of energy control follow the sequence listed below? [29 CFR 1910.147(d)]
    - Machine or equipment shutdown by authorized personnel;
    - Machine or equipment isolation: all energy-isolating devices that are needed shall be located and operated in a manner that isolates the machine or equipment from the energy source(s);
    - Lockout and tagout device application;
    - Lockout devices shall be affixed in a manner that will hold the energy-isolating device in a safe or off position;
    - Tagout devices shall be affixed in a manner that clearly indicates that the operation or movement of energy isolating devices from the safe or off position is prohibited;
    - If a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone operating the device;

- Stored energy: following the application of lockout and tagout devices, all hazardous, stored, or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe;
- Verification of isolation: before starting work on the isolated equipment or process, an authorized person must verify that isolation and de-energization of the machine or equipment has been accomplished;

19. Has the work area been inspected before the removal of lockout and tagout devices? [29 CFR 1910.147(e)(1)]

20. Has the lockout and tagout device been removed by the person who put it on? [29 CFR 1910.147(e)(3)]

21. Are outside servicing personnel informed of the lockout and tagout procedures before equipment is serviced? [29 CFR 1910.147(f)(2)]

Electrical General Requirements

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards subpart S-29 CFR 1910.303; 1910.305; and 1910.335 and the construction standards subpart K-29 CFR 1926.403 and 1926.405. It applies to all electrical use systems. This checklist does not address voltages greater than 600 volts (nominal). For these voltages, consult the OSHA regulations.

Examination, Installation, and Use of Equipment

1. Are only approved conductors and equipment used for electrical installations? [29 CFR 1910.303(a) and 1926.403(a)]

   Note: Conductors and equipment must be listed or labeled by a recognized testing laboratory, such as Factory Mutual. [29 CFR 1910.303(b)(2)]

2. Is equipment used and installed in accordance with instructions on the listing or label? [29 CFR 1910.303(b)(2) and 1926.403(b)(2)]
3. Is all electrical equipment free from recognized hazards that are likely to cause death or serious physical harm? [29 CFR 1910.303(b)(1) and 1926.403(b)(1)]

   Note: Violations have included the following: male plugs with fiber insulators were not dead fronted; metal junction boxes were used on extension cords; metal junction boxes were used on the ends of pendants; receptacles were loose in their mountings; open light sockets exposed live parts; an electric outlet strip had an open neutral reading when tested with a circuit analyzer; on/off switch boxes for fans were not secured to the wall; heavy items were hanging from the lighting fixtures; floor mounted receptacles were loose in their mountings; receptacles were broken; and electric cords were frayed, loose, and had exposed wires.

Splices

4. Are conductors spliced or joined by using suitable devices or by brazing, welding, or soldering with a fusible metal or alloy? [29 CFR 1910.303(c) and 1926.403(e)]
5. Are soldered splices first joined so as to be mechanically and electrically secure and then soldered? [29 CFR 1910.303(c) and 1926.403(e)]
6. Are all splices, joints, and free ends of conductors covered with adequate insulation? [29 CFR 1910.303(c) and 1926.403(e)]

Arcing Parts

7. Are all parts of electrical equipment that ordinarily produce arcs, sparks, flames, or molten metal enclosed or isolated from all combustible material? [29 CFR 1910.303(d) and 1926.403(f)]

Marking

8. Is all electrical equipment marked with the manufacturer's identity? [29 CFR 1910.303(e) and 1926.403(g)]
9. Is all electrical equipment marked with the voltage, current, wattage or other ratings as necessary? [29 CFR 1910.303(e) and 1926.403(g)]
10. Are these markings durable enough to withstand the working environment? [29 CFR 1910.303(e) and 1926.403(g)]

Identification of Disconnecting Means and Circuits

11. Is each disconnecting means for motors and appliances legibly marked to indicate its purpose, unless located and arranged so the purpose is evident? [29 CFR 1910.303(f) and 1926.403(h)]
12. Is each service, feeder, and branch circuit at its disconnecting means or overcurrent device legibly marked to indicate its purpose, unless located and arranged so the purpose is evident? [29 CFR 1910.303(f) and 1926.403(h)]

    Note: Circuit breaker panels should be marked to clearly indicate the purpose of each circuit breaker.

600 Volts, Nominal, or Less Working Space About Electric Equipment

13. Is access and working space around electrical equipment sufficient to provide ready and safe operation and maintenance? [29 CFR 1910.303(g)(1) and 1926.403(i)(1)]
14. Are sufficient work clearances (see note) maintained around all equipment operating at 600 volts or less? [29 CFR 1910.303(g)(1)(i) and 1926.403(i)(a)(i)]

    Note: Working distances around electrical equipment vary according to the nominal voltage to the ground, exposed live parts, and year equipment was installed. These distances vary from 2.5 to 4 feet. Consult the OSHA regulations for details.

15. Are required working spaces around electrical equipment kept free of stored materials? [29 CFR 1910.303(g)(1)(ii) and 1926.403(i)(1)(ii)]
16. When live parts are normally exposed on the front of switchboards or motor control centers, is the working space in front of such equipment greater than or equal to 3 feet? [29 CFR 1910.303(g)(1)(iv) and 1926.403(i)(1)(iv)]
17. Is illumination provided for all working spaces around service equipment, switchboards, panel boards, and motor control centers installed indoors? [29 CFR 1910.303(g)(1)(v)]
18. Is a minimum headroom of 6 feet, 3 inches of working space maintained about service equipment, switchboards, panel boards, or control centers? [29 CFR 1910.303(g)(1)(vi) and 1926.403(i)(1)(v)]

600 Volts, Nominal, or Less Guarding of Live Parts

19. Are live parts of electrical equipment operating at 50 volts or more guarded against contact by approved cabinets or other forms of approved enclosures? [29 CFR 1910.303(g)(2)(i) and 1926.403(i)(2)(i)]

    Note: All splices should be in junction boxes or other proper enclosures. The requirement to guard the live part is not applicable in the following situations:

a. when the live part is located in a room, vault, or similar enclosure that is accessible only to qualified persons.
b. when permanent, substantial partitions or screens are arranged so that only qualified persons have access to the space within reach of the live parts. Any openings in such partitions or screens shall be sized and located so that persons are not likely to come into accidental contact with the live parts or to bring conducting objects into contact with them.
c. when the live part located in a suitable balcony, gallery, or platform elevated and arranged to exclude unqualified persons.
d. when the live part is elevated 8 feet or more above the floor or other working surface.

20. In areas where electrical equipment may be exposed to physical damage, are the enclosures or guards arranged and of such strength to prevent such damage? [29 CFR 1910.303(g)(2)(ii) and 1926.403(i)(2)(ii)]

    Note: Incandescent and fluorescent light bulbs should be guarded if subject to physical damage. Light fixtures should have protective plates.

21. Are all entrances to rooms or other guarded locations containing exposed live parts marked with conspicuous warning signs forbidding unqualified persons to enter? [29 CFR 1910.303(g)(2)(iii) and 1926.403(i)(2)(iii)]
22. When normally enclosed live parts are exposed for maintenance and repair, are they guarded to protect unqualified persons from contact? [29 CFR 1910.335(a)(2)(ii)]
23. Are safety signs, safety symbols, or accident prevention tags used where necessary to warn students and teachers about electrical hazards? [29 CFR 1910.335(b)(1)]

Wiring Methods--General Requirements

24. Are all metal raceways, cable armor, and other metal enclosures for conductors metallically joined together into a continuous electric conductor (including connections to all boxes, fittings, and cabinets) to provide effective electrical continuity? [29 CFR 1910.305(a)(1)(i) and 1926.405(a)(1)(i)]
25. Is wiring in ducts for transporting dust, flammable vapors and exhaust from commercial-type cooking equipment prohibited? [29 CFR 1910.305(a)(1)(ii) and 1926.405(a)(1)(ii)]

Wiring Methods--Cable Trays

26. Are only acceptable types of cables used in cable trays? [29 CFR 1910.305(a)(3)(i)]

    Note: Consult 29 CFR 1910.305(a)(3)(i) for complete list of acceptable types of cables.

27. Are cable tray systems prohibited in hoistways or where they are subjected to severe physical damage? [29 CFR 1910.305(a)(3)(ii)]

Definitions

Approved: acceptable to the authority enforcing this checklist.

Approved for the purpose: determined by a nationally recognized testing laboratory, inspection agency or other organization concerned with the product evaluation as part of its listing and labeling program.

Branch circuit: the circuit conductors between the final overcurrent device protecting the circuit and the outlet(s).

Disconnecting means: a device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Feeder: all circuit conductors between the service equipment, or the generator switchboard of an isolated plant, and the final branch-circuit overcurrent device.

Qualified person: one familiar with the construction and operation of the equipment and the hazards involved. Whether an employee is considered to be a "qualified person" depends upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. A person who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

Raceway: a channel designed expressly for holding wires, cables, or busbars, with additional functions as permitted. Raceways may be of metal or insulating materials, and the term includes rigid metal conduit, rigid nonmetallic conduit, intermediate metal conduit, liquidtight flexible metal conduit, flexible metallic tubing, flexible metal conduit, electrical metallic tubing, underfloor raceways, cellular concrete floor raceways, cellular metal floor raceways, surface raceways, wireways, and busways.

Service: the conductors and equipment for delivering energy from the electricity supply system to the wiring system of the premises served.

Electrical Safety Work Practices

Self-Inspection Checklist

Name of Agency:

Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers the regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards 29 CFR 1910.331, 1910.332, and 1910.333. This checklist applies to persons who are at risk of electrical shock. It does not apply to qualified persons working on generation, transmission, and distribution installations; communications installations; installations in vehicles; and railway installations. Definitions of terms in bold type are provided at the end of the checklist. Please review the Control of Hazardous Energy Sources checklist with this checklist. This checklist does not address work on or near energized overhead lines or work in confined or enclosed work spaces with energized lines. For these conditions, please consult 29 CFR 1910.333(c)(3) and 1910.333(c)(5) respectively.

Training

1. Are employees who are at risk of electric shock trained in and familiar with the safety-related work practices required by OSHA regulations 29 CFR 1910.331 through 1910.335? [29 CFR 1910.332(b)(1)]
2. Are qualified employees (those who are permitted to work on or near exposed energized parts) given the following training? (a) The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment; (b) The skills and techniques necessary to determine the nominal voltage of exposed live parts; and (c) The clearance distances specified in Table 1 and the corresponding voltages to which the qualified person will be exposed. [29 CFR 1910.332(b)(3)]

Table 1: Minimuim Distance for Voltage Ranges

Voltage range* (phase to	**Required minimum distance between workers and exposed,**

phase)	energized parts
300V and less	**Avoid contact**
>300V ≤750V > 750V ≤2kV > 2kV ≤15kV > 15kV ≤37kV > 37kV ≤87.5kV > 87.5kV ≤121kV > 121kV ≤140kV	1 ft. 0 in. (30.5 cm) 1 ft. 6 in. (46 cm) 2 ft. 0 in. (61 cm) 3 ft. 0 in. (91 cm) 3 ft. 6 in. (107 cm) 4 ft. 0 in. (122 cm) 4 ft. 6 in. (137 cm)

*Note: > is "greater than;" < is "less than or equal to"

3. Is the degree of training provided determined by the risk to the person? [29 CFR 1910.332(c)]

Work Practices

4. Are all live parts deenergized before employees work on them, unless deenergizing increases hazards or is not possible because of equipment design or operational limitations? [29 CFR 1910.333(a)(1)]

   Note: Live parts that operate at less than 50 volts to ground need not be deenergized if they do not cause increased exposure to electrical burns or explosion due to electrical arcs.

5. If live parts are not deenergized, are other practices used to protect persons who may be exposed to electrical hazards? [29 CFR 1910.333(a)(2)]
6. Do these work practices protect the body against direct contact with energized parts and against indirect contact through a conductive object? [29 CFR 1910.333(a)(2)]
7. Working On Or Near Exposed Deenergized Parts If an employee has contact with parts of fixed electrical equipment or circuits that have been deenergized, have the circuits energizing the parts been locked and/or tagged? [29 CFR 1910.333(b)(2)]
8. Is a written copy of electrical safety procedures (including lockout and tagging) available for inspection? [29 CFR 1910.333(b)(2)(i)]
9. Are safe procedures determined before circuits or equipment are deenergized? [29 CFR 1910.333(b)(2)(ii)(A)]
10. Are the circuits and equipment to be worked on disconnected from all energy sources? [29 CFR 1910.333(b)(2)(ii)(B)]

    Note: Control circuit devices, such as push buttons, selector switches, and interlocks may not be used as the sole means for deenergizing circuits or equipment. Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.

11. Has stored, hazardous electric energy been released? [29 CFR 1910.333(b)(2)(ii)(C)]

Note: Capacitors shall be discharged. If the stored electric energy might endanger personnel, high capacitance elements shall be short-circuited and grounded.

12. Is stored nonelectrical energy in devices that could reenergize electric circuit parts blocked or relieved enough to prevent circuit parts from being accidentally energized by the device? [29 CFR 1910.333(b)(2)(ii)(D)]
13. Is a lock and tag placed on each disconnecting means used to deenergize circuits and equipment? [29 CFR 1910.333(b)(2)(iii)(A)]
14. Is the lock attached so no one can operate the disconnecting means? [29 CFR 1910.333(b)(2)(iii)(A)]
15. Does each tag have a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag? [29 CFR 1910.333(b)(2)(iii)(B)]

    Note: If a lock cannot be applied, or if the tagging procedures will provide a level of safety equivalent to that of a lock, a tag may be used without a lock. [29 CFR 1910.333(b)(2)(iii)(C)]

16. When a tag is used without a lock, is at least one additional safety measure used that provides a level of safety equivalent to that obtained from a lock? [29 CFR 1910.333(b)(2)(iii)(D)]

    Note: Examples of additional safety measures include removing an isolating circuit element, blocking a controlling switch, or opening an extra disconnecting switch.

17. Is a lock placed without a tag only under all the following conditions? [29 CFR 1910.333(b)(2)(iii)(E)]

a. Only one circuit or piece of equipment is deenergized.
b. The lockout period does not extend beyond the school day.
c. Employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with this procedure.

18. Are the requirements below met before any circuit or equipment can be considered deenergized? [29 CFR 1910.333(b)(2)(iv)]

a. A qualified person verifies that the equipment cannot be restarted.
b. A qualified person verifies that the circuit elements and electric parts of equipment to which students or employees will be exposed are deenergized. The qualified person must also determine whether any energized conditions exist as a result of inadvertently induced voltage or unrelated voltage feedback (even though parts of the circuit have been deenergized and presumed to be safe).

19. Are all of the following requirements met (in the order given) before circuits or equipment are reenergized, even temporarily? [29 CFR 1910.333(b)(2)(v)]

a. A qualified person verifies that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed so that the circuits and equipment can be safely energized.
b. Persons exposed to the hazards associated with reenergizing the circuit or equipment are warned to stay clear of circuits and equipment.

c. Each lock and tag is removed by the person who applied it or under his or her direct supervision. However, if the person who applied the lock or tag is absent from the workplace, the lock or tag may be removed by a qualified person designated to perform this task provided that:

i. The person who applied the lock or tag is not available at the school.

ii. The person who applied the lock or tag is aware that the lock or tag has been removed before he or she resumes work.

d. All persons are clear of the circuits and equipment.

20. Working On Or Near Exposed Energized Parts Are only qualified persons permitted to work on electric circuit parts or equipment that have not been deenergized? [29 CFR 1910.333(c)(2)]

    Note: This paragraph applies to work performed on exposed live parts (involving either direct contact or contact by means of tools or material) or near enough to them for persons to be exposed to hazards they present. [29 CFR 1910.333(c)(1)]

21. Are employees restricted from entering spaces containing exposed energized parts, unless illumination is provided that enables them to perform the work safely? [29 CFR 1910.333(c)(4)(i)]
22. Are employees prevented from handling conductive materials and equipment that are in contact with the person's body that may contact exposed energized conductors or circuit parts? [29 CFR 1910.333(c)(6)]
23. If employees must handle long-dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, have work practices been instituted (such as the use of insulation, guarding, and material handling techniques) that will minimize the hazard? [29 CFR 1910.333(c)(6)]
24. Do portable ladders have nonconducting siderails when they could contact exposed, energized parts? [29 CFR 1910.333(c)(7)]
25. Is the use of conductive articles of jewelry, clothing (such as watchbands, bracelets, rings, keychains, necklaces, metalized aprons, cloth with conductive threads, or metal head gear) prohibited for persons working with electricity? [29 CFR 1910.333(c)(8)]
26. Are employees prohibited from performing housekeeping duties where live parts present an electrical contact hazard due to housekeeping duties that must be performed near such parts? [29 CFR 1910.333(c)(9)]
27. If students or employees do conduct housekeeping duties near live electrical circuits, are adequate safeguards (such as insulating equipment or barriers) used? [29 CFR 1910.333(c)(9)]

General Safety Conditions

Self-Inspection Checklist

Name of Agency
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) general industry standards (29 CFR 1910.22, 1910.141 and 1910.176). In addition, two questions were included that address recommended practices.

1. Are all changes in use and alterations, repairs, construction, or installation of new equipment reviewed with the appropriate State and local agency that has jurisdiction over modifications? [recommended]
2. Is an electric solenoid key-operated gas shut-off switch installed on each gas supply line? [recommended]
3. Are areas kept clean and free from debris to the greatest extent practical given the types of activities being performed? [29 CFR 1910.141(a)(3)(i)]
4. Are waste materials that are prone to rotting placed in leakproof receptacles with tight fitting covers and removed daily for disposal? [29 CFR 1910.141(a)(4) and (g)(3)]
5. Are areas maintained, as far as reasonably practicable, to prevent the entrance or harborage of rodents, insects, and other vermin? [29 CFR 1910.141(a)(5)]
6. Is water available that is suitable for drinking, personal hygiene, food preparation or cleaning? [29 CFR 1910.141(b)(1)(i)]
7. Are all nondrinkable water outlets clearly marked as such? [29 CFR 1910.141(b)(2)(i)]
8. Are lavatories equipped with hot and cold running water, hand soap, and towels or driers? [29 CFR 1910.141(d)(2)(ii),(iii),(iv)]
9. Where showers are required, are soap, hot and cold running water through a common discharge line, and individual towels provided? [29 CFR 1910.141(d)(3)(iii),(iv),(v)]
10. Is the consumption of food and beverages prohibited in or near toilet rooms or areas containing toxic materials? [29 CFR 1910.141(g)(2)]
11. Is storage of food or beverages prohibited in toilet rooms or in an area exposed to a toxic material? [29 CFR 1910.141(g)(4)]

12. Where employees are required to wear protective clothing, are change rooms provided with storage facilities for street clothes and separate storage facilities for the protective clothing? [29 CFR 1910.141(e)]
13. Is material stored so as not to create a hazard? [29 CFR 1910.176(b)]

    Note: Bags, containers, bundles, etc., stored in tiers must be stacked, blocked, interlocked, and limited in height so that they are stable and secured against sliding and collapse.

14. Are storage areas kept free from hazards that may cause tripping, fire, explosion, or pest harborage? [29 CFR 1910.176(c)]
15. Is sufficient safe clearance available through aisles, loading docks, turns, or doorways when mechanical handling equipment is used? [29 CFR 1910.176(a)]
16. Are head clearance warning signs provided where needed? [29 CFR 1910.176(e)]
17. Are all passageways, work areas, storerooms, and washing facilities kept orderly and sanitary? [29 CFR 1910.22(a)(1)]
18. Are all floors kept clean and as far as possible dry? [29 CFR 1910.22(a)(2)]
19. If floors are likely to get wet (such as in food preparation), are platforms, mats, or other dry standing places provided where practicable? [29 CFR 1910.22(a)(2)]
20. Are all floors kept free of protruding nails, splinters, holes, or loose boards? [29 CFR 1910.22(a)(3) and 1910.141(a)(3)(iii)]
21. Are aisles and passageways kept clear and in good repair, with no obstructions that could create a hazard? [29 CFR 1910.22(b)(1)]
22. Are covers and/or guardrails provided to protect people from falling into pits, tanks, vats, ditches, etc.? [29 CFR 1910.22(c)] (see checklist Guarding Floor, Stairs, and Other Openings)
23. Are areas used for storage of materials marked with conspicuous signs that indicate the load-bearing capacity of the floor? [29 CFR 1910.22(d)(1)]
24. Is the weight of stored materials assessed to ensure that it is below the load-bearing capacity of the floor? [29 CFR 1910.22(d)(2)]

Guarding Floors, Stairs, and Other Openings

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.23. It applies to classrooms with permanent and temporary floor holes and openings greater than 1 inch in its least dimension, floor drains, manholes, hatchways, ladder openings, or pits; and raised open-sided floors, platforms, runways, or storage areas.

1. Are all floor openings to stairways, ladderways, hatchways, chutes, or manholes guarded by a standard railing and toeboards (on all sides except the entrance) or other protective cover? [29 CFR 1910.23(a)(1), (2), (3), (5), and (6)]
2. Is every skylight floor opening and hole guarded by a standard skylight screen or a fixed standard railing on all exposed sides? [29 CFR 1910.23(a)(4)]
3. Is every temporary floor opening guarded by a standard railing or constantly attended by someone? [29 CFR 1910.23(a)(7)]
4. Is every floor hole into which a person could fall guarded by either a standard railing and toeboard or floor hole cover? [29 CFR 1910.23(a)(8)]
5. Is every floor hole into which a person could not fall (because of fixed machinery, equipment, or walls) protected by a cover that leaves no openings more than 1 inch wide? [29 CFR 1910.23(a)(9)]

   Note: The cover must be securely held in place to prevent tools or materials from falling through.

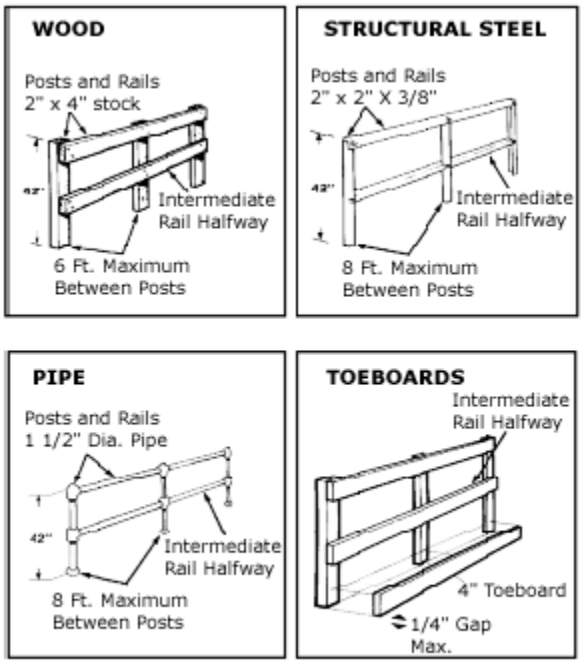
6. Where doors or gates open directly onto a stairway, does a platform allow an effective width of at least 20 inches when the door swings open? [29 CFR 1910.23(a)(10)]
7. Is every open-sided floor or platform that is 4 feet or more above the adjacent floor ground level guarded by a standard railing on all open sides? [29 CFR 1910.23(c)(1)]

8. Is every runway guarded by a standard railing on all open sides that are 4 feet or more above the floor or ground level? [29 CFR 1910.23(c)(2)]
9. Regardless of height, are all open-sided floors, walkways, platforms, or runways guarded with a standard railing and toeboard if they are above or adjacent to any dangerous equipment or operation? [29 CFR 1910.23(c)(3)]
10. Is every open-sided floor or platform that is 4 feet or more above the adjacent floor ground level guarded by a toeboard if, beneath the open sides, (a) persons can pass, (b) machinery is moving, or (c) equipment could create a hazard of falling materials? [29 CFR 1910.23(c)(1)]
11. Is every wall opening from which the drop is more than four feet guarded with a standard railing or other barrier? [29 CFR 1910.23(b)(1), (2) and (4)]
12. Is every window wall opening guarded by slats, grill work, or standard railing if (a) it is at a stairway landing, floor, platform, or balcony from which the drop is more than 4 feet, and (b) the bottom of the opening is less than 3 feet above the platform or landing? [29 CFR 1910.23(b)(3)]
13. Is every flight of stairs with four or more risers equipped with standard stair railings or standard handrails as specified below? [29 CFR 1910.23(d)(1)]

a. On stairways less than 44 inches wide with both sides enclosed, at least one handrail is required, preferably on the right hand side descending.
b. On stairways less than 44 inches wide with one open side, at least one stair railing must be on the open side.
c. On stairways less than 44 inches wide with both sides open, one stair railing is required on each side.
d. On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side is required.
e. On stairways 88 or more inches wide, one handrai on each enclosed side, one stair railing on each open side, and one intermediate stair railing located approximately midway of the width is required.

14. Where standard railings are provided, do they meet the specifications shown in figure below? [29 CFR 1910.23(e)(1)]

    Note: The rail must consist of a top rail at a height of 42 inches and a midrail at approximately 21 inches. The top rail must be smooth surfaced throughout the length of the railing.



Proper construction and specifications for guardrails

15. Are all stair railings between 30 and 34 inches from the top of the rail to the surface of the tread in line with the face of the riser at forward edge of tread? [29 CFR 1910.23(e)(2).
16. If wooden railings are used for guardrails, are the posts at least 2 inches by 4 inches and spaced less than 6 feet apart? [29 CFR 1910.23(e)(3)(I)]

    Note: The top rail and intermediate rails must also be at least 2 inches by 4 inches stock.

17. If pipe railings are used, are posts and top and intermediate rails at least 1-1/2 inches nominal diameter with posts spaced less than 8 feet on centers? [29 CFR 1910.23(e)(3)(ii)]
18. If structural steel is used for guardrails, are the posts and top and intermediate rails (a) at least 2 inches by 2 inches by 3/8 inch angle irons, or (b) other metal shapes of equivalent bending strength with posts spaced not more than 8 feet on centers? [29 CFR 1910.23(e)(3)(iii)]
19. Is the guardrail anchored and of such construction that it is capable of withstanding a load of at least 200 pounds applied in any direction at any point on the top rail? [29 CFR 1910.23(e)(3)(iv)]
20. Are standard toeboards at least 4 inches in height provided at the floor of the guardrail? [29 CFR 1910.23(e)(4)]
21. Are handrails constructed so that they can be easily grasped (i.e. rounded)? [29 CFR 1910.23(e)(5)]
22. Are all handrails and railings provided with a clearance of at least 3 inches between the handrail or railing and any other object? [29 CFR 1910.23(e)(6)]

    Note: A distance less than this would make it difficult to get a good grasp in an emergency.

23. Are skylight screens constructed so that they are capable of withstanding a load of at least 200 pounds applied perpendicularly to any area on the screen? [29 CFR 1910.23(e)(8)]

Note: Sometimes people get on the roof and fall through skylight screens that are not designed to prevent this type of fall.

24. Are wall opening barriers (rails, rollers, picket fences, and half doors) constructed and mounted so that the barrier is capable of withstanding a load of at least 200 pounds applied in any direction (except upward) at any point on the top rail 0or corresponding member? [29 CFR 1910.23(e)(9)]

Definitions

Floor hole: an opening measuring between 1 and 12 inches in its least dimension in any floor, platform, pavement, or yard through which materials but not persons may fall.

Floor opening: an opening measuring 12 inches or more in its least dimension in any floor, platform, pavement, or yard through which persons may fall.

Runway: a passageway for persons, elevated above the surrounding floor or ground level, such as a footwalk along shafting or a walkway between buildings.

Wall opening: an opening at least 30 inches high and 18 inches wide in any wall or partition through which persons may fall (such as a chute opening).

Hazard Communication

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers hazard communication regulations (29 CFR 1910.1200) issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA). The purpose of these regulations is to ensure that health and safety information about hazardous chemicals is transmitted to affected employees. These regulations are applicable to any work site where employees may be exposed to hazardous chemicals under normal conditions of use or in an emergency. The following chemicals or items are not covered by this regulation: hazardous waste, tobacco, tobacco products, wood, wood products, manufactured articles, foods, alcoholic

beverages, drugs, cosmetics, consumer products, nuisance particulates, ionizing radiation, nonionizing radiation, and biological hazards.

Hazard Communication Program

1. Has a written hazard communication program been developed, implemented, and maintained at your worksite? [29 CFR 1910.1200(e)(1)]
2. Has a list of known hazardous chemicals at your facility been prepared? [29 CFR 1910.1200(e)(1)(i)]
3. Have methods been developed to inform employees of the hazards of nonroutine tasks? [29 CFR 1910.1200(e)(1)(ii)] Note: Such tasks may include emergency response or equipment repair.
4. Are methods developed for communicating hazards to outside contractors or vendors who may be exposed to hazardous chemicals at your worksite? [29 CFR 1910.1200(e)(2)]

Labels

5. Are all containers of hazardous chemicals in the workplace labeled, tagged, or marked with the following information? [29 CFR 1910.1200(f)(1)]
   - The identity of the hazardous chemical(s)
   - The appropriate warnings
   - The name and address of the chemical manufacturer, importer, or other responsible party

   Note: Labels must be affixed to all containers of hazardous chemicals when they are shipped by a manufacturer or supplier. If the container is received without a hazard warning label, you must make a good faith effort to obtain the missing information from the manufacturer or supplier. The following hazardous chemicals are exempt from this labeling requirement, although subject to other labeling requirements: pesticides, foods, food additives, color additives, drugs, cosmetics, medical devices, alcoholic beverages, consumer products, hazardous waste, tobacco products, and wood products.
6. Is removal or defacing of labels on incoming containers of hazardous chemicals prohibited? [29 CFR 1910.1200(f)(8)]
7. Are labels or other forms of warnings legible, in English, and prominently displayed? [29 CFR 1910.1200(f)(9)]
8. Material Safety Data Sheets Are material safety data sheets on hand for each hazardous chemicals used and identified on the hazardous chemicals list? [29 CFR 1910.1200(g)(1)]
9. If a hazardous chemical has no material safety data sheet, are attempts made to obtain one from the chemical manufacturer or importer as soon as possible? [29 CFR 1910.1200(g)(6)(iii)]
10. Are material safety data sheets for the hazardous chemicals kept in the facility and made readily accessible to employees? [29 CFR 1910.1200(g)(10)]

Information and Training

11. Is information and training on hazardous chemicals in the worksite provided on initial assignment and whenever new physical hazards or health hazards are introduced into the work area? [29 CFR 1910.1200(h)(1)]

12. Does the information provided include the requirements of this standard, as well as the following? [29 CFR 1910.1200(h)(2)]
    - The operations at the worksite where hazardous chemicals are present
    - The location and availability of the written hazard communication program, including the list of hazardous chemicals and material safety data sheets
13. Does the training provided include information about the following? [29 CFR 1910.1200(h)(3)]
    - Methods and observations that may be used to detect the presence or release of a hazardous chemicals in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc)
    - The physical hazards and health hazards of the chemicals in the work area
    - The measures employees can take to protect themselves from these hazards, including procedures the employer has implemented to protect employees from exposures to hazardous chemicals (appropriate work practices, emergency procedures, and personal protective equipment)
    - The details of the hazard communication program developed by the employer, including explanations of the labeling system, material safety data sheets, and how employees can obtain and use the appropriate hazard information.

Definitions

Article: a manufactured item other than a fluid or particle that (a) is formed to a shape or design during manufacture, (b) has end use function(s) dependent in whole or in part on its shape or design during end use, and (c) under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a hazardous chemical, and does not pose a physical hazard or health risk to employees.

Hazardous Chemical: any chemical that is a physical hazard or a health hazard.

Health Hazard: a chemical for which statistically significant evidence exists that acute or chronic health effects may occur in exposed employees. This evidence must be based on at least one study conducted in accordance with established scientific principles. The term includes chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosive, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents that act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Physical Hazard: a chemical for which scientifically valid evidence exists that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, and oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Indoor Air Quality (IAQ)

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines: This checklist covers general recommendations for addressing indoor air quality issues.

 Questions marked with this symbol may require the help of an outside expert.

General

1. Is someone designated to develop and implement an indoor air quality management plans?
2. Does your agency have an indoor air quality management plan that includes steps for preventing and resolving indoor air quality problems?
3. Has your agency occupancy areas been tested for radon, and have radon-mitigation systems installed where needed?
4. Does your agency use integrated pest management principles in all areas?
5. Is spot-treatment of pesticides used to control infested areas?
6. Are all pesticide applicators trained in the safe use of pesticides?
7. Have painted surfaces in area been tested for lead-based paint, and has a lead control or removal program been implemented?
8. Are agency buildings inspected once or twice each year for conditions that may lead to indoor air quality problems?
9. Is a preventive maintenance schedule established and in operation for the heating, ventilation, and air conditioning (HVAC) system? Is the schedule in accordance with the manufacturer's recommendations or accepted practice for the HVAC system?
10. Does the HVAC preventive maintenance schedule include the following?: checking and/or changing air filters and belts, lubricating equipment parts, checking the motors, and confirming that all equipment is in operating order.
11. Are damaged or inoperable components of the HVAC system replaced or repaired as appropriate?
12. Are reservoirs or parts of the HVAC system with standing water checked visually for microbial growth?
13. Are water leaks that could promote growth of biologic agents promptly repaired?
14. Are damp or wet materials that could promote growth of biologic agents promptly dried, replaced, removed, or cleaned?
15. Are microbial contaminants removed from ductwork, humidifiers, other HVAC and building system components, and from building surfaces such as carpeting and ceiling tiles when found during regular or emergency maintenance activities or visual inspection?
16.  Is general or local exhaust ventilation used where housekeeping and maintenance activities could reasonably be expected to result in exposure to hazardous substances above applicable exposure limits?
17.  When point sources generate airborne concentrations of contaminants above applicable limits, are local exhaust ventilation or substitution used to reduce the exposure concentrations to below the limits?

18. When the carbon dioxide level exceeds 1,000 parts per million, is the HVAC system checked and repaired as necessary to ensure the system is operating properly?
19. When the temperature is outside of the range of 68 to 79ºF, is the HVAC system checked and repaired as necessary to ensure the system is operating properly?
20. Are humidity levels maintained between 30% to 60% relative humidity?
21. When a contaminant is identified in the make-up air supply, is the source of the contaminant eliminated, or are the make-up inlets or exhaust air outlets relocated to avoid entry of the contaminant into the air system?
22. If buildings do not have mechanical ventilation, are windows, doors, vents, stacks, and other portals used for natural ventilation operating properly?
23. Are complaints promptly investigated that may involve a building-related illness?

Smoking

24. Is smoking agency buildings prohibited as required?
25. Does the agency have specific policies and procedures for smoking in agency buildings?

Renovations and Remodeling

26. During renovation work or new construction, are local ventilation or other protective devices used to safeguard employees and students from dust, stones, other small particles, and toxic gases, which may be harmful in certain quantities?
27. Are renovation areas in occupied buildings isolated so that dust and debris is confined to the renovation or construction area?
28. Are precautions implemented in case lead-based paint is disturbed during renovation or new construction?
29. When renovating or during new construction, are product labels checked, or is information obtained on whether paints, adhesives, sealants, solvents, insulation, particle board, plywood, floor coverings, carpet backing, textiles or other materials contain volatile organic compounds that could be emitted during regular use?
30. Is the information referred to in Question 29 used to select products and to determine necessary measures to be taken to comply with indoor air quality regulations?
31. Are employees notified at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area?

Recordkeeping

32. Is the maintenance schedule updated to show all maintenance performed on the building systems?
33. Does the maintenance schedule include the dates that the building systems maintenance was performed and the names of the persons or companies performing the work?
34. Are maintenance schedules retained for at least three years?

Definitions

Building Systems includes the heating, ventilation and air-conditioning (HVAC) system, the energy management system, and all other systems in a facility that may impact indoor air quality.

Integrated Pest Management (IPM) is a sustainable approach to controlling pests by using biological, mechanical, physical, and chemical means in ways that minimize health risks, environmental risks, and cost.

Noise (Occupational)

Self-Inspection Checklist

Name of Agency:

Date of Inspection:
Signature of Inspector:

Guidelines

This checklist is based on regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.95. These regulations are not designed to cover nuisance noise exposure (e.g. ambient noise, road traffic, etc.). They are designed to protect against hearing loss and apply to situations in which noise levels equal or exceed 85 dBA as an 8-hour time-weighted-average. The OSHA permissible exposure limit (PEL) for noise is 90 dBA.

 Questions marked with this symbol may require the help of an outside expert.

Noise-generating operations, processes, and equipment to which people are exposed may cause hearing loss depending on the intensity and duration of exposure. Noisy machinery does not automatically mean a problem exists. As a general rule, if normal conversation is difficult between two people standing at arms length, further investigation is warranted. If noise problems are suspected, a formal evaluation by a qualified person, such as an industrial hygienist, is recommended to determine compliance. The questions below provide general guidance.

1.  Have all operations or equipment believed to exceed an 8 hour time-weighted avergage of 85 dBA been measured to determine their noise levels? [29 CFR 1910.95(d)(1)]
2.  If noise levels from operations or equipment equal or exceed 85 dBA, has personal noise dosimetry been performed on exposed persons to determine their 8-hour time-weighted-averages? [29 CFR 1910.95(d)(1)(ii)]
3.  Does the agency administer a continuing, effective hearing conservation program when noise exposures equal or exceed 85 dBA as an 8-hour time- weighted-average? [29 CFR 1910.95(c)
4. Are hearing protectors available at no cost to all persons exposed to noise levels at or above 85 dBA as an 8-hour time-weighted-average? [29 CFR 1910.95(i)(1)]
5.  Have feasible engineering or administrative controls been used to reduce operation or equipment noise levels to below 90 dBA as an 8-hour time- weighted-average? [29 CFR 1910.95(b)(1)]
6. Are noise measurements repeated when a change in operations or equipment may increase noise exposure? [29 CFR 1910.95(d)(3)]
7. Are employees permitted to observe noise measurements? [29 CFR 1910.95(f)]

8. Are employees notified of noise monitoring results when exposures equal or exceed 85 dBA as an 8-hour time-weighted-average? [29 CFR 1910.95(e)]
9.  Are hearing protectors evaluated to verify that they effectively reduce noise to levels below 85 dBA as an 8-hour time-weighted-average? [29 CFR 1910.95(j)(1)]
10. Are noise measurement records maintained for at least two years? [29 CFR 1910.95(m)(3)(i)]
11. Are employees' hearing test records maintained for the duration of matriculation or employment? [29 CFR 1910.95(m)(i)]
12. Is a copy of the OSHA noise standard available to employees? [29 CFR 1910.95(l)(1)]
13.  If noise measurements indicate an 8-hour time- weighted-average of 85 dBA or greater, is a training program given that covers the effects of noise on hearing; the purpose of hearing protection and how to use it; and the purpose of audiometric testing? [29 CFR 1910.95(k)(3)(i),(ii),and (iii)]
14.  If noise measurements indicate an 8-hour time- weighted-average of 85 dBA or greater, are baseline and annual audiometric tests given at no cost to employees using properly calibrated testing equipment? [29 CFR 1910.95 (g)(1),(2),(3),(4),and(h)]
15. Are audiometric tests preceded by at least 14 hours without career-technical or occupational noise exposure? [29 CFR 1910.95(g)(5)(iii)]
16.  Are audiometric tests conducted by a licensed or certified audiologist; otolaryngologist, or other physician; or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation or who has demonstrated competence in administering audiometric tests? [29 CFR 1910.95(g)(3)]
17. If audiometric tests show hearing loss due to noise exposure at work, are procedures in place for appropriate referrals, mandatory use of hearing protection, and training? [29 CFR 1910.95(g)(8)(ii)(a)(b),and(c)]
18.  Do all employees exposed to 85 dBA or above as an 8-hour time-weighted-average receive hearing conservation training when they begin work and annually thereafter? [29 CFR 1910.95(k)(1)and(2)]

Definitions

8-Hour Time-Weighted Average: an average exposure weighted to account for time and changing noise levels throughout an 8-hour day.

Administrative Controls: reducing the period of personal noise exposure by job rotation or adding periods of quiet to the work day or work process such that the 8-hour time-weighted-average noise level does not exceed permissible limits.

dBA: noise levels in decibels measured with a sound level meter set to the A scale. The A scale simulates how humans hear noise levels at different frequencies.

Permissible Exposure Limit (PEL): an employee's exposure limit to an airborne concentration of a substance which OSHA/USDOL publishes and enforces. It is expressed as an 8-hr time-weighted average (TWA). PELs are protective limits that shall not be exceeded.

Personal Protective Equipment (PPE)

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers the use of personal protective equipment, including, but is not limited to, safety glasses, goggles, hard hats, gloves, safety shoes, and heat or electrically resistant clothing. It is important to note that engineering controls should be the primary method of establishing a safe workplace. Personal protective equipment should only be used where engineering controls are not feasible.

General Requirements

1. Has a hazard assessment been conducted in the workplace to identify possible hazards that would require the use of PPE? [29 CFR 1910.132(d)(1)]

   Note: The OSHA standard has a non-mandatory Appendix B which contains example procedures for conducting a hazard assessment.

2. Is there a written certification of hazard assessment which idenitifies the workplace evaluated, the person certifying that the evaluation has been performed, and the date(s) of the hazard assessment? [29 CFR 1910.132(d)(2)]
3. Based on the hazards identified, has PPE been selected for all appropriate individuals? [29 CFR 1910.132(d)(1)(i)]
4. Have individuals involved been informed of the PPE selection decisions? [29 CFR 1910.132(d)(1)(ii)]
5. If PPE is necessary to prevent injury or impairment by exposure to chemical hazards, radiological hazards, or mechanical irritants through absorption, inhalation or physical contact, is it provided? [29 CFR 1910.132(a) and 1926.95(a)]
6. Has the selected PPE been fitted to appropriate individuals? [29 CFR 1910.132(d)(1)(iii)]
7. Is PPE maintained in a sanitary and reliable condition? [29 CFR 1910.132(a) and 1926.95(a) and (b)]
8. Do appropriate individuals use the PPE selected? [29 CFR 1910.132(d)(1)(i)]
9. Is defective or damaged PPE removed from service immediately? (shall not be used) [29 CFR 1910.132(e)]

Training

10. Has each individual who is required to use PPE been provided with training? [29 CFR 1910.132(f)(1)]
11. Has training on PPE included all of the following elements: when PPE is necessary; what PPE is necessary; how to properly don, doff, adjust, and wear PPE; the limitations of the PPE; and the proper care, maintenance, useful life and disposal of the PPE. [29 CFR 1910.132(f)(1)(i)-(iv)]
12. Have the trained individuals demonstrated an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use of PPE? [29 CFR 1910.132(f)(2)]
13. Are individuals retrained when there is reason to believe that they do not have the understanding or skill to use PPE properly? [29 CFR 1910.132(f)(3)]
14. Is retraining conducted whenever changes in the workplace or changes in types of PPE make previous training obsolete? [29 CFR 1910.132(f)(3)(i)-(iii)]
15. Is there written certification for each person who has received PPE training that includes the following: a statement indicating the person understood the training; the name of the person trained; the date(s) of the training; and the subject of the certification? [29 CFR 1910.132(f)(4)]

Head, Foot, and Hand Protection

16. Are protective helmets used wherever there is the possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns? [29 CFR 1910.132(a), 1910.135(a), 1926.95(a), and 1926.100(a)]
17. Do protective helmets that are used in the workplace that were purchased prior to July 5, 1994 meet the American National Standard Safety Requirements for Industrial Head Protection, ANSI Z89.1-1969? [29 CFR 1910.135(b)(2) and 1926.100(b)]
18. Do protective helmets that are used in the workplace that were purchased after July 5, 1994 meet the American National Standard for Personnel Protection--Protective Headwear for Industrial Workers--Requirements, ANSI Z89.1-1986? [29 CFR 1910.135(b)(1)]
19. Is protective footwear used wherever there is the danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where feet are exposed to electrical hazards? [29 CFR 1910.136(a)]
20. Does protective footwear that is used in the workplace that was purchased prior to July 5, 1994 meet the requirements of the American National Standard for Men's Safety-Toe Footwear, ANSI Z41.1-1967? [29 CFR 1910.136(b)(2)]
21. Does protective footwear that is used in the workplace that was purchased after July 5, 1994 meet the requirements of the American National Standard for Personal Protection--Protective Footwear, ANSI Z41-1991? [29 CFR 1910.136(b)(1)]
22. Are appropriate protective gloves used wherever there is the danger to hands of exposure to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes? [29 CFR 1910.138(a)]

Eye and Face Protection

23. Are individuals issued and required to wear appropriate eye protective devices while participating or observing activities which present a potential eye safety hazard? [29 CFR 1910.133(a) and 1926.102(a)]

    Note: Eye potential hazards include: caustic or explosive chemicals or materials, hot liquids or solids, molten materials, welding operations of any type, repairing or servicing of vehicles, heat treatment or tempering of metals, the shaping of solid materials and laser device operation and experimentation.

24. Do all protective eye and face devices purchased after July 5, 1994 comply with Z87.1-1989? [29 CFR 1910.133(b) and 1926.102(a)(2)]

    Note: Regular prescription eye glasses do not meet this requirement. Goggles or other protective glasses meeting the American National Standard must be worn over-top prescription eye glasses.

Posting Requirements

25. Are all area entrances, areas and equipment requiring the use of PPE devices posted with a sign indicating this requirement? [29 CFR 1910.145(c)(3)]

Portable Fire Extinguishers

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1910.157. It applies to the placement, use, maintenance, and testing of portable fire extinguishers. This checklist does not address detailed regulations covering the methods used for hydrostatic testing of fire extinguishers. Please consult 29 CFR 1910.157 for additional information.

General Requirements

1. Are all portable fire extinguishers approved? [29 CFR 1910.157(c)(2)]
2. Are portable fire extinguishers using carbon tetrachloride or chlorobromomethane prohibited? [29 CFR 1910.157(c)(3)]
3. Have all the following portable fire extinguishers been removed from service? [29 CFR 1910.157(c)(5)]

   - Soldered or riveted shell self-generating soda acid.
   - Self-generating foam
   - Gas cartridge water

   Note: These types of fire extinguishers are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure-generating chemical reaction to expel the agent.

4. Are portable fire extinguishers mounted, located, and identified so that they are readily accessible? [29 CFR 1910.157(c)(1)]
5. Are portable fire extinguishers fully charged, operable, and kept in their designated places at all times? [29 CFR 1910.157(c)(4)]
6. If fire extinguishers are enclosed in cabinets, is access to the cabinet unobstructed and is the cabinet clearly visible? [recommended]
7. If fire extinguishers are enclosed in cabinets with opaque doors, are doors unlocked, and are the cabinet contents indicated on the outside? [recommended]

8. When fire extinguishers are enclosed in locked cabinets and doors are equipped with approved visual identification clear glass panels, are glass panes easily broken? Is the door capable of being opened when the glass panel is broken? Is the unlocking handle painted red? Is the direction the handle must be pushed or pulled to open the door indicated? Is the door labeled Fire equipment: in case of fire, break glass and operate red handle? [recommended]
9. When fire extinguishers are enclosed in locked cabinets and doors are completely glass, are doors labeled In case of fire, break glass? [recommended]
10. Are extinguishers installed on the hangers or on the supplied brackets, mounted in cabinets, or set on shelves unless the extinguishers are of the wheeled type? [recommended]
11. Are extinguishers installed where they are subject to physical damage protected from impact? [recommended]

Training and Education

12. When employees are expected to use fire extinguishers, have they been trained in the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting? [29 CFR 1910.157(g)(1)]
13. Is this training given at the time of initial assignment and annually thereafter? [29 CFR 1910.157(g)(2)]

Selection and Distribution

14. According to the table that follows, are portable fire extinguishers selected and distributed based on the classes (see class definitions at end of checklist) of anticipated fires and on the size and degree of hazard that would affect their use? [29 CFR 1910.157(d)(1)]

First Hazard Class	Maximum Permitted Distance to Portable Fire Extinguisher
A	75 feet[1]
B	50 feet[2]
C	50-75 feet[3]
D	75 feet[4]

[1] Uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use may be used instead of Class A portable fire extinguishers.

[2] Depending on size of extinguisher and size of fire hazard, a maximum 30 feet travel distance may be required.

[3] Use existing Class A or Class B hazards to determine the required pattern.

[4] Required where combustible metal powders, flakes, shavings or similarly sized products are generated at least once very two weeks.

Inspection, Maintenance, and Testing

15. Are portable fire extinguishers inspected monthly? [29 CFR 1910.157(e)(2)]
16. Are portable fire extinguishers subjected to an annual maintenance check? [29 CFR 1910.157(e)(3)]
17. Does each extinguisher have a tag or label securely attached that indicates the month and year the inspection, maintenance, states that recharging was performed and identifies the person performing the service? [recommended]
18. Are records of the annual maintenance check kept and retained for at least a year? [29 CFR 1910.157(e)(3)]
19. When portable fire extinguishers are removed for service, are standby or spare units temporarily installed of the same type and capacity? [29 CFR 1910.157(e)(5)]
20. Are stored pressure dry chemical extinguishers that require a 12-year hydrostatic test emptied and subjected to applicable maintenance procedures every 6 years? [29 CFR 1910.157(e)(4)]

    Note: Dry chemical extinguishers with non-refillable disposable containers are exempt from this requirement.

Hydrostatic Testing

21. Are extinguishers hydrostatically tested at the intervals listed in the table below? [29 CFR 1910.157(f)(2)]

Type of Extinguishers	**Test Interval (years)**
Stored pressure water and/or antifreeze	5
Wetting agent	5
Aqueous film forming agent (AFFF)	5
Dry chemical with stainless steel	5
Carbon dioxide	5
Dry chemical, stored pressure, with mild steel, brazed brass or aluminum	12

shells	
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated with mild steel shells	12

22. Is hydrostatic testing performed by trained persons with suitable testing equipment and facilities? [29 CFR 1910.157(f)(1)]
23. Are hydrostatic testing certification records maintained that show the date of the test, the signature of the person who performed the test, and the serial number (or other identifier) of the fire extinguisher that was tested? [29 CFR 1910.157(f)(16)]

Definitions

Class A Fire: a fire involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.

Class B Fire: a fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.

Class C Fire: a fire involving energized electrical equipment where safety requires the use of electrically nonconductive extinguishing media.

Class D Fire: a fire involving combustible metals such as aluminum, magnesium, titanium, zirconium, sodium, lithium, and potassium.

Incipient Stage Fire: a fire that is in the initial or beginning stage and can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.

Portable Hand and Power Tools

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist applies to hand and portable power tools and equipment including pneumatic power tools. Fixed and portable abrasive wheels and tools, and fixed woodworking machinery are covered in other checklists.

General Requirements

1. Are all portable hand or power tools maintained in a safe condition? [29 CFR 1926.300(a)]
2. If compressed air is used for cleaning purposes, is it used at pressures less than 30 psi and only with effective chip guarding and personal protective equipment? [29 CFR 1910.242(b) and 1926.302(b)(4)]
3. Are power tools equipped and used with guards whenever possible? [29 CFR 1926.300(b)(1)]
4. Are all belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating or moving parts of equipment guarded if operator is exposed to contact or if they otherwise create a hazard? [29 CFR 1926.300(b)(2)]
5. Is all necessary personal protective equipment provided whenever the use of hand and power tools could create falling, flying or splashing debris, or harmful dusts, fumes, mists, vapors, or gases. [29 CFR 1926.300(c)]
6. If tools and equipment are brought in from home, are they subject to the same safety requirements as supplied tools and equipment? [29 CFR 1910.242(a)]
7. Are all chain saws, percussion tools, and hand-held powered circular saws (with blades greater than 2 inches in diameter) equipped with a constant pressure switch that shuts off power when released? [29 CFR 1910.243(a)(2)(i); and 1926.300(d)(3)]

8. Are all hand-held powered drills; tappers; fastener drivers; horizontal, vertical and angle grinders (with wheels greater than 2 inches in diameter); disc sanders (with discs greater than 2 inches in diameter); belt sanders; reciprocating saws; saber, scroll, jig saws (with blade shanks greater than a nominalone-fourth (1/4) inch); and other similarly power tools equipped with a constant pressure switch or control? [29 CFR 1910.243(a)(2)(ii) and 1926.300 (d)(1)-(3)]

   Note: They may be equipped with a lock-on control provided the turnoff can be accomplished by a single motion by the same finger or fingers that turns it on. The Construction standard requires a "momentary contact on-off control" instead of a constant pressure switch or control. This means that if the switch is pressed, the tool turns on and if the switched is pressed again, the tool turns off.

9. Are all-hand held powered platen sanders, grinders (with wheels two-inch diameter or less), routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jig saws (with blade shanks one-fourth (1/4) of an inch wide or less), equipped with a positive "on-off" control? [29 CFR 1910.243(a)(2)(iii) and 1926.300(d)(1)]

   Note: A positive "on-off" control means a switch that you must push to turn the tool on and then push again to turn it off. Control switches as described in questions seven and eight may also be used.

10. On hand-held power tools, is the operating control located so as to minimize the possibility of accidental operation? [29 CFR 1910.243(a)(2)(iv)]

    Note: This requirement does not apply to concrete vibrators, concrete breakers, powered tampers, jackhammers, rock drills, garden appliances, household and kitchen appliances, personal care appliances, medical or dental equipment, or to fixed machinery.

11. Are all portable power driven circular saws (with blade diameter greater than 2 inches) equipped with guards above and below the base plate or shoe? [29 CFR 1910.243(a)(1)(i) and 1926.304(d)]

    Note: This requirement does not apply to meat cutting saws.

12. Does the upper guard on a circular saw cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts? [29 CFR 1926.304(d)]
13. Does the lower guard on a circular saw cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work? [29 CFR 1926.304(d)]
14. When a circular saw is removed from the material being sawed, does the lower guard automatically and instantly return to the covering position? [29 CFR 1926.304(d)]
15. Are belt sanding machines provided with guards at each nip point, where the sanding belt runs onto a pulley? [29 CFR 1910.243(a)(3)]
16. If a saw cracks, is it immediately removed from service? [29 CFR 1910.243(a)(4)]

17. Are all portable, electrically powered tools properly grounded or double insulated? [29 CFR 1910.243(a)(5) and 1926.302(a)(1)] (See checklist for Electrical--Wiring Design and Protection)
18. Are impact tools, such as drift pins, wedges, and chisels, kept free of mushroomed heads? [29 CFR 1926.301(c)]
19. Are the wooden handles of tools kept free of splinters or cracks and are they fixed tightly in the tool? [29 CFR 1926.301(d)]
20. Is it prohibited to lower or hoist a tool by the cord? [29 CFR 1926.302(a)(2)]
21. Do woodworking tools meet the American National Standards Institute (ANSI) safety codes? [29 CFR 1926.304(f)]

Pneumatic Power Tools and Hose

22. Are pneumatic power tools secured to the hose or whip by some positive means, so as to prevent the tool from being accidentally disconnected? [29 CFR 1926.302(b)(1)]
23. Are safety clips or retainers used on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled? [29 CFR 1910.243(b)(1) and 1926.302(b)(2)]
24. Are all pneumatically driven nailers, staplers, and other similar equipment which have automatic fastener feeds and which operate at more than 100 psi pressure at the tool equipped with a safety device on the nozzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface? [29 CFR 1926.302(b)(3)]
25. Are all compressed air hoses and hose connections designed for the pressure and service to which they are subjected? [29 CFR 1910.243(b)(2) and 1926.302(b)(5)]
26. Is it prohibited to lower or hoist tools by the hose? [29 CFR 1926.302(b)(6)]
27. Do all hoses (exceeding one-half inch inside diameter) have safety devices at the source of the supply or branch line, to reduce pressure in case of hose failure? [29 CFR 1926.302(b)(7)]
28. Are airless spray guns [of the type which atomize paints and fluids at high pressure (1,000 pounds or more per square inch)] equipped with automatic or visible manual safety devices which prevent accidental release of paint or fluid? [29 CFR 1926.302(b)(8)]

    Note: In lieu of the above, a diffuser nut which will prevent high pressure, high velocity release while the nozzle tip is removed, plus a nozzle tip guard which will prevent the tip from coming in contact with the operator (or other equivalent protection) shall be provided.

29. Are all fuel powered tools stopped while being refueled, serviced, or maintained? [29 CFR 1926.302(c)(1)]
30. Is all fuel transported, handled, and stored in accordance with applicable regulations? [29 CFR 1926.302(c)(1)]
31. When fuel powered tools are used in enclosed spaces, are measures taken to prevent the build-up of toxic gases? [29 CFR 1926.302(c)(2)]

Portable Ladders

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards 29 CFR 1910.25 (portable wooden ladders) and 29 CFR 1910.26 (portable metal ladders). It applies to wooden and metal ladders, including step ladders. It does not apply to stockroom step ladders, aisle-way step ladders, & shelf ladders.

Portable Wooden Ladders

1. Are all wooden ladder parts (a) sound, (b) free of sharp edges and splinters, and (c) on visual inspection, free from shake, wane, compression failure, decay, or other irregularities? [29 CFR 1910.25(b)(1)(i)]
2. Are all portable wooden step ladders 20 feet or less in length? [29 CFR 1910.25(c)(2)]
3. Is the portable step ladder of uniform step spacing and less than 12 inches apart? [29 CFR 1910.25(c)(2)(i)(b)]
4. Is the inside width between side rails of each portable step ladder at least 11-1/2 inches? [29 CFR 1910.25(c)(2)(i)(c)]
5. Is the metal spreader or locking device of portable step ladders of sufficient size and strength to securely hold the front and back sections in the open position? [29 CFR 1910.25(c)(2)(i)(f)]

6. Are all single wooden ladders 30 feet or less in length? [29 CFR 1910.25(c)(3)(ii)(a)]
7. Are all two-section wooden extension ladders 60 feet or less in length? [29 CFR 1910.25(c)(3)(iii)(a)]
8. Are all wooden ladders in good condition with the joint between the step and siderails tight? Are all hardware and fittings securely attached? Are the movable parts operating freely without binding or undue play? [29 CFR 1910.25(d)(1)(i)]
9. Are the metal bearings of locks, wheels, pulleys, etc. frequently lubricated? [29 CFR 1910.25(d)(1)(ii)]
10. Is frayed or badly worn rope replaced? [29 CFR 1910.25(d)(1)(iii)]
11. Are the safety feet or other auxiliary equipment kept in good condition? [29 CFR 1910.25(d)(1)(iv)]
12. Are wooden ladders inspected frequently? Are those with defects withdrawn from service for repair or destruction and tagged or marked as Dangerous, do not use? [29 CFR 1910.25(d)(1)(x) and (d)(2)(viii)]

    Note: Wooden ladders with missing steps, rungs, or cleats; broken siderails; or other faulty equipment must not be used. Discarded ladders should be cut down the center of the rungs.

13. Are rungs kept free of grease and oil? [29 CFR 1910.25(d)(1)(xi)]
14. Are wooden ladders used and placed so that the horizontal distance from the top support to the foot of the ladder is one quarter of the working length of the ladder (the length along the ladder between the foot and the top support)? [29 CFR 1910.25(d)(2)(i)]
15. Is the ladder (a) placed to prevent slipping, (b) lashed, or (c) held in position? [29 CFR 1910.25(d)(2)(i)]
16. Is the use of wooden ladders in the horizontal position prohibited? [29 CFR 1910.25(d)(2)(i)]

    Note: Ladders must never be used as platforms, runways, or scaffolds.

17. Is only one person allowed on the ladder at one time? [29 CFR 1910.25(d)(2)(ii)]
18. Are ladders placed away from the front of doors that open toward the ladder unless the door is blocked, locked, or guarded? [29 CFR 1910.25(d)(2)(iv)]
19. Are ladders always placed on stable bases? [29 CFR 1910.25(d)(2)(v)]

    Note: Ladders must never be placed on boxes, barrels, or other unstable bases.

20. Is the splicing of short ladders together prohibited? [29 CFR 1910.25(d)(2)(ix)]
21. Is the use of the tops of stepladders as steps prohibited? [29 CFR 1910.25(d)(2)(xii)]
22. When in use, do all 36-foot or less two-section extension wooden ladders have a minimum overlap of 3 feet between the two sections? [29 CFR 1910.25(d)(2)(xiii)]
23. When in use, do all 36- to 48-foot two-section extension wooden ladders have a minimum overlap of 4 feet between the two sections? [29 CFR 1910.25(d)(2)(xiii)]
24. When in use, do all 48- to 60-foot two-section extension wooden ladders have a minimum overlap of 5 feet between the two sections? [29 CFR 1910.25(d)(2)(xiii)]

25. If ladders are used to gain access to a roof, are they extended at least 3 feet above the point of support? [29 CFR 1910.25(d)(2)(xv)]
26. Are all portable rung ladders equipped with nonslip bases where a hazard of slipping exists? [29 CFR 1910.25(d)(2)(xix)]

    Note: Nonslip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used.

Portable Metal Ladders

27. Are metal ladders maintained in good usable condition at all times? [29 CFR 1910.26(c)(2)(iv)]
28. Are the rungs and steps of portable metal ladders corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping? [29 CFR 1910.26(a)(1)(v)]
29. Are all portable metal single ladders 30 feet or less in length? [29 CFR 1910.26(a)(2)(ii)]
30. Are all portable metal two-section ladders 48 feet or less in length? [29 CFR 1910.26(a)(2)(ii)]
31. If a portable metal ladder tips over, is it inspected immediately for damage? [29 CFR 1910.26(c)(2)(vi)(a)]

    Note: The inspection must include looking for dents, bends, or excessively dented rungs; and checking all rungs to siderail connections, checking hardware connections, and checking rivets for shears.

32. If metal ladders are exposed to oil and grease, are they cleaned immediately? [29 CFR 1910.26(c)(2)(vi)(d)]
33. Are metal ladders with defects marked and taken out of service until repaired by either the maintenance department or the manufacturer? [29 CFR 1910.26(c)(2)(vii)]
34. Are metal ladders placed at the proper angle? [29 CFR 1910.26(c)(3)(i)]

    Note: That is, the base distance from the vertical wall to the ladder is one fourth the working length of the ladder or height at which the ladder touches the wall.

35. Is the use of a metal ladder as a brace, skid, guy or gin pole, gangway, or for other uses than that which the ladder was intended prohibited? [29 CFR 1910.26(c)(3)(vii)]
36. Has inspection been conducted to determine if metal ladders might contact energized conductors? [29 CFR 1910.26(c)(3)(viii)]

    Note: The use of metal ladders should be prohibited wherever they might make contact with energized electrical conductors.

Respiratory Protection

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

Guidelines

This checklist applies to the use of either atmosphere-supplying or air-purifying respirators being worn, voluntarily or otherwise, for comfort or to protect health. The checklist is divided into three sections. "Section One" should be used if filtering facepiece (dust mask) respirators are voluntarily used. "Section Two" should be used if respirators other than dust masks are voluntarily used. "Section Three" should be used if respirators are required to protect individuals from exposure to air contaminants above applicable limits. This checklist does not deal with respirators for immediately dangerous to life or health (IDLH) atmospheres or for emergency escape.

 Questions marked with this symbol may require the help of an outside expert.

Voluntary Use of Filtering Facepieces (Dust Masks)

1. Are filtering facepieces (dust masks) provided which are clean and uncontaminated? [29 CFR 1910.134(c)(2)]
2. Does the use of the dust mask not interfere with the individual's ability to work safely? [29 CFR 1910.134(c)(2)]
3. Has a copy of Appendix D been given to each voluntary wearer? [29 CFR 1910.134(c)(2)(i)]

   Note: A copy of Appendix D is included in this checklist.

Voluntary Use of Respirators Other Than Dust Masks

4. Does the use of the respirator not interfere with the individual's ability to work safely? [29 CFR 1910.134(c)(2)]
5. Has a copy of Appendix D been given to each voluntary wearer? [29 CFR 1910.134(c)(2)(i)]

   Note: A copy of Appendix D is included in this checklist.

6. Is there a written respiratory protection program that includes the following? [29 CFR 1910.134(c)(1)]

a. Medical evaluations of individuals who will wear respirators; and [29 CFR 1910.134(c)(1)(ii)]
b. Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators. [29 CFR 1910.134(c)(1)(v)]

7. Was a medical evaluation performed, before a respirator was used in the workplace, that determined the individual's ability to use a respirator? [29 CFR 1910.134(e)(1)]

   Note: Consult 29 CFR 1910.134(e) for required medical evaluation procedures.

8. Are respirators which are issued for the exclusive use of an individual cleaned and disinfected as often as necessary to be maintained in a sanitary condition?[29 CFR 1910.134(h)(1)(i)]

   Note: Exclusive use means the respirator is used only by one person and is not shared.

9. Are respirators which are issued to more than one individual cleaned and disinfected before being worn by different individuals? [29 CFR 1910.134(h)(1)(ii)]
10. Are respirators stored so as to be protected from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, or damaging chemicals? [29 CFR 1910.134(h)(2)(i)]
11. Are respirators which are used in routine situations inspected before each use and during cleaning? [29 CFR 1910.134(h)(3)(i)(A)]
12. Are respirators that fail an inspection or are otherwise found to be defective removed from service and either discarded or repaired? [29 CFR 1910.134(h)(4)]

Respirators Required or Respirators Needed to Protect an Individual's Health

13. Have engineering controls been employed, where possible, to prevent or reduce atmospheric contamination? [29 CFR 1910.134(a)(1)]

Note: Measures may include enclosure or confinement of an operation, general and local ventilation, and substitution of less toxic materials.

14.  Is there a written respiratory protection program? [29 CFR 1910.134(c)(1)]
15. Does the written respiratory protection program include procedures for selecting respirators for use in the workplace? [29 CFR 1910.134(c)(1)(i)]
16. Does the written respiratory protection program include medical evaluations of individuals who will wear respirators? [29 CFR 1910.134(c)(1)(ii)]
17. Does the written respiratory protection program include fit testing procedures for tight-fitting respirators? [29 CFR 1910.134(c)(1)(iii)]
18. Does the written respiratory protection program include procedures for proper use of respirators in routine as well as reasonably foreseeable emergency situations? [29 CFR 1910.134(c)(1)(iv)]
19. Does the written respiratory protection program include procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators? [29 CFR 1910.134(c)(1)(v)]
20. Does the written respiratory protection program include procedures to ensure adequate air quality, quantity, and flow of breathing air for atmosphere- supplying respirators? [29 CFR 1910.134(c)(1)(vi)]
21. Does the written respiratory protection program include training of individuals with regards to the respirator hazards to which they are potentially exposed during routine and emergency situations? [29 CFR 1910.134(c)(1)(vii)]
22. Does the written respiratory protection program include training of individuals in the proper use of respirators, including putting on and removing them, limitations of use, and their maintenance? [29 CFR 1910.134(c)(1)(viii)]
23. Does the written respiratory protection program include procedures for regularly evaluating the effectiveness of the program? [29 CFR 1910.134(c)(1)(ix)]
24. Has a program administrator been designated who is qualified by appropriate training and experience to administer or oversee the respiratory protection program and conduct the required evaluations of program effectiveness? [29 CFR 1910.134(c)(3)]
25. Are respirators, training, and medical evaluations provided at no cost to individuals? [29 CFR 1910.134(c)(4)]
26. Are respirators selected on the basis of the anticipated hazards? [29 CFR 1910.134(d)(1)(i)]
27. Are all respirators NIOSH certified? [29 CFR 1910.134(d)(1)(ii)]
28.  Has a potential respiratory hazard(s) been identified and evaluated? [29 CFR 1910.134(d)(1)(iii)]

Note: This evaluation shall include a reasonable estimate of a person's exposure to respiratory hazard(s) and an identification of the contaminant's chemical state and physical form. Although personal air monitoring is the most reliable and accurate method to determine exposure, it is not required.

29. Are medical evaluations performed, before a respirator is used in the workplace, to determine an individual's ability to use a respirator? [29 CFR 1910.134(e)(1)]

    Note: The employer may discontinue medical evaluations when the individual is no longer required to use a respirator. Consult 29 CFR 1910.134(e) for required medical evaluation procedures.

30. Has an appropriate qualitative fit test or quantitative fit test been conducted on individuals who are using tight-fitting respirators? [29 CFR 1910.134(f)(1)]

    Note: A record of the fit test should be maintained to document compliance.

31. Was the fit test conducted prior to the initial use of the respirator, whenever a different facepiece (size, style, model or make) is used, and at least annually thereafter? [29 CFR 1910.134(f)(2)]
32. Is the wearing of tight-fitting respirator facepieces prohibited whenever any condition that interferes with the face-to-facepiece seal or valve function is present? [29 CFR 1910.134(g)(1)(i)]

    Note: Facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function is prohibited.

33. Are corrective glasses or goggles or other personal protective equipment worn so as not to interfere with the seal of the facepiece to the face of the user? [29 CFR 1910.134(g)(1)(ii)]
34. Is a user seal check performed by the employee each time a tight fitting respirator is put on? [29 CFR 1920.134(g)(1)(iii)]

    Note: User seal checks include positive and negative pressure checks to identify potential leakage around the facepiece.

35. Do individuals leave the respirator use area to wash their faces and facepieces as necessary, to replace filter, cartridge, or canister elements, or if they detect vapor or gas breakthrough, changes in breathing resistance, or facepiece leakage? [29 CFR 1910.134(g)(2)(ii)]
36. Are respirators which are issued for the exclusive use of an individual cleaned and disinfected as often as necessary to be maintained in a sanitary condition? [29 CFR 1910.134(h)(1)(i)]
37. Are respirators which are issued to more than one individual cleaned and disinfected before being worn by different individuals? [29 CFR 1910.134(h)(1)(ii)]
38. Are respirators stored so as to be protected from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture or damaging chemicals? [29 CFR 1910.134(h)(2)(i)]
39. Are respirators which are used routinely inspected before each use and during cleaning? [29 CFR 1910.134(h)(3)(1)(A)]
40. Are respirators that fail an inspection or are otherwise found to be defective removed from service and either discarded or repaired? [29 CFR 1910.134(h)(4)]

41. Does compressed breathing air meet the requirements for Grade D Breathing Air? [29 CFR 1910.134(i)(1)(ii)]

    Note: Documentation of breathing air quality should be maintained to show compliance.

42. Are compressors used to supply breathing air situated so as to prevent entry of contaminated air into the air supply system? [29 CFR 1910.134(i)(5)(i)]
43. Are compressors used to supply breathing air constructed so as to minimize moisture content? [29 CFR 1910.134(i)(5)(ii)]
44. Are compressors used to supply breathing air equipped with air-purifying sorbent beds and filters to further ensure breathing air quality? [29 CFR 1910.134(i)(5)(iii)]
45. Are compressors used to supply breathing air provided with tags indicating the most recent date on which the air-purification filters or sorbent beds were changed, along with the signature of the authorized person performing the change? [29 CFR 1910.134(i)(5)(iv)]
46. Are high temperature or carbon monoxide alarms, or both, present on oil-lubricated compressors to monitor carbon monoxide levels? [29 CFR 1910.134(i)(7)]
47. Are filters, cartridges and canisters labeled and color-coded with the NIOSH approval label? [29 CFR 1910.134(j)]
48. Has training been provided to individuals who wear respirators on why the respirator is necessary and its proper use, fit, and maintenance? [29 CFR 1910.134(k)(1)(i)]
49. Has training been provided to individuals who wear respirators on the capabilities and limitations of the respirator? [29 CFR 1910.134(k)(1)(ii)]
50. Has training been provided to individuals who wear respirators on how to use the respirator in emergency situations? [29 CFR 1910.134(k)(1)(iii)]
51. Has training been provided to individuals who wear respirators on how to inspect, put on and remove, use, and check the seals of the respirator? [29 CFR 1910.134(k)(1)(iv)]
52. Has training been provided to individuals who wear respirators on procedures for maintenance and storage of the respirator? [29 CFR 1910.134(k)(1)(v)]
53. Has training been provided to individuals who wear respirators on how to recognize medical signs and symptoms that may limit or prevent the effective use of respirators? [29 CFR 1910.134(k)(1)(vi)]
54. Are workplace evaluations conducted to ensure that the written respiratory protection program is being properly implemented? [29 CFR 1910.134(l)]
55. Are records maintained for 30 years regarding medical evaluations, fit testing, and the respirator program? [29 CFR 1910.134(m)]

Definitions

Dust Mask: a filtering facepiece type respirator.

Engineering Control: physical changes to equipment and operations to reduce exposure to air contaminants. Engineering controls may include: adding local exhaust ventilation, changing to better equipment that release less air contaminants and enclosing operations to prevent exposure.

Filtering facepiece (dust mask): a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.

Grade-D Breathing Air: air quality specified by the Compressed Gas Association Commodity Specification G7.1-1989 as referenced in OSHA 29 CFR 1910.134(i)(1)(ii). It specifies that the oxygen content be 19.5-23.5%, the condensed hydrocarbon concentration be at or below 5 mg/m3, the carbon monoxide concentration be at or below 10 ppm, and the carbon dioxide concentration be at or below 1,000 ppm.

Immediately Dangerous to Life or Health (IDLH): an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

NIOSH "Certified" Respirator: a respirator meeting the requirements of 42 CFR Part 84. All respirators approved by NIOSH have an approval number that looks like this: TC-84A-111 or TC-23C-222. A respirator is "approved" for a specific set of circumstances and conditions. If the particular circumstances or conditions of use exceed those for which it was approved, the respirator may provide inappropriate protection and is no longer considered to be approved. The following are examples of things you can do to invalidate the approvals: altering the respirator in any way such as by removing a strap or interchanging parts; using an air-purifying respirator equipped with organic vapor cartridges for an organic vapor with poor warning properties; using an air-purifying respirator equipped with organic vapor cartridges for an organic vapor at concentrations above the maximum use concentration established by OSHA or NIOSH.

Appendix D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning

and care, and warnings regarding the respirators limitations.

2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.

4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Ergonomics

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

The State of New Mexico (Risk Management Division, Loss Control Bureau) offers Ergonomic Awareness Training and Ergonomic Assessor Training/Certification.

Ergonomics is the science that seeks to adapt tasks and tools to fit the person. It's a way of looking at the design of tasks, tools, equipment, workplace layouts, and the overall organization of work to fit the job to the person, rather than the person to the job. By understanding how to analyze office tasks for potential ergonomic health hazards and how to create solutions to eliminate them, you can help employees work in ways that reduce the risk of repetitive stress injuries, control the costs associated with those injuries, and increase everyone's safety.

Ergonomic Awareness Training Course

- This workshop provides information on improvements that can be made to the office environment in order to minimize employee discomfort and risks of injury. In addition, students will learn about how the body works, how injuries are caused, the risk factors associated with office work, and methods to reduce and/or eliminate those risk factors.

Ergonomic Assessor Training Course

- Identify the anatomical areas susceptible to injuries and differentiate the causes, signs and symptoms of repetitive stress injuries;
- Learn the elements and application of a basic office ergonomics assessment form;
- Recognize and prioritize office equipment challenges, and select appropriate office equipment and accessories to address those challenges;
- Demonstrate and practice prevention strategies;
- Practice ergonomics problem solving;
- Certification to perform agency in-house ergonomic assessments;

Ergonomics

1. Do you train employees on recognizing potential ergonomic risks such as posture, force, repetition, contact stress, and vibration?

2. Do you provide specific training to employees concerning how they can properly perform their jobs and use their tools to decrease ergonomic-related injuries? (Ergonomic Awareness Training)

3. Have ergonomic analyses been performed and records maintained for various job tasks in the plant? (Ergonomic Assessments)

4. Do job tasks require repeated or prolonged raising of the hands above shoulder height?

5. Are employees' necks and shoulders placed in an awkward position, such as the head turned to the side, bent forward or bent backward, to view job tasks?

6. Do job tasks create pressure points between any parts of the body and the workstation or tool surface (wrists, forearms, back of thighs)?

7. Can work be done directly in front of the body without bending the torso?

8. Do you provide rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive motion tasks? (Micro Breaks & Mini Breaks)

9. Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed to minimize strain on all parts of the body? (*Such as without elevated or extended reaches; bending or twisting of the back, neck or wrist; slick, too small or too large tool handles; etc.*)

10. Is office furniture and equipment adjusted, positioned and arranged to minimize strain on all parts of the body? (*Such as furniture that allows the feet to be placed flat on the floor; the buttocks, thighs and back to be completely and evenly supported; the arms supported but still able to rest comfortably at the side, etc.*)

11. Does the primary reach envelope contain the most frequently accessed items (and most frequently-performed tasks)?

12. Are mechanical lifting assists provided when necessary?

13. Have employees received training in safe-lifting practices? (Back Safety)

14. Are work materials ergonomically positioned for safe lifting?

General Safety/Housekeeping

Self-Inspection Checklist

Name of Agency:
Date of Inspection:
Signature of Inspector:

1. Are fire hazards minimized by reducing the presence and amounts of combustible loading (paper/cardboard), and other materials that may represent a fire hazard?

2. Are all exits and aisles clear of obstructions, allowing for clear evacuation of the occupancy (building)?

3. Are all trash, scrap, and waste materials placed in proper containers?

4. Are oily rags and materials contaminated with flammable or hazardous substances contained in covered metal containers?

5. Are hazardous materials disposed of in approved (& labeled) containers (intended for the purpose)?

6. Are equipment and materials stored in their assigned locations?

7. Is IAQ maintained by cleaning air vents and filters for ventilation efficiency?

8. Are boxes, drums, and piles stacked properly to eliminate safety hazards?

9. Are tools and unused materials removed and properly dispositioned after finishing a job or before leaving the job site?

10. Are spills cleaned up promptly according to procedures, using personal protective equipment (PPE) where necessary?

11. Are environmental, health, and safety hazards identified and reported for immediate resolution?

12. Are empty containers and pallets staged in designated locations?

13. Are portable fire extinguishers, sprinklers heads, and exits unobstructed?
14. Are LOTO procedures followed?

15. Are all stairwells free of combustible materials and other obstructions?

16. Are protected areas of egress (enclosed stairs) maintained with properly latched and closed doors?

17. Are chairs, tables, boxes, or other items used as ladders to reach high places?

18. Are small appliances and power tools (with metal enclosures) provided with a three-wire cord and separate equipment ground (ground pin)?

Healthcare Facility Inspection Checklist

Self-Inspection Checklist

Name of Agency:

Date of Inspection:
Signature of Inspector:

		OK	NOT	
Signage				
	1			Hours of operation posted at entrance
	2			Rash Sign posted at entrance
	3			No Smoking Sign Posted at entrance
	4			Mssion Statement Posted in Lobby
	5			Patient rights, grievance form, pain info posted in lobby
	6			Staff wearing ID badge
	7			Egress Maps Posted
	8			Exits clearly marked with arrows
	9			Wayfinding signs installed
	10			Pain posters in exam rooms
	11			Title 17 regulations on site in X-Ray Dept.
	12			CLIA Certificate posted in lab
	13			Radiology supervisign Physician certificate posted in X-ray and not expired
	14			How does the clinic mark the eye chart on the floor for 10 and 20 feet.
	15			Inappropriate postings removed - (taped up signs)
	16			Outdoor signage (monument, can, pole sign)
Grounds				
	17			Parking lot clean and free of debris
	18			Landscaping neat, trimmed and thriving
	19			Handicap Parking compliant
	20			Asphalt free of pot holes
	21			Parking lot striping legible
	22			Storage areas free of junk
Housekeeping				
	23			Front waiting room clean
	24			Waiting room funiture clean and in good repair
	25			Restrooms clean and in good repair
	26			Carpet and flooring in good repair, clean and hazard free
	27			Hallways free of clutter
	28			Exam rooms clean, free of dirt and dust
	29			Exam Tables in good repair, free of tears and functional
	30			Nothing under the sink anywhere
	31			Stored goods on pallets or 6" off the ground
	32			Ceiling Tiles free of stains
	33			HVAC vents clear of dust
	34			Window treatments clean and in good repair
	35			Equipment clean- move tables check ledges
	36			Soap dispensors stocked and not mixed
	37			Paper dispensors stocked
	38			Janitor area clean - MSDS book present
	39			No push pins- just thumbtacks
	40			trash cans have self closing lids
	41			Condition of Toy table if present
	42			All chemicals labled
	43			Condition of Paint
	44			Condition of Wall Base

Life Safety

45			Nurse call button functioning in patient RR
46			Storage below 18" in Sprinklered Buidlings
47			Water temperature at handwashing sinks
48			Generator present and operational
49			Fire Extinguishers tagged and checked monthly
50			Pediplugs in all outlets
51			No space heaters, fans, or extension cords
52			HAZMAT Spill kit
53			Biohazard area locked, signage, documents in tact
54			Extra O2 tanks secured
55			Eyewash station checked weekly and logged- proper temperature
56			Mercury spill kit
57			Personal protective equipment available
58			Water and Gas Shutoffs clearly marked
59			Shelving is bolted to the wall
60			Medical Records room clean orderly charts in stacks only.
61			SITE MSDS book
62			Electrical Breaker Boxes clear of equipment
63			Emergency Response Equipment / Survival Kit

HIPAA

64			No open sign in sheets
65			no computer screens visable to the public
66			FAX machines out of patient view
67			Observe checkin process- confidential

Nursing

68			No outdated Supplies Medications, Sample meds
69			Medication separated by Oral, injectionable, etc
70			Refrigerator - temps and usage correct
71			No Rx pads lying around
72			Cupboards with locks are locked
73			No Syringes left in exam room
74			Medication Storage area secure
75			Does the clinic have both injectionable benadryl and epinephrine
76			Does the clinic have oral benadryl
77			Sterilization log noted with temp., length of run, date, time, items in load, initials
78			Spore Testing monthly for medial, weekly for
79			Supply room locked
80			Sharps boxes no more than 3/4 full
81			All patient equipment tagged and up to date
82			Blue and White Pharmacy box locked and dated less than 6 months.

APPENDIX C

SAMPLE 2

Annual Safety Inspections

The best accident is the one that never happens. Creating the safest possible workplace is an important goal of the workers' compensation system. When accidents happen, you lose the productivity of the injured worker and perhaps that of other employees who are diverted from their work. You incur administrative costs and your insurance premiums can rise. If you have to train replacement employees, you lose the value of the investment you have put into the injured worker. When accidents are prevented, all these costs are avoided and your organization will improve. Safety programs help to reduce the cost of workers' compensation insurance and avoid costly increases in other types of business insurance.

Having a workplace without accidents is not a matter of luck. Most accidents arise from known, identifiable hazards in combination with human error, lack of knowledge or inattention. The way to prevent accidents is to:

☐ eliminate hazards through safety inspections and prevention; and

☐ eliminate human error through employee training.

Safety inspection requirement

A safety inspection is a detailed examination of a work environment to identify hazards and make sure that hazards are managed, controlled or eliminated.

The New Mexico workers' compensation law (§52-1-6.2 NMSA) requires all employers to have an annual safety inspection if:

☐ your workers' compensation insurance premium is $15,000 or more;

☐ you are a self-insured business; or

☐ you pay $15,000 or more as a member of a self-insured group.

All other employers are encouraged to have an annual safety inspection and to develop their

own safety program (see “How to Develop a Safety Program”, located at theWCA website: www.workerscomp.state.nm.us).
This publication explains the safety inspection requirements and the suggested inspection format presented satisfies the Workers’ Compensation Administration (WCA) ***minimum standard*** for conducting a safety inspection under the Rules of theWCA, 11.4.2.9 NMAC.
Businesses are required to submit proof of a safety inspection to theWCA within thirty (30) days of the completion of the inspection. This publication contains an affidavit that is to be completed and

submitted to theWCA’s safety program manager. The business may attach a list with the address of all facilities that were included on the inspection.
Though the responsibility for reporting is with the business, the insurance carrier may report completed inspections, provided the insurance carrier conducted the inspection.

Alternatives to the required annual safety inspection

Any workplace that is receiving safety inspections from another source, such as OSHA, an industry association or a parent company, does not need additional safety inspections to meet the requirement, provided such safety inspections take place at least once a year and meet the standards set forth in this publication. Complete and send the Affidavit located at the back of this publication to the WCA.
Any employer whose annual workers’ compensation insurance premium is less than $5,000 is strongly recommended to take advantage of a safety inspection program even though they are not required to do so.

Who may conduct a safety inspection:

1. A senior manager or dedicated safety professional employed by the business.
2. A third party safety organization.
3. A safety professional from the insurance company.
4. Safety consultants from the WCA may be contacted to provide training to an employer’s management staff on how to conduct a proper safety inspection.WCA safety consultants are on staff at all offices of theWCA.

Your insurer or self-insurance program is required to provide you with a safety inspection if you request it (§52-1-6.2 (C) NMSA).

The Safety Inspection Process

The steps of the inspection are:
1. Design the inspection.
2. Conduct the walk-through.
3. Record your findings and corrective action plan.

1. DESIGN THE INSPECTION.

The purpose of your safety inspection is to identify hazards in your workplace so that you can eliminate or control them. Before you conduct the actual inspection, gather basic information that will guide you so you know what to look for.
Look at the accident history of your workplace and obtain inspection checklist(s) for your particular industry.

3

Your accident history will give you a good indication of hazards you should take special precautions to avoid. Make a list of the hazards to check. Note that the "hazard" may involve lack of employee training. You can get this information from any workers' compensation claims, Notice of Accident Forms and E1's-First Report of Injury Forms that have been filed. Your insurer or self-insurance program can also provide you with a quarterly report of workers' compensation claim activity if you request it.

Notice of Accident forms that may have been submitted by your employees give you a history of major and minor accidents and could provide useful information for safety improvement. Compare your Notice of Accident forms with your OSHA Forms 300, 301 and 300A for accuracy (you are required to use these forms if you employer 10 or more workers).

Safety inspection checklists for your industry may be available from many sources, including your insurance carrier, your industry association, the American National Standards Institute, the National Safety Council and others. Your trade publications may be a source for safety checklist ideas. The WCA has safety checklists for several common types of business, available free of charge upon request.

2. CONDUCT THE WALK-THROUGH.

Walk through your facility, making detailed examinations of all items that appear on your final inspection checklist. Take adequate time and be thorough. Many hazards can be corrected during the walk-through itself.

Some items on your checklist may involve employee training. For these items it is best to speak directly with the employees to find out whether they have had the necessary training and whether they have learned what they need to know. However, the statutory inspection requirement may be satisfied by checking records to determine whether the training has taken place.

The walk-through is a good time to remind employees of basic safety information such as the location of first-aid kits, fire alarms and extinguishers and the telephone numbers to call in a health or fire emergency. Make sure current, correct emergency telephone numbers are posted, or correct them on the spot.

3. RECORD YOUR FINDINGS AND CORRECTIVE ACTION PLAN.

The product of your walk-through should be a record of items that did not meet safety standards and a statement of the action that you will take to correct the defects. Record your findings on your checklist or make a separate list of action items.

4

BASIC SAFETY CHECKLIST

PHOTOCOPY THIS CHECKLIST BEFORE USING SO YOU CAN REUSE IT.

Company name: _____

Inspection date: _____

Site: _____

Manager conducting inspection: _____

Title: _____

Safety professional conducting inspection: _____

Title: _____

Use this checklist for each area of your workplace. When you locate a hazard, check the "needs work"
category and note the work needed and the location of the item for the corrective action plan.

Health emergency preparation

GOOD NEEDS WORK

Employees have been trained to respond to health emergencies; or instructions are posted.
Emergency telephone numbers (911 or separate numbers for fire, ambulance, etc.) are posted.
First aid supplies and instructions are provided; employees know where to find them.
First aid supplies are suitable for the type of injuries likely to occur in this workplace.
Employees have received "right to know" training on hazardous materials and the use of Material Safety Data Sheets. Employees know where the Material Safety Data Sheets are kept and how to use them.

Housekeeping

GOOD NEEDSWORK

Work areas are clean and orderly to prevent hidden hazards.
5

Fire emergency preparation

GOOD NEEDSWORK

Fire extinguishers are easily accessible and have been checked and serviced as necessary. Fire extinguishers are the appropriate type for the predominant fire hazards.
Fire exits are accessible and unlocked from the inside. The path to fire exits is clear, free of obstacles. There is access to two fire exits from every point in the building.
Emergency escape routes are prominently posted.
Smoke detectors are installed. Batteries were tested during this inspection.
Sprinkler systems are tested.

Fire prevention

GOOD NEEDSWORK

Flammable materials are safely stored in proper containers away from sources of heat and sparks and clearly labeled.
Anything that makes flames or sparks is shielded, and the area is clear of trash, papers and other potential fuel.

Floors, aisles, stairs and entryways

GOOD NEEDSWORK

Floors provide good traction and are free of cracks, bumps and other hazards that could cause trips or falls.
Cleanup materials are provided for water, grease or other materials that could create slippery conditions. Employees are trained to clean up spills promptly.
Aisles are clear, free of tripping hazards and well lighted.
Stairs are in good condition with no loose steps, provided with handrails and

well lighted. Areas under stairways are clear and not used for storage.

Ladders
GOOD NEEDSWORK

Ladders are provided where needed, are of standard construction and in good condition.

Storage
GOOD NEEDS WORK

Stored materials, products and supplies are set in stable, balanced piles, to a reachable height. Sturdy stepladders are provided if necessary.

Machines and equipment
GOOD NEEDS WORK

Machines and equipment are in safe operating condition. Safety guards are in place and in use.
Appropriate tools are provided.
6
Employees are trained to use machines only for the tasks for which they are suitable.

Hand and power tools
GOOD NEEDS WORK

Tools are in good condition. Wires, cords and connections are in good condition.
Employees are trained to use tools only for jobs for which they are suitable.

Electrical
GOOD NEEDS WORK

Grounds are provided on power tools and extension cords.
Equipment is in good operating condition.
Wires are in good condition and free of fraying. Wires and extension cords are not routed over metal objects or through doorways or window openings.
Circuits are not loaded beyond their capacity.

Lighting
GOOD NEEDS WORK

Light is sufficient for each job.
Emergency lighting for power outages is installed.
Emergency lights were tested during this inspection.

Personal protective equipment
GOOD NEEDS WORK

Hard hats, gloves, boots, aprons, ear protectors, masks and other protective equipment are provided where appropriate and are in use.
Goggles or other eye protection is provided and used for any operation that involves flying particles.
Employees are trained in the use of protective equipment.

Back injury prevention
GOOD NEEDS WORK

All employees who do heavy lifting and moving are trained in back injury prevention and proper use of back support belts.
Employees who do heavy lifting and moving stretch and warm up to prevent sudden exertion of cold muscles.
Back support belts are used only to lift.
All employees who are not physically capable of heavy lifting and moving are instructed to leave these tasks to designated, trained employees.

Repetitive motion injury prevention
GOOD NEEDS WORK

All employees who repeat the same movements throughout the day take
7
stretch and exercise breaks several times a day or when appropriate.
When possible, employees are given varied assignments so they can avoid excessive stress on particular body parts while remaining productive.

New employee training
GOOD NEEDS WORK

New employees have been given basic safety training as part of employee orientation.

Automobiles and motor vehicles
GOOD NEEDS WORK

Each motor vehicle is provided with a checklist for routine safety checks by employees assigned to this task and a log for recording routine safety checks by employees.
Each automobile and other motor vehicle is provided with a service and maintenance log for recording regular professional servicing, maintenance and repairs.
Responsibility for regular inspection and servicing of company-owned automobiles has been assigned to specific employees.
Employees are trained to report any safety or mechanical problems to the proper person.
Every vehicle receives regular professional servicing every 3,000 miles, or more often if appropriate.
Vehicles used in long-distance trips are provided with safety equipment, including flashlight, flares, tools and first aid kit.
Spare tire, jack and lug wrench are in place and spare tire is properly inflated.

Crime/violence prevention
GOOD NEEDS WORK

Outdoor lighting is adequate, including parking lot; lights are in working order (observed at night).
Telephones are accessible to all work stations.
Building space is arranged so visitors can be observed.
Building space is arranged so employees will not be trapped in closed spaces.
Security guards, buddy system, or other method is in place for late-night working hours.
Employees have received training on response to threats of violence.
Employees have received training in handling cash, both in the workplace and in transit.
Discreet storage is provided for employee's purses and other personal items.

USE A SEPARATE PAGE FOR INSPECTOR'S COMMENTS.

AFFIDAVIT

STATE OF NEWMEXICO)
) ss.
COUNTY OF _____)
To: Safety Program Manager
Workers' Compensation Administration
Post Office Box 27198
Albuquerque, NM 87125-7198
I, _____, after having been duly sworn, state and affirm that:
1. I am the _____ (job title) of _____ (company name).
2. That the company has completed its statutory requirement for an annual safety inspection.
3. We submit the following information per your request:
Name of business: _____
Federal Employer Identification Number: _____
Business Address:_____
City: _____ State: _____ Zip Code: _____
Email address (ie. Safety Program Manager) _____
Date of Safety Inspection: _____
Inspection performed by: _____
If there are any questions, the WCA should contact _____
at the following phone number _____.

_____
Signature
SUBSCRIBED AND SWORN to before me this _____ day of _____,
20____ by _____.

_____
Notary public
My commission expires:

_____

NEWMEXICO
WORKERS'COMPENSATIONADMINISTRATION

STATE HEADQUARTERS

Mailing Address: Workers' Compensation Administration
PO Box 27198, Albuquerque NM 87125
Location: 2410 Centre Avenue SE (near Yale-Gibson intersection)

In-state toll-free phone: 1-800-255-7965

Local phone 841-6000

REGIONAL OFFICES:

Southeastern regional office at Lovington:
100 West Central, Lovington, NM 88260
Telephone: 575-396-3437
In-state toll-free phone: 1-800-934-2450

Southwestern regional office at Las Cruces:
1120 Commerce Drive, Suite B-1, **Las Cruces,** NM 88011
Telephone: 575-524-6246
In-state toll-free phone: 1-800-870-6826

Northwestern regional office at Farmington:
3535 East 30th Street, Farmington, NM 87401
Telephone: 505-599-9746
In-state toll-free phone: 1-800-568-7310

Northeastern regional office at Las Vegas:
32 NM 65, Las Vegas NM 87701
Telephone: 505-454-9251
In-state toll-free phone: 1-800-281-7889

Roswell Office:
Penn Plaza Bldg., 400 N. Pennsylvania Ave., Ste. 425, Roswell NM 88201
Telephone: 575-623-3781
In-state toll-free phone: 1-866-311-8587

Santa Fe Office:
810 West SanMateo, Suite A-2, Santa Fe, NM 87505
Telephone: 505-476-7381

Internet web site address: http://www.workerscomp.state.nm.us/

HELP & HOTLINE: 1-866-WORKOMP / 1-866-967-5667