COUNTY OF RIVERSIDE
STANDARD SAFETY OPERATIONS MANUAL

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SUBJECT:	Self Inspection Checklist	**EFFECTIVE DATE:**	03/01/97
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PURPOSE: The purpose of this policy is to provide general safety rules for hazard recognition and safety inspection programs.

POLICY: All departments and agencies shall establish and maintain a system for inspecting its facilities, equipment, and operations in compliance with local, state and federal laws and standards.

SCOPE: All County Departments, Agencies and Special Districts

I. INTRODUCTION

The Self Inspection Checklist Section is an extension of the County of Riverside Safety Policy, Board of Supervisors Resolution Number 74-339. It provides minimum safety standards of a general nature for reference by County Supervisors and all employees at all levels.

II. GENERAL REQUIREMENTS

The Self Inspection Checklist contained in this section is not considered to be a replacement for specific safety training of employees or the development of job specific safety procedures and guidelines by departments and agencies.

III. MAKEUP AND PURPOSE OF CHECKLISTS

These safety requirements have been written in the form of checklists and grouped homogeneously for use by Departments in conducting required self inspections of their County facilities. This is in accordance with Document 402, paragraph VI of the County Safety Manual. Checklists cover the following subjects:

A. Employer Postings
B. Recordkeeping
C. Injury/Illness Prevention Program
D. Chemicals
E. Electricity
F. Fire Protection
G. Personal Protective Equipment/Clothing
H. Floors and Wall Openings
I. Stairs and Stairways
J. Elevated Surfaces
K. Walkways
L. Exiting – Egress
M. Exit Doors
N. Portable Ladders
O. Portable Hand Tools & Equipment
P. Portable (Power Operated) Tools & Equipment
Q. Abrasive Wheel Equipment (Grinders)
R. Power Actuated Tools
S. Machine Guarding
T. Lockout/Tagout/Blockout Possibilities
U. Welding, Cutting and Brazing
V. Compressors and Compressed Air
W. Compressed Air Receivers/Vessels
X. Compressed Gas Cylinders
Y. Hoist and Auxiliary Equipment
Z. Industrial Trucks & Similar Equipment
AA. Entering Confined Spaces
BB. General Environmental Controls
CC. Toxic Substances
DD. Chemical Exposures
EE. Noise
FF. Fueling
GG. Identification of Piping Systems
HH. Control of Harmful Substances by Ventilation.
II. Sanitizing Equipment and Clothing
JJ. Tire Inflation
KK. Flammable and Combustible Materials
LL. Spraying Operations
MM. Medical Services and First Aid

IV. FACILITIES MANAGERS AND SUPERVISORS USE OF CHECKLISTS

Managers and supervisors of every County facility should select only those checklists that are applicable to their particular facility, deleting individual safety requirements that do not apply to their facility, and compiling one single checklist document. This single document should be copied in sufficient quantity so that it may be used to accomplish all future self inspections and documentation of same. This document should be made part of the Department Safety Program and reviewed annually for addition or deletion of safety requirements as dictated by changes in the facility, equipment or operation.

A. Attached checklists are to be used as guidelines for an effective system of self inspection and documentation.

A.	EMPLOYER POSTINGS	YES	NO	N/A	OTHER
1.	Is the Cal/OSHA Poster "Safety and Health Protection on the Job" displayed in a prominent location where all employees are likely to see it?	[ ]	[ ]	[ ]	[ ]
2.	Are emergency telephone numbers (Cal/OSHA Form S-500) posted where they can be readily found in case of an emergency?	[ ]	[ ]	[ ]	[ ]
3.	Where employees may be exposed to toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records, and "Materials Safety Data Sheets", etc., been posted or otherwise made readily available to affected employees? Is County Hazard Communication Program implemented fully?	[ ]	[ ]	[ ]	[ ]
4.	Are signs concerning "Exiting from Buildings", room capacities, floor loading, exposures to X-ray or other harmful radiation or substances Posted where appropriate?	[ ]	[ ]	[ ]	[ ]
5.	Is the Industrial Welfare Commissions' poster Regulating wages, hours and working conditions posted? (California Minimum Wage poster).	[ ]	[ ]	[ ]	[ ]
6.	Is the Federal Department of Labor's poster regarding "Federal Minimum Wage" displayed?	[ ]	[ ]	[ ]	[ ]
7.	Is the Department of Fair Employment and Housing's poster, "Discrimination or Harassment in Employment is Prohibited" displayed?	[ ]	[ ]	[ ]	[ ]
8.	Is the EDD poster "Notice to Employees - Unemployment Insurance, State Disability Insurance, and Paid Family Leave" displayed?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

A.	**EMPLOYER POSTINGS** - continued		**YES**	**NO**	**N/A**	**OTHER**
	9.	Is the Worker's Comp poster "Notice to Employees – Injuries Caused by Work" displayed?	[ ]	[ ]	[ ]	[ ]
	10.	Is the Federal Department of Labor's poster "Your Rights Under the Federal Family and Medical Leave Act of 1993" displayed?	[ ]	[ ]	[ ]	[ ]
	11.	Is the DFEH "Pregnancy Disability Leave" (Notice A) poster displayed?	[ ]	[ ]	[ ]	[ ]
	12	Is the DFEH "Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave" (Notice B) poster displayed?	[ ]	[ ]	[ ]	[ ]
	13.	Is the EEOC "Equal Employment Opportunity is the Law" poster displayed?	[ ]	[ ]	[ ]	[ ]
	14.	Is the Federal Department of Labor's "Notice Employee Polygraph Protection Act" poster Displayed?	[ ]	[ ]	[ ]	[ ]
	15.	Is the "Protection for Employee Whistleblowers" poster displayed?	[ ]	[ ]	[ ]	[ ]
	16.	Is the California Department of Industrial Relations poster "Payday Notice" displayed?	[ ]	[ ]	[ ]	[ ]
	17.	Is the "Voting Time Off" poster displayed?	[ ]	[ ]	[ ]	[ ]
	18.	Is the "No Smoking Warning" poster displayed?	[ ]	[ ]	[ ]	[ ]

B.	**RECORDKEEPING**		**YES**	**NO**	**N/A**	**OTHER**
	1.	Are all occupational injuries or illnesses, except minor injuries requiring only first aid, being recorded as required on the Cal/OSHA Form 300?	[ ]	[ ]	[ ]	[ ]
	2.	Are employee medical records and records of employee exposure to toxic substances or harmful physical agents up-to-date?	[ ]	[ ]	[ ]	[ ]
	3.	Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years).	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

B.	**RECORDKEEPING** - continued		**YES**	**NO**	**N/A**	**OTHER**
	4.	Are operating permits and records up-to date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?	[ ]	[ ]	[ ]	[ ]
	5.	Are carcinogen use reports filed with Cal/OSHA as required? (Contact Safety Office for list of regulated carcinogens).	[ ]	[ ]	[ ]	[ ]
	6.	Are employee safety health exposure records maintained?	[ ]	[ ]	[ ]	[ ]
	7.	Is documentation of safety inspections and corrections maintained?	[ ]	[ ]	[ ]	[ ]
	8.	Are safety committee meetings and records maintained?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

C.	INJURY/ILLNESS PREVENTION PROGRAM	YES	NO	N/A	OTHER
1.	Do you have a written, effective Injury/Illness Prevention Program?	[ ]	[ ]	[ ]	[ ]
2.	Do you have a person who is responsible and has authority for overall activities of the Illness/Injury Prevention Program? Is this Person identified in the written program?	[ ]	[ ]	[ ]	[ ]
3.	Do you have a system for identifying and evaluating your workplace hazards?	[ ]	[ ]	[ ]	[ ]
4.	Do you systematically correct these hazards in a timely manner?	[ ]	[ ]	[ ]	[ ]
5.	Do you provide training in both general and specific safe work practices?	[ ]	[ ]	[ ]	[ ]
6.	Do you encourage employee participation in health and safety matters?	[ ]	[ ]	[ ]	[ ]
7.	Do you maintain an on-going safety training program? Do you maintain all written training documents for each employee?	[ ]	[ ]	[ ]	[ ]
8.	Do you have a system in place that ensures employees will be recognized for safe and healthful work practices?	[ ]	[ ]	[ ]	[ ]
9.	Are employees disciplined for willful violations or disregard of safe work practices?	[ ]	[ ]	[ ]	[ ]
10.	Is there a system of two-way communication of safety and health concerns in place?	[ ]	[ ]	[ ]	[ ]
11.	If there is no safety committee, is there a system in place for communicating safety and health concerns to employees?	[ ]	[ ]	[ ]	[ ]
12.	On construction sites, is a “Code of Safe Practices” posted?	[ ]	[ ]	[ ]	[ ]
13.	Safety Meetings				
	a. For industrial shops, construction areas, or other high hazard work places, are “toolbox” or “tailgate” meetings conducted every 10 days or sooner	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

C.	INJURY/ILLNESS PREVENTION PROGRAM	YES	NO	N/A	OTHER
13.	Safety Meetings – continued				
	b. In other work sites (e.g. office areas, clinics, non-industrial sections of hospitals, schools, etc.), are safety meetings held at least once a month?	[ ]	[ ]	[ ]	[ ]
14.	Accident Investigations (refer to Document 403, Standard Safety Operations Manual.				
	a. Are all accidents investigated by the supervisor after the accidents have occurred?	[ ]	[ ]	[ ]	[ ]
	b. Are investigation forms completed within 48-hours of occurrence, or as soon as possible?	[ ]	[ ]	[ ]	[ ]
	c. Are copies of completed accident forms forwarded to the County Safety Office within 72-hours of Completion?	[ ]	[ ]	[ ]	[ ]
	d. Is the County Safety Office notified immediately by telephone of all serious incidents involving injury/illness to more than one person, serious disabling injury/illness or death, major property damage or environmental impairment?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

D.	CHEMICALS		YES	NO	N/A	OTHER
	1.	Are employees trained in safe handling practices of hazardous chemicals such as acids, caustics, etc.?	[ ]	[ ]	[ ]	[ ]
	2.	Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, etc.?	[ ]	[ ]	[ ]	[ ]
	3.	To avoid splashing, are tools handled carefully while working around acid or other chemicals?	[ ]	[ ]	[ ]	[ ]
	4.	Are tools neutralized with a reagent and rinsed with water after they have been used on equipment containing hazardous chemicals?	[ ]	[ ]	[ ]	[ ]
	5.	When items have had hazardous chemicals rinsed off of them, is the water discarded down the drain?	[ ]	[ ]	[ ]	[ ]
	6.	Is personal protective equipment (goggles, respirators, aprons, gloves, etc.) worn when the inhalation of fumes/hazardous substances or injurious bodily contact with acids/corrosive materials may occur?	[ ]	[ ]	[ ]	[ ]
	7.	Are acids or caustic spills cleaned up immediately?	[ ]	[ ]	[ ]	[ ]
	8.	Are acid spills cleaned up with an approved absorbent material (acid spills shall not be cleaned up with materials such as sawdust, waste materials or cloth)?	[ ]	[ ]	[ ]	[ ]
	9.	Are containers (vats, tanks, carboys, drums, etc.) of hazardous chemicals/substances plainly labeled as to contents indicating existing hazards and precautionary measures for use?	[ ]	[ ]	[ ]	[ ]
	10.	Do only authorized personnel use pesticides, herbicides, fungicides or any agricultural chemicals having critical toxicity ratings?	[ ]	[ ]	[ ]	[ ]
	11.	Are emergency showers and eye washes provided in work areas where there is a potential of employees coming into contact with hazardous chemicals? (The injured employee must be able to reach an emergency shower and/or eyewash within 10 seconds).	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

D.	**CHEMICALS** – continued			YES	NO	N/A	OTHER
12.	Have written emergency procedures been developed for coping with hazardous chemical spills?			[ ]	[ ]	[ ]	[ ]
13.	Have standard operating procedures been established for chemical handling			[ ]	[ ]	[ ]	[ ]
14.	Are rules posted for specifying the proper safety equipment required in areas where chemicals, hazardous substances, pesticides, herbicides, etc., are stored or handled?			[ ]	[ ]	[ ]	[ ]
15.	Are good housekeeping practices enforced?			[ ]	[ ]	[ ]	[ ]
16.	Is care taken to avoid mixing incompatible chemicals/substances (e.g., hoses being used that are incompatible with chemicals being transferred or supplied through them, incompatible cleaning solvents being mixed, etc.)?			[ ]	[ ]	[ ]	[ ]
17.	Pipelines for carrying chemicals:						
	a.	To prevent or minimize injuries from valve packing failure or failed gaskets and bolted flanges, have valve stems been surrounded by a metal hood or enclosure which would deflect spray away from the person operating the valve?		[ ]	[ ]	[ ]	[ ]
	b.	Are pipelines and valves clearly identified by tags, lettered markings, and distinctive colors?		[ ]	[ ]	[ ]	[ ]
	c.	Are the piping systems locations well lit?		[ ]	[ ]	[ ]	[ ]
	d.	Are pipes periodically inspected for condition and transfer integrity?		[ ]	[ ]	[ ]	[ ]
	e.	Are valves and connectors periodically inspected?		[ ]	[ ]	[ ]	[ ]
	f.	When repairs are necessary, are they promptly accomplished?		[ ]	[ ]	[ ]	[ ]
	g.	Are pipes substantially supported and protected against physical impact and excessive stresses arising from settlement, vibration, expansion or contraction?		[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

D.	**CHEMICALS** – continued		**YES**	**NO**	**N/A**	**OTHER**
	18.	Are tanks and vats installed so that rupture or overflow is contained or controlled through dikes, stumps, etc.?	[ ]	[ ]	[ ]	[ ]
	19.	Are material handling devices such as dollies, hand trucks, etc., used whenever possible to move drums, boxes and carboys?	[ ]	[ ]	[ ]	[ ]
	20.	Are hazardous flammable or explosive chemicals stored in locked earthquake-braced cabinets or enclosures to prevent unauthorized use, potential spills, or release of toxic substances?	[ ]	[ ]	[ ]	[ ]
	21.	Are flammable or toxic chemicals kept in closed containers when not in use?	[ ]	[ ]	[ ]	[ ]
	22.	Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?	[ ]	[ ]	[ ]	[ ]
	23.	Are employees prohibited from eating in areas where hazardous chemicals are present?	[ ]	[ ]	[ ]	[ ]
	24.	If a respiratory protection program is in effect, are employees instructed on the correct usage and limitations of the respirators?	[ ]	[ ]	[ ]	[ ]
	25.	Are the respirators approved by the National Institute for Occupational Safety and Health (NIOSH) for this particular application?	[ ]	[ ]	[ ]	[ ]
	26.	Are respirators regularly inspected, cleaned, sanitized and maintained?	[ ]	[ ]	[ ]	[ ]
	27.	Are personnel medically evaluated, fit tested and trained as required by the County Respiratory Protection Program?	[ ]	[ ]	[ ]	[ ]
	28.	If hazardous substances are used in the work processes, is there a medical or biological monitoring system in operation?	[ ]	[ ]	[ ]	[ ]
	29.	Is ventilation equipment provided for the removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor degreasing? Is it operating properly?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

D.	**CHEMICALS** – continued		**YES**	**NO**	**N/A**	**OTHER**
	30.	Is a general exhaust ventilation system (natural or mechanically induced fresh air movement) used to control dusts, vapors, gases, fumes, smoke, solvents, or mists which may be generated in the work place? Is it adequate?	[ ]	[ ]	[ ]	[ ]
	31.	Is a local exhaust ventilation system (removes contaminants at point where they are produced) being used to control airborne contaminants?	[ ]	[ ]	[ ]	[ ]
	32.	Do employees complain about dizziness, headaches, nausea, irritation or other facts of discomfort when they use solvents or other chemicals?	[ ]	[ ]	[ ]	[ ]
	33.	Is there a dermatitis problem – do employees complain about skin dryness, irritation or sensitization?	[ ]	[ ]	[ ]	[ ]
	34.	Is vacuuming used for clean-up rather than blowing or sweeping dusts?	[ ]	[ ]	[ ]	[ ]
	35.	Are materials which give off toxic, asphyxiant, or anesthetic fumes/vapors stored in remote or isolated locations when not in use?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

E.	ELECTRICITY	YES	NO	N/A	OTHER
1.	Do only authorized and qualified electricians make repairs or work on electrical equipment	[ ]	[ ]	[ ]	[ ]
2.	Are steam, water or oil leaks near electrical equipment reported immediately to the supervisor in charge?	[ ]	[ ]	[ ]	[ ]
3.	Are working surfaces kept dry when working with or near electrical equipment or appliances?	[ ]	[ ]	[ ]	[ ]
4.	Is electrical equipment being used that has frayed, worn or otherwise deteriorated insulation?	[ ]	[ ]	[ ]	[ ]
5.	Do only authorized electricians work on live circuits?	[ ]	[ ]	[ ]	[ ]
6.	Lockout/blockout program:				
a.	Is there an effective program?	[ ]	[ ]	[ ]	[ ]
b.	Are employees given training on lockout/blockout procedures?	[ ]	[ ]	[ ]	[ ]
c.	Is the training documented?	[ ]	[ ]	[ ]	[ ]
d.	Are appropriate employees provided with individually keyed personal safety locks?	[ ]	[ ]	[ ]	[ ]
e.	Are employees required to keep personal control of their key(s) while they have safety locks in use?	[ ]	[ ]	[ ]	[ ]
f.	Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?	[ ]	[ ]	[ ]	[ ]
g.	Is it required that employees check the safety of the lockout by attempting to start up after making sure no one is exposed?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

E.	**ELECTRICITY** - continued	**YES**	**NO**	**N/A**	**OTHER**
	h. Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:				
	1) Are the appropriate electrical enclosures identified?	[ ]	[ ]	[ ]	[ ]
	2) Is a means provided to assure the control circuit can also be disconnected and locked out?	[ ]	[ ]	[ ]	[ ]
	i. When electrical equipment or lines to be serviced, maintained or adjusted, are necessary switches opened, locked-out and blocked-out whenever possible?	[ ]	[ ]	[ ]	[ ]
	7. Are electricians familiar with the Cal/OSHA Electrical Safety Orders?	[ ]	[ ]	[ ]	[ ]
	8. Are all employees required to report as soon as feasible, any obvious hazard to life or property observed in connection with electrical equipment or lines?	[ ]	[ ]	[ ]	[ ]
	9. Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?	[ ]	[ ]	[ ]	[ ]
	10. Are portable electrical tools and equipment grounded, or of the double-insulated type?	[ ]	[ ]	[ ]	[ ]
	11. Are electrical appliances, such as vacuum cleaners, polishers, vending machines, etc., grounded?	[ ]	[ ]	[ ]	[ ]
	12. Do extension cords being used have a grounding conductor?	[ ]	[ ]	[ ]	[ ]
	13. Are multiple plug adapters prohibited?	[ ]	[ ]	[ ]	[ ]
	14. Are ground fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where constructions, demolitions, modifications, alterations or evacuations are being performed?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

E.	**ELECTRICITY** - continued		**YES**	**NO**	**N/A**	**OTHER**
15.	Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?		[ ]	[ ]	[ ]	[ ]
16.	Is exposed wiring, and cords with frayed or deteriorated insulation repaired or replaced promptly?		[ ]	[ ]	[ ]	[ ]
17.	Are flexible cords and cables free of splices or taps?		[ ]	[ ]	[ ]	[ ]
18.	Are clamps or other securing means provided on flexible cords or cables at plug receptacles, tools, equipment, and is the cord jacket securely held in place?		[ ]	[ ]	[ ]	[ ]
19.	Are all cord, cable and raceway connections intact and secure?		[ ]	[ ]	[ ]	[ ]
20.	In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?		[ ]	[ ]	[ ]	[ ]
21.	Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling or similar work is begun?		[ ]	[ ]	[ ]	[ ]
22.	Are metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric, prohibited where they could come into contact with energized parts of equipment or circuit breakers?		[ ]	[ ]	[ ]	[ ]
23.	Is the use of metal ladders prohibited in areas where the ladder or user could come in contact with energized parts of equipment or circuit conductors?		[ ]	[ ]	[ ]	[ ]
24.	Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?		[ ]	[ ]	[ ]	[ ]
25.	Are disconnecting means always opened before fuses are replaced?		[ ]	[ ]	[ ]	[ ]
26.	Do all interior wiring systems include provisions for grounding metal parts or electrical raceways, equipment and enclosures?		[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

E.	**ELECTRICITY** - continued			**YES**	**NO**	**N/A**	**OTHER**
27.	Are all electrical raceways and enclosures securely fastened in place?			[ ]	[ ]	[ ]	[ ]
28.	Are only approved electrical cabinets and enclosures used to house energized circuits and equipment.			[ ]	[ ]	[ ]	[ ]
29.	Are electrical cabinets and enclosures locked to prevent unauthorized access?			[ ]	[ ]	[ ]	[ ]
30.	Is sufficient access and working space provided and maintained about all electrical equipment (e.g., panel boards, safe switches, switchboards, distribution boards, etc.) to permit ready and safe operations and maintenance?			[ ]	[ ]	[ ]	[ ]
31.	Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?			[ ]	[ ]	[ ]	[ ]
32.	Are electrical enclosures such as switches, receptacles, junction boxes, provided with tight fitting covers or plates?			[ ]	[ ]	[ ]	[ ]
33.	Electrical motors:						
	a.	Are disconnecting switches for electrical motors in excess of two horsepower capable of opening the circuit when the motor is in a stalled condition without exploding? (Switches must be horsepower rated <u>equal to or in excess</u> of the motor hp rating).		[ ]	[ ]	[ ]	[ ]
	b.	Is low voltage (under current) protection provided in the control device of motors driving machines which could cause probably injury from inadvertent starting?		[ ]	[ ]	[ ]	[ ]
	c.	Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?		[ ]	[ ]	[ ]	[ ]
	d.	Is the controller for each motor, in excess of horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?		[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

E.	**ELECTRICITY** - continued		**YES**	**NO**	**N/A**	**OTHER**
34.	Are employees who regularly work on or around energized electrical equipment or lines instructed in cardio-pulmonary resuscitation (CPR) methods?		[ ]	[ ]	[ ]	[ ]
35.	Are employees prohibited from working alone on energized lines or equipment over 600 volts?		[ ]	[ ]	[ ]	[ ]
36.	Is plaster or drywall around an electrical outlet box or fitting broken or incomplete?		[ ]	[ ]	[ ]	[ ]
37.	Are electrical control panels oily or dirty?		[ ]	[ ]	[ ]	[ ]
38.	Are outlet boxes, switches and junction boxes that are located or installed in damp or wet locations, corrosion resistant?		[ ]	[ ]	[ ]	[ ]
39.	Do electrical receptacles or boxes have broken parts or missing covers or face plates?		[ ]	[ ]	[ ]	[ ]
40.	Do electrical plugs have broken attachment prongs?		[ ]	[ ]	[ ]	[ ]
41.	Do electrical outlets show any signs of overheating (e.g., soot-like discoloration on receptacle or wall surface)?		[ ]	[ ]	[ ]	[ ]
42.	Are all 15 and 20 ampere attachment plugs and connectors of dead-front construction?		[ ]	[ ]	[ ]	[ ]
43.	Are terminal covers for electrical plugs an integral part of the device and not a removable plastic or fiber disc?		[ ]	[ ]	[ ]	[ ]
44.	Are all electrical panel boards, boxes, cabinets and switch enclosures covered or isolated to prevent accidental contact with live pars and protect equipment from contamination?		[ ]	[ ]	[ ]	[ ]
45.	Are disconnector switches, including service entrance switches, and each feeder and branch circuit, legibly and durably marked at the point of origin to indicate its purpose (proper identification is to be specific: for example, not merely “lights”, but rather “lights” – front lobby)?		[ ]	[ ]	[ ]	[ ]
46.	Are doors on panel boards kept closed?		[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

E.	**ELECTRICITY** - continued		**YES**	**NO**	**N/A**	**OTHER**
47.	Is all electrical equipment (including motors, heaters and appliances) legibly and durably marked with the manufacturer's name or trademark, voltage, current and wattage?		[ ]	[ ]	[ ]	[ ]
48.	Are doors or gates to vaults, equipment rooms and similar enclosures kept locked?		[ ]	[ ]	[ ]	[ ]
49.	Do service entrance doors have panic release devices?		[ ]	[ ]	[ ]	[ ]
50.	Are over-current devices such as fuses and circuit breakers readily available?		[ ]	[ ]	[ ]	[ ]
51.	Is easily ignitable material kept away from circuit breakers?		[ ]	[ ]	[ ]	[ ]
52.	Are arcing parts (fuses and circuit breakers) and suddenly moving parts (old style circuit breaker handles) properly located and/or shielded to prevent burning or otherwise injuring personnel?		[ ]	[ ]	[ ]	[ ]
53.	Are the exposed, non-current carrying metal parts of fixed equipment such as supports, guards, enclosures, frames, etc., tested to make sure they are properly grounded? (Resistance should be very low).		[ ]	[ ]	[ ]	[ ]
54.	Are the metal parts of non-electrical equipment (e.g., frames and tracks of electrically operated cranes, hand operated metal shifting ropes, cables of electric elevators, metal partitions, grill work, and similar metal enclosures) or any equipment where the voltage exceeds 1000 volts between conductors grounded?		[ ]	[ ]	[ ]	[ ]
55.	Are cable, conduit, raceway connections, joints, and fittings tight to assure proper grounding?		[ ]	[ ]	[ ]	[ ]
56.	On cord and plug-connected equipment, are frames, enclosures, and other non-current-carrying metal parts (that may possibly become energized) properly grounded?		[ ]	[ ]	[ ]	[ ]
57.	Are all conduits and enclosures free from rust and corrosion?		[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

E.	**ELECTRICITY** - continued		**YES**	**NO**	**N/A**	**OTHER**
58.	For electric portable hand-tools, is continuity checked periodically from the grounding blade of the plug to an unpainted portion of the portable tool? (Continuity should be close to zero, but may vary according to the grounding cord length and size).		[ ]	[ ]	[ ]	[ ]
59.	For ungrounded electrical hand tools, are they protected by an approved double insulation system or the equivalent? Is the equipment distinctively marked?		[ ]	[ ]	[ ]	[ ]
60.	Are attachment plugs for portable tools, appliances and equipment in good repair and suitable for the conditions of use and location?		[ ]	[ ]	[ ]	[ ]
61.	For temporary wiring during construction, are all 15 and 20 ampere, 125 volt single-phase receptacles equipped with ground fault circuit interrupted protection or an acceptable assured grounding procedure?		[ ]	[ ]	[ ]	[ ]
62.	On construction sites, are receptacle adapters attached to string lighting? (Receptacles on construction sites shall not be installed on branch circuits which supply temporary lighting).		[ ]	[ ]	[ ]	[ ]
63.	Flexible cords and extension cords (flexible cords/cables are attached to appliances and are normally energized from an approved electrical receptacle. They are not to be confused with extension cords that supplement a regular supply cord):		[ ]	[ ]	[ ]	[ ]
	a.	Are extension cords only used for temporary purposes such as with portable appliances, tools, and similar equipment that are not normally used at one specific location?	[ ]	[ ]	[ ]	[ ]
	b.	Are flexible cords energized from an approved receptacle outlet?	[ ]	[ ]	[ ]	[ ]
	c.	Are flexible or extension cords being used as a substitute for fixed wiring?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

E.	**ELECTRICITY** - continued			**YES**	**NO**	**N/A**	**OTHER**
	d.	Are flexible or extension cords prohibited from being run through doorways and windows? Are they run through structural holes in walls, ceilings or floors?		[ ]	[ ]	[ ]	[ ]
	e.	Are flexible or extension cords prohibited from being attached to building surfaces (e.g., walls, ceilings, doors, etc.)?		[ ]	[ ]	[ ]	[ ]
	f.	Are flexible cords used only in continuous lengths without splices or tapes?		[ ]	[ ]	[ ]	[ ]
	g.	Are cords replaced when damaged, worn or deteriorated (e.g., cracks, cuts, swelling, etc.)?		[ ]	[ ]	[ ]	[ ]
	h.	Where flexible cords are attached to plugs, connector bodies, or other devices, is a strain relief device or measure (e.g., cord grip, knot in cord or winding with taped) incorporated to prevent a pull on the cord from being directly transmitted to joints or terminal screws?		[ ]	[ ]	[ ]	[ ]
	64.	Are portable hand lamps equipped with a handle of molded composition or of some other insulating material? Are they guarded?		[ ]	[ ]	[ ]	[ ]
	65.	Are metallic guards on portable lamps grounded?		[ ]	[ ]	[ ]	[ ]
	66.	Are all electrical boxes and enclosures securely fastened?		[ ]	[ ]	[ ]	[ ]
	67.	Is equipment such as conduit, cable, boxes and enclosures periodically inspected and replaced when damage (e.g., slack in cables between supports, flattened conduit bends, kinks, or twists in cable, etc.) is discovered?		[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

F.	FIRE PROTECTION	YES	NO	N/A	OTHER
1.	Is the fire alarm system tested at least annually?	[ ]	[ ]	[ ]	[ ]
2.	Are interior stand pipes and valves inspected regularly?	[ ]	[ ]	[ ]	[ ]
3.	Are outside fire hydrants flushed at least once a year and on a routine preventive maintenance schedule?	[ ]	[ ]	[ ]	[ ]
4.	Are fire doors and shutters in good operating condition?	[ ]	[ ]	[ ]	[ ]
5.	Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?	[ ]	[ ]	[ ]	[ ]
6.	Are fire door and shutter fusible links in place	[ ]	[ ]	[ ]	[ ]
7.	Are automatic sprinkler system water control valves, air and water pressures checked weekly?	[ ]	[ ]	[ ]	[ ]
8.	Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?	[ ]	[ ]	[ ]	[ ]
9.	Are sprinkler heads protected by metal guards, when exposed to physical damage?	[ ]	[ ]	[ ]	[ ]
10.	Is proper clearance maintained below sprinkler heads?	[ ]	[ ]	[ ]	[ ]
11.	Are portable fire extinguishers provided in adequate number and type?	[ ]	[ ]	[ ]	[ ]
12.	Are fire extinguishers mounted in readily accessible locations?	[ ]	[ ]	[ ]	[ ]
13.	Are fire extinguishers recharged regularly and noted on the inspection tag?	[ ]	[ ]	[ ]	[ ]
14.	Are employees periodically instructed in the use of extinguishers and fire protection procedures?	[ ]	[ ]	[ ]	[ ]
15.	Are all work areas adequately illuminated?	[ ]	[ ]	[ ]	[ ]
16.	Are pits and floor openings covered or otherwise guarded?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

G.	PERSONAL PROTECTIVE EQUIPMENT/CLOTHING	YES	NO	N/A	OTHER
1.	Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injury such as punctures, abrasions, contusions or burns?	[ ]	[ ]	[ ]	[ ]
2.	Are protective goggles or face shields provided and worn where there is any danger of flying debris?	[ ]	[ ]	[ ]	[ ]
3.	Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles or use other medically approved precautionary procedures?	[ ]	[ ]	[ ]	[ ]
4.	Are protective gloves, aprons, shields or other means provided against cuts, corrosive liquids and chemicals?	[ ]	[ ]	[ ]	[ ]
5.	Are hard hats provided and worn where danger of falling objects exists?	[ ]	[ ]	[ ]	[ ]
6.	Are hard hats inspected periodically for damage to the shell and suspension system?	[ ]	[ ]	[ ]	[ ]
7.	Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?	[ ]	[ ]	[ ]	[ ]
8.	Are approved respirators provided for regular or emergency use where needed? Is County Respirator Protection Program implemented Fully?	[ ]	[ ]	[ ]	[ ]
9.	Is all protective equipment maintained in a sanitary condition and ready for use?	[ ]	[ ]	[ ]	[ ]
10.	Do you have eye wash facilities and a quick Drench Shower within the work area where Employees are exposed to injurious corrosive Materials?	[ ]	[ ]	[ ]	[ ]
11.	Where special equipment is needed for electrical workers, is it available?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

G.	**PERSONAL PROTECTIVE EQUIPMENT/CLOTHING** - continued	**YES**	**NO**	**N/A**	**OTHER**
12.	When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?	[ ]	[ ]	[ ]	[ ]
13.	Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the Cal/OSHA noise standard? Is the County Hearing Conservation Program Implemented fully?	[ ]	[ ]	[ ]	[ ]
14.	Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

H.	FLOORS AND WALL OPENINGS	YES	NO	N/A	OTHER
1.	Are floor openings guarded by a cover, a guard rail, or equivalent on all sides (except at entrance to stairways or ladders)?	[ ]	[ ]	[ ]	[ ]
2.	Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?	[ ]	[ ]	[ ]	[ ]
3.	Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?	[ ]	[ ]	[ ]	[ ]
4.	Is the glass in windows, doors, glass walls, etc., which are subject of human impact, of sufficient thickness and type for the intended use?	[ ]	[ ]	[ ]	[ ]
5.	Are grates or similar type covers over floor openings such as floor drains, designed so foot traffic or rolling equipment will not be affected by the grate spacing?	[ ]	[ ]	[ ]	[ ]
6.	Are unused portions of service pits and pits not actually in use, either covered or protected by guard rails or equivalent?	[ ]	[ ]	[ ]	[ ]
7.	Are manhole covers, trench covers and similar covers, and their supports designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic?	[ ]	[ ]	[ ]	[ ]
8.	Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with self closing features when appropriate?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

I.	STAIRS AND STAIRWAYS	YES	NO	N/A	OTHER
1.	Are standard stair rails or handrails on all stairways having four or more risers?	[ ]	[ ]	[ ]	[ ]
2.	Are all stairways at least 22 inches wide?	[ ]	[ ]	[ ]	[ ]
3.	Do stairs have at least a 7-foot overhead clearance?	[ ]	[ ]	[ ]	[ ]
4.	Do stairs angle no more than 50 and no less than 30 degrees?	[ ]	[ ]	[ ]	[ ]
5.	Are stairs of hollow-pan type treads and landings filled level with solid material?	[ ]	[ ]	[ ]	[ ]
6.	Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7 ½ inches?	[ ]	[ ]	[ ]	[ ]
7.	Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?	[ ]	[ ]	[ ]	[ ]
8.	Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	[ ]	[ ]	[ ]	[ ]
9.	Do stairway handrails have at least 1 ½ inches of clearance between the handrails and the wall or surface they are mounted on?	[ ]	[ ]	[ ]	[ ]
10.	Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?	[ ]	[ ]	[ ]	[ ]
11.	Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?	[ ]	[ ]	[ ]	[ ]
12.	Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

I.	**STAIRS AND STAIRWAYS -** continued	**YES**	**NO**	**N/A**	**OTHER**
13.	Is the vertical distance between stairway landings limited to 12 feet or less?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

J.	ELEVATED SURFACES	YES	NO	N/A	OTHER
1.	Are signs posted, when appropriate, showing the elevated surface load capacity?	[ ]	[ ]	[ ]	[ ]
2.	Are surfaces elevated more than 30 inches above the floor or ground provided with standard guard rails?	[ ]	[ ]	[ ]	[ ]
3.	Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?	[ ]	[ ]	[ ]	[ ]
4.	Is a permanent means of access and egress provided to elevated storage and work surfaces?	[ ]	[ ]	[ ]	[ ]
5.	Is required headroom provided where necessary?	[ ]	[ ]	[ ]	[ ]
6.	Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping falling, collapsing, rolling, or spreading?	[ ]	[ ]	[ ]	[ ]
7.	Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

K.	WALKWAYS	YES	NO	N/A	OTHER
1.	Are aisles and passageways kept clear?	[ ]	[ ]	[ ]	[ ]
2.	Are aisles and walkways marked appropriately?	[ ]	[ ]	[ ]	[ ]
3.	Are wet surfaces covered with on-slip materials?	[ ]	[ ]	[ ]	[ ]
4.	Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?	[ ]	[ ]	[ ]	[ ]
5.	Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?	[ ]	[ ]	[ ]	[ ]
6.	Are materials or equipment stored so sharp projectives will not interfere with the walkway?	[ ]	[ ]	[ ]	[ ]
7.	Are spilled materials cleaned up immediately?	[ ]	[ ]	[ ]	[ ]
8.	Are changes of direction or elevations readily identifiable?	[ ]	[ ]	[ ]	[ ]
9.	Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?	[ ]	[ ]	[ ]	[ ]
10.	Is adequate headroom provided for the entire length of any aisles or walkway?	[ ]	[ ]	[ ]	[ ]
11.	Are standard guard rails provided whenever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?	[ ]	[ ]	[ ]	[ ]
12.	Are bridges provided over conveyors and similar hazards?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

L.	EXITING – EGRESS	YES	NO	N/A	OTHER
1.	Are all exits marked with an exit sign and illuminated by a reliable light source?	[ ]	[ ]	[ ]	[ ]
2.	Are the directions to exits, when not immediately apparent, marked with visible signs?	[ ]	[ ]	[ ]	[ ]
3.	Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked “NOT AN EXIT”, “TO BASEMENT”, STOREROOM”, etc.?	[ ]	[ ]	[ ]	[ ]
4.	Are exit signs provided with the word “**EXIT”**, in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide?	[ ]	[ ]	[ ]	[ ]
5.	Are exit doors side-hinged?	[ ]	[ ]	[ ]	[ ]
6.	Are all exits kept free of obstruction?	[ ]	[ ]	[ ]	[ ]
7.	Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable or explosive substances?	[ ]	[ ]	[ ]	[ ]
8.	Are there sufficient exits to permit prompt escape in case of emergency?	[ ]	[ ]	[ ]	[ ]
9.	Are special precautions taken to protect employees during construction and repair operations?	[ ]	[ ]	[ ]	[ ]
10.	Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?	[ ]	[ ]	[ ]	[ ]
11.	Are exit stairways which are required to be separated from other parts of a building enclosed by at lease one-hour fire-resistive construction?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

L.	**EXITING – EGRESS** - continued	YES	NO	N/A	OTHER
12.	When ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot vertical and 8 feet horizontal?	[ ]	[ ]	[ ]	[ ]
13.	Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet safety requirements for human impact?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

M.	EXIT DOORS	YES	NO	N/A	OTHER
1.	Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?	[ ]	[ ]	[ ]	[ ]
2.	Are windows which could be mistaken for exit doors, made inaccessible by means of barriers or railings?	[ ]	[ ]	[ ]	[ ]
3.	Can exit doors be open from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?	[ ]	[ ]	[ ]	[ ]
4.	Is a revolving, sliding or overhead door prohibited from serving as a required exit door?	[ ]	[ ]	[ ]	[ ]
5.	Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?	[ ]	[ ]	[ ]	[ ]
6.	Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?	[ ]	[ ]	[ ]	[ ]
7.	Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?	[ ]	[ ]	[ ]	[ ]
8.	Are doors that swing in both directions and located between rooms with frequent traffic provided with viewing panels in each door?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

N.	PORTABLE LADDERS	YES	NO	N/A	OTHER
1.	Are all ladders maintained in good condition. joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?	[ ]	[ ]	[ ]	[ ]
2.	Are non-slip safety feet provided on each ladder?	[ ]	[ ]	[ ]	[ ]
3.	Are ladder rungs and steps free of grease and oil?	[ ]	[ ]	[ ]	[ ]
4.	Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?	[ ]	[ ]	[ ]	[ ]
5.	Is it prohibited to place ladders on boxes, barrels or other unstable bases to obtain additional height?	[ ]	[ ]	[ ]	[ ]
6.	Are employees instructed to face the ladder when ascending or descending?	[ ]	[ ]	[ ]	[ ]
7.	Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, broken side rails or other faulty equipment?	[ ]	[ ]	[ ]	[ ]
8.	Are employees instructed not to use the top step of ordinary stepladders as a step?	[ ]	[ ]	[ ]	[ ]
9.	When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?	[ ]	[ ]	[ ]	[ ]
10.	Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or is it latched or otherwise held in place?	[ ]	[ ]	[ ]	[ ]
11.	Are portable metal ladders legibly marked with signs reading “CAUTION – Do Not Use Around Electrical Equipment” or equivalent wording?	[ ]	[ ]	[ ]	[ ]
12.	Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

O.	PORTABLE HAND TOOLS AND EQUIPMENT	YES	NO	N/A	OTHER
1.	Are all tools and equipment (both company and employee-owned), used by employees at the workplace in good condition?	[ ]	[ ]	[ ]	[ ]
2.	Are hand tools such as chisels, punches, etc., which developed mushroomed heads during use, reconditioned or replaced as necessary?	[ ]	[ ]	[ ]	[ ]
3.	Are broken or fractured handles on hammers, axes and similar equipment, replaced promptly?	[ ]	[ ]	[ ]	[ ]
4.	Are worn or bent wrenches replaced regularly?	[ ]	[ ]	[ ]	[ ]
5.	Are appropriate handles used on files and similar hand tools?	[ ]	[ ]	[ ]	[ ]
6.	Are employees made aware of the hazards caused by faulty or improperly used hand tools?	[ ]	[ ]	[ ]	[ ]
7.	Are appropriate safety glasses, face shields, etc., used while operating hand tools or equipment which might produce flying materials or be subject to breakage?	[ ]	[ ]	[ ]	[ ]
8.	Are jacks checked periodically to assure they are in good operating condition?	[ ]	[ ]	[ ]	[ ]
9.	Are tool handles wedged tightly in the head of all tools?	[ ]	[ ]	[ ]	[ ]
10.	Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?	[ ]	[ ]	[ ]	[ ]
11.	Are tools stored in dry, secure locations where they won't be tampered with?	[ ]	[ ]	[ ]	[ ]
12.	Is eye and face protection used when driving hardened or tempered spuds or nails?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

P.	PORTABLE (POWER-OPERATED) HAND TOOLS AND EQUIPMENT	YES	NO	N/A	OTHER
1.	Are grinders, saws and similar equipment provided with appropriate safety guards?	[ ]	[ ]	[ ]	[ ]
2.	Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?	[ ]	[ ]	[ ]	[ ]
3.	Are portable circular saws equipped with guards above and below the base shoe?	[ ]	[ ]	[ ]	[ ]
4.	Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?	[ ]	[ ]	[ ]	[ ]
5.	Are rotating or moving parts of equipment guarded?	[ ]	[ ]	[ ]	[ ]
6.	Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type?	[ ]	[ ]	[ ]	[ ]
7.	Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.?	[ ]	[ ]	[ ]	[ ]
8.	Are portable fans provided with full guards or screens having openings ½ inch or less?	[ ]	[ ]	[ ]	[ ]
9.	Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?	[ ]	[ ]	[ ]	[ ]
10.	Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?	[ ]	[ ]	[ ]	[ ]
11.	Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

Q.	ABRASIVE WHEEL EQUIPMENT (GRINDERS)	YES	NO	N/A	OTHER
1,	Is the work rest used and kept adjusted to within 1/8 inch of the wheel?	[ ]	[ ]	[ ]	[ ]
2.	Is the adjustable tongue on the top side of the grinder used and kept adjusted to within ¼ inch of the wheel?	[ ]	[ ]	[ ]	[ ]
3.	Do side guards cover the spindle, nut and flange and 75% of the wheel diameter?	[ ]	[ ]	[ ]	[ ]
4.	Are bench and pedestal grinders permanently mounted?	[ ]	[ ]	[ ]	[ ]
5.	Are goggles or face shields always worn when grinding?	[ ]	[ ]	[ ]	[ ]
6.	Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?	[ ]	[ ]	[ ]	[ ]
7.	Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?	[ ]	[ ]	[ ]	[ ]
8.	Does each grinder have an individual on and off control switch?	[ ]	[ ]	[ ]	[ ]
9.	Is each electrically operated grinder effectively grounded?	[ ]	[ ]	[ ]	[ ]
10.	Before new abrasive wheels are mounted, are they visually inspected and ring tested?	[ ]	[ ]	[ ]	[ ]
11.	Are dust collectors and powered exhausts provided on grinders, used in operations that produce large amounts of dust?	[ ]	[ ]	[ ]	[ ]
12.	Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?	[ ]	[ ]	[ ]	[ ]
13.	Is cleanliness maintained around grinders?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

R.	POWER-ACTUATED EQUIPMENT	YES	NO	N/A	OTHER
1.	Are employees who operate power-actuated tools trained in their use and carry a valid operator's card?	[ ]	[ ]	[ ]	[ ]
2.	Do the power-actuated tools being used have written approval of the Division of Occupational Safety and Health?	[ ]	[ ]	[ ]	[ ]
3.	Is each powered-actuated tool stored in its own locked container when not being used?	[ ]	[ ]	[ ]	[ ]
4.	Is a sign at least 7-inches by 10-inches with bold face type reading "**POWER-ACTUATED TOOL IN USE"** conspicuously posted when the tool is being used?	[ ]	[ ]	[ ]	[ ]
5.	Are power-actuated tools left unloaded until they are actually ready to be used?	[ ]	[ ]	[ ]	[ ]
6.	Are power-actuated tools inspected for obstructions or defects each day before use?	[ ]	[ ]	[ ]	[ ]
7.	Do power-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

S.	MACHINE GUARDING	YES	NO	N/A	OTHER
1.	Is there a training program to instruct employees on safe methods of machine operation?	[ ]	[ ]	[ ]	[ ]
2.	Is there adequate supervision to ensure that employees are following safe machine operating procedures?	[ ]	[ ]	[ ]	[ ]
3.	Is there a regular program of safety inspection of machinery and equipment?	[ ]	[ ]	[ ]	[ ]
4.	Is all machinery and equipment kept clean and properly maintained?	[ ]	[ ]	[ ]	[ ]
5.	Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?	[ ]	[ ]	[ ]	[ ]
6.	Is equipment and machinery securely placed and anchored when necessary to prevent tipping or other movement that could result in personal injury?	[ ]	[ ]	[ ]	[ ]
7.	Is there a power shut-off switch within reach of the operator's position at each machine?	[ ]	[ ]	[ ]	[ ]
8.	Can electric power to each machine be locked out for maintenance, repair or security?	[ ]	[ ]	[ ]	[ ]
9.	Are the non-current-carrying metal parts of electrically operated machines bonded and grounded?	[ ]	[ ]	[ ]	[ ]
10.	Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?	[ ]	[ ]	[ ]	[ ]
11.	Are manually operated valves and switches controlling the operating of equipment and machines clearly identified and readily accessible?	[ ]	[ ]	[ ]	[ ]
12.	Are all emergency stop buttons colored red?	[ ]	[ ]	[ ]	[ ]
13.	Are all pulleys and belts that are within 7-feet of the floor or working level properly guarded?	[ ]	[ ]	[ ]	[ ]
14.	Are all moving chairs and gears properly guarded?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

S.	MACHINE GUARDING – continued	YES	NO	N/A	OTHER
15.	Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?	[ ]	[ ]	[ ]	[ ]
16.	Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation from ongoing nip points, rotating parts, flying chips and sparks?	[ ]	[ ]	[ ]	[ ]
17.	Are machinery guards secure and arranged so that they do not offer a hazard in their use?	[ ]	[ ]	[ ]	[ ]
18.	If special hand tools are used for placing and removing material, do they protect the operator's hands?	[ ]	[ ]	[ ]	[ ]
19.	Are revolving drums, barrels, and containers guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place?	[ ]	[ ]	[ ]	[ ]
20.	Do arbors and mandrels have firm and secure bearings and are they free from play?	[ ]	[ ]	[ ]	[ ]
21.	Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?	[ ]	[ ]	[ ]	[ ]
22.	Are machines constructed to be free from excessive vibration when the largest size tool is mounted and run at full speed?	[ ]	[ ]	[ ]	[ ]
23.	If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?	[ ]	[ ]	[ ]	[ ]
24.	Are fan blades protected with a guard having openings no larger than ½-inch when operating within 7-feet of the floor?	[ ]	[ ]	[ ]	[ ]
25.	Are saws used for ripping equipment with anti-kick back devices and spreaders?	[ ]	[ ]	[ ]	[ ]
26.	Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

T.	LOCKOUT/TAGOUT/BLOCKOUT POSSIBILITIES	YES	NO	N/A	OTHER
1.	Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked-out during cleaning, servicing, adjusting or setting up operations, whenever possible?	[ ]	[ ]	[ ]	[ ]
2.	Where the power disconnecting means for equipment does not also disconnect the electrical circuit:				
	a. Are the appropriate electrical enclosures identified?	[ ]	[ ]	[ ]	[ ]
	b. Are means provided to assure the control circuit can also be disconnected and locked-out?	[ ]	[ ]	[ ]	[ ]
3.	Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?	[ ]	[ ]	[ ]	[ ]
4.	Are all equipment control valve handles provided with a means for locking-out?	[ ]	[ ]	[ ]	[ ]
5.	Does the lock-out procedure require that stored energy (mechanical, hydraulic, etc..) be released or blocked before equipment is locked-out for repairs?	[ ]	[ ]	[ ]	[ ]
6.	Are appropriate employees provided with individually keyed personal safety locks?	[ ]	[ ]	[ ]	[ ]
7.	Are employees required to keep personal control of their key(s) while they have safety locks in use?	[ ]	[ ]	[ ]	[ ]
8.	Is it required that only the employee exposed to the hazard, place or remove the safety lock?	[ ]	[ ]	[ ]	[ ]
9.	Is it required that employees check the safety of the lock-out by attempting a start up after making sure no one is exposed?	[ ]	[ ]	[ ]	[ ]
10.	Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?	[ ]	[ ]	[ ]	[ ]
11.	Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

T.	LOCKOUT/TAGOUT/BLOCKOUT POSSIBILITIES - continued	YES	NO	N/A	OTHER
12.	Are a sufficient number of accident prevention signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?	[ ]	[ ]	[ ]	[ ]
13.	When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?	[ ]	[ ]	[ ]	[ ]
14.	In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

U.	WELDING, CUTTING AND BRAZING	YES	NO	N/A	OTHER
1.	Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?	[ ]	[ ]	[ ]	[ ]
2.	Does each operator have a copy of the appropriate operating instructions and directed to follow them?	[ ]	[ ]	[ ]	[ ]
3.	Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting or leakage?	[ ]	[ ]	[ ]	[ ]
4.	Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?	[ ]	[ ]	[ ]	[ ]
5.	Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?	[ ]	[ ]	[ ]	[ ]
6.	Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, and manifolds) used?	[ ]	[ ]	[ ]	[ ]
7.	Are cylinders kept away from sources of heat?	[ ]	[ ]	[ ]	[ ]
8.	Are the cylinders kept away from elevators, stairs, or gangways?	[ ]	[ ]	[ ]	[ ]
9.	Is it prohibited to use cylinders as rollers or supports?	[ ]	[ ]	[ ]	[ ]
10.	Are empty cylinders appropriately marked and their valves closed?	[ ]	[ ]	[ ]	[ ]
11.	Are signs reading: **DANGER – NO SMOKING, MATCHES, OR OPEN LIGHTS,** or the equivalent, posted?	[ ]	[ ]	[ ]	[ ]
12.	Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?	[ ]	[ ]	[ ]	[ ]
13.	Is care taken not to drop or strike cylinders?	[ ]	[ ]	[ ]	[ ]
14.	Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

U.	**WELDING, CUTTING AND BRAZING** – continued	**YES**	**NO**	**N/A**	**OTHER**
15.	Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?	[ ]	[ ]	[ ]	[ ]
16.	Are liquefied gases stored and shipped valve-end up with valve covers in place?	[ ]	[ ]	[ ]	[ ]
17.	Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?	[ ]	[ ]	[ ]	[ ]
18.	Before a radiator is removed, is the valve closed and gas released from the regulator?	[ ]	[ ]	[ ]	[ ]
19.	Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?	[ ]	[ ]	[ ]	[ ]
20,	Are pressure-reducing regulators used only for the gas and pressures for which they are intended?	[ ]	[ ]	[ ]	[ ]
21.	Is open circuit (no load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?	[ ]	[ ]	[ ]	[ ]
22.	Under wet conditions, are automatic controls for reducing no load voltage used?	[ ]	[ ]	[ ]	[ ]
23.	Is grounding of the machine frame and safety ground connections of portable machines checked periodically?	[ ]	[ ]	[ ]	[ ]
24.	Are electrodes removed from the holders when not is use?	[ ]	[ ]	[ ]	[ ]
25.	Is it required that electric power to the welder be shut off when no one is in attendance?	[ ]	[ ]	[ ]	[ ]
26,	Is suitable fire extinguishing equipment available for instant use?	[ ]	[ ]	[ ]	[ ]
27.	Is the welder forbidden to coil or loop welding electrode cable around his body?	[ ]	[ ]	[ ]	[ ]
28.	Are wet machines thoroughly dried and tested before being used?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

U.	**WELDING, CUTTING AND BRAZING** – continued	**YES**	**NO**	**N/A**	**OTHER**
29.	Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?	[ ]	[ ]	[ ]	[ ]
30.	Do means for connecting cable lengths have adequate insulation?	[ ]	[ ]	[ ]	[ ]
31.	When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks and slag?	[ ]	[ ]	[ ]	[ ]
32.	Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?	[ ]	[ ]	[ ]	[ ]
33.	Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?	[ ]	[ ]	[ ]	[ ]
34.	When floors are wet down, are personnel protected from possible electric shock?	[ ]	[ ]	[ ]	[ ]
35.	When welding is done on metal walls, are precautions taken to protect combustibles on the other side?	[ ]	[ ]	[ ]	[ ]
36.	Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?	[ ]	[ ]	[ ]	[ ]
37.	Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?	[ ]	[ ]	[ ]	[ ]
38.	Are employees exposed to the hazards created by welding, cutting or brazing operations protected with personal protective equipment and clothing?	[ ]	[ ]	[ ]	[ ]
39.	Is a check made for adequate ventilation where welding or cutting is performed?	[ ]	[ ]	[ ]	[ ]
40.	When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

V.	COMPRESSORS AND COMPRESSED AIR	YES	NO	N/A	OTHER
1.	Are compressors equipped with automatic, temperature-activated shutoff mechanisms or with fusible plugs installed in the compressor discharge lines as near the compressor as possible?	[ ]	[ ]	[ ]	[ ]
2.	Are compressors equipped with automatic pressure release valves, pressure gauges, and drain valves?	[ ]	[ ]	[ ]	[ ]
3.	Are compressor air intakes installed and equipped with to ensure that only clean uncontaminated air enters the compressor?	[ ]	[ ]	[ ]	[ ]
4.	Are air filters installed on the compressor intake?	[ ]	[ ]	[ ]	[ ]
5.	Are compressors operated and lubricated in accordance with the manufacturer's recommendations?	[ ]	[ ]	[ ]	[ ]
6.	Are safety devices on compressed air systems checked frequently?	[ ]	[ ]	[ ]	[ ]
7.	Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked out?	[ ]	[ ]	[ ]	[ ]
8.	Are signs posted to warn of the automatic starting feature of the compressors?	[ ]	[ ]	[ ]	[ ]
9.	Is the belt drive system totally enclosed to provide protection for the front, back, top and sides?	[ ]	[ ]	[ ]	[ ]
10.	Is it strictly prohibited to direct compressed air towards a person?	[ ]	[ ]	[ ]	[ ]
11.	Are employees prohibited from using highly compressed air for cleaning purposes?	[ ]	[ ]	[ ]	[ ]
12.	If compressed air is used for cleaning off clothing, is the pressure reduced to less than psi?	[ ]	[ ]	[ ]	[ ]
13.	When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

V.	COMPRESSOR AND COMPRESSED AIR - continued	YES	NO	N/A	OTHER
14.	Are safety chains or other suitable locking devices used at couplings of all high pressure hose lines of ¾ inch inside diameter or larger, and lines of smaller size, where a connection failure would create a hazard?	[ ]	[ ]	[ ]	[ ]
15.	Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?	[ ]	[ ]	[ ]	[ ]
16.	When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open?	[ ]	[ ]	[ ]	[ ]
17.	When compressed air is used to inflate auto tires, is a clip-on chuck and an incline regulator preset to 40 psi required?	[ ]	[ ]	[ ]	[ ]
18.	Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

W.	COMPRESSED AIR RECEIVERS/VESSELS	YES	NO	N/A	OTHER
1.	Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?	[ ]	[ ]	[ ]	[ ]
2.	Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10%	[ ]	[ ]	[ ]	[ ]
3.	Is every air receiver provided with a drain pipe and valve at the lowest point for the receivers to be periodically drained of moisture and oil?	[ ]	[ ]	[ ]	[ ]
4.	Are compressed air receivers periodically drained of moisture and oil?	[ ]	[ ]	[ ]	[ ]
5.	Does each compressed air receiver have an inspection opening for internal inspections?	[ ]	[ ]	[ ]	[ ]
6.	Are all air receivers periodically inspected externally for corrosion, dents, etc.?	[ ]	[ ]	[ ]	[ ]
7.	Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?	[ ]	[ ]	[ ]	[ ]
8.	Is each compressed air receiver inspected internally at least once a year by a qualified inspector?	[ ]	[ ]	[ ]	[ ]
9.	Are the external surfaces of air receivers kept free of oil and dust accumulation?	[ ]	[ ]	[ ]	[ ]
10.	Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?	[ ]	[ ]	[ ]	[ ]
11.	Have the following safety procedures been established for the internal inspection of air receivers?				
	a. All starting and control equipment tagged and locked-out?	[ ]	[ ]	[ ]	[ ]
	b. The air pressure released from this vessel?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

W.	COMPRESSED AIR RECEIVERS/VESSELS - continued		YES	NO	N/A	OTHER
	c.	Externally bolted manhole covers first pried loose from their seats before removing all of the bolts or nuts?	[ ]	[ ]	[ ]	[ ]
	d.	All manhole covers removed to improve ventilation?	[ ]	[ ]	[ ]	[ ]
	e.	Tank atmosphere tested for oxygen and carbon dioxide concentrations and toxic, flammable, or combustible gases and vapors before employees are permitted to enter the tank?	[ ]	[ ]	[ ]	[ ]
	f.	If a hazardous atmosphere is present, is respiratory equipment required to be used (supplied-air type)?	[ ]	[ ]	[ ]	[ ]
	g.	Are employees entering the tank required to be equipped with a lifeline and a safety watcher positioned at the tank opening?	[ ]	[ ]	[ ]	[ ]
	h.	Are employees required to wear proper type face, hand and foot protection to prevent injuries?	[ ]	[ ]	[ ]	[ ]
	i.	Are portable electric lamps or tools used inside the tank, explosion-proof and grounded?	[ ]	[ ]	[ ]	[ ]
	j.	After cleaning, is the inside inspected for loose scale, wiping rags, tools or pieces of lint?	[ ]	[ ]	[ ]	[ ]
	k.	Are new gaskets placed on the manhole covers?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

X.	COMPRESSED GAS CYLINDERS	YES	NO	N/A	OTHER
1.	Are cylinders with a water weight capacity over 30 pounds, equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?	[ ]	[ ]	[ ]	[ ]
2.	Are cylinders legibly marked to clearly identify the gas contained?	[ ]	[ ]	[ ]	[ ]
3.	Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?	[ ]	[ ]	[ ]	[ ]
4.	Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?	[ ]	[ ]	[ ]	[ ]
5.	Are cylinders stored or transported to prevent creating a hazard by tipping, falling or rolling?	[ ]	[ ]	[ ]	[ ]
6.	Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?	[ ]	[ ]	[ ]	[ ]
7.	Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?	[ ]	[ ]	[ ]	[ ]
8.	Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?	[ ]	[ ]	[ ]	[ ]
9.	Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?	[ ]	[ ]	[ ]	[ ]
10.	Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinder's bottom?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

Y.	HOIST AND AUXILIARY EQUIPMENT	YES	NO	N/A	OTHER
1.	Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?	[ ]	[ ]	[ ]	[ ]
2.	Will each hoist automatically stop and hold any load up to 125% of its rate load, if its actuation force is removed?	[ ]	[ ]	[ ]	[ ]
3.	Is the rated load of each hoist legibly marked and visible to the operator?	[ ]	[ ]	[ ]	[ ]
4.	Are stops provided at the safe limits of travel for trolley hoist?	[ ]	[ ]	[ ]	[ ]
5.	Are the controls of hoist plainly marked to indicate the direction of travel or motion?	[ ]	[ ]	[ ]	[ ]
6.	Is each cage-controlled hoist equipped with an effective warning device?	[ ]	[ ]	[ ]	[ ]
7.	Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?	[ ]	[ ]	[ ]	[ ]
8.	Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drums at all times?	[ ]	[ ]	[ ]	[ ]
9.	Are nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground or working platform, guarded?	[ ]	[ ]	[ ]	[ ]
10.	Is it prohibited to use chains or rope slings that are kinked or twisted?	[ ]	[ ]	[ ]	[ ]
11.	Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?	[ ]	[ ]	[ ]	[ ]
12.	Is it prohibited to carry loads over people?	[ ]	[ ]	[ ]	[ ]
13.	Are only employees who have been trained in the proper use of hoists allowed to operate them?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

Y.	HOIST INSPECTION CHECKLIST	YES	NO	N/A	OTHER
14.	Identification:				
a.	Hoist identification	[ ]	[ ]	[ ]	[ ]
b.	Capacity _____ lbs. and/or tons	[ ]	[ ]	[ ]	[ ]
c.	Location _____	[ ]	[ ]	[ ]	[ ]
15.	Frequency of Inspection:				
a.	Normal use – conduct monthly	[ ]	[ ]	[ ]	[ ]
b.	Heavy duty use – conduct weekly	[ ]	[ ]	[ ]	[ ]
c.	Severe duty – conduct daily	[ ]	[ ]	[ ]	[ ]
16	Load chain:				
a.	Clean chain by removing any foreign material such as dirt and grease.	[ ]	[ ]	[ ]	[ ]
b.	Inspect chain for wear using gauge.	[ ]	[ ]	[ ]	[ ]
c.	Inspect chain for gouges, nicks, arc burns, twisted, bent and worn or damaged links.	[ ]	[ ]	[ ]	[ ]
d.	Slack the chain and observe if wear exists at interlink bearing surface between links.	[ ]	[ ]	[ ]	[ ]
e.	Inspect the loose end link, loose and screw and double end block and clevis pin on double reeved units.	[ ]	[ ]	[ ]	[ ]
f.	After inspecting, lubricate chain as specified in manual.	[ ]	[ ]	[ ]	[ ]
g.	Inspect for correct reeving on multi-reeved hoist and for capsized hook block. Inspect sheave wheel for freedom of movement.	[ ]	[ ]	[ ]	[ ]
h.	Inspect end ring for damage.	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

Y.	**HOIST INSPECTION CHECKLIST -** continued			**YES**	**NO**	**N/A**	**OTHER**
17.	Hooks:						
	a.	Inspect hooks for signs of opening, cracking, bending, arc burns, welds, nicks and gouges.		[ ]	[ ]	[ ]	[ ]
	b.	Lower hooks should be free to swivel and upper hooks if so desired.		[ ]	[ ]	[ ]	[ ]
	c.	Inspect hooks for safety latches and condition of latches.		[ ]	[ ]	[ ]	[ ]
	d.	Hook throat openings (upper and lower).		[ ]	[ ]	[ ]	[ ]
18.	Suspension Adapters (Adapt hoist to hooks):						
	a.	Inspect the suspension adapter and make sure it is fully seated.		[ ]	[ ]	[ ]	[ ]
19.	Miscellaneous:						
	a.	Inspect frames and end covers to see that they are securely fastened and that no screws or lock washers are missing. Replace missing hardware. A crack In the enclosure would indicate abuse or severe overloading. Replace damaged parts.		[ ]	[ ]	[ ]	[ ]
	b.	Check for oil leaks and oil level.		[ ]	[ ]	[ ]	[ ]
	c.	Inspect hangers for cracks, gouges, and other damage.		[ ]	[ ]	[ ]	[ ]
	d.	Inspect hook block pins and dead end pins for wear, tightness, bending and cracks.		[ ]	[ ]	[ ]	[ ]
	e.	Tightness of all screws to be assured.		[ ]	[ ]	[ ]	[ ]
	f.	Inspect for correct capacity insert.		[ ]	[ ]	[ ]	[ ]
	g.	Check to assure that all warning labels are legible and intact.		[ ]	[ ]	[ ]	[ ]
	h.	Inspect plunger for damage and freedom of movement.		[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

Y.	HOIST INSPECTION CHECKLIST - continued			YES	NO	N/A	OTHER
	i.	Inspect covers and hook, blocks for cracks, gouges and other damage.		[ ]	[ ]	[ ]	[ ]
	j.	Inspect lever for bending (overloading).		[ ]	[ ]	[ ]	[ ]
	k.	Inspect cloverleaf for wear.		[ ]	[ ]	[ ]	[ ]
20.	Electrical:						
	a.	Inspect for correct phasing. Hoist should lift when up button is depressed.		[ ]	[ ]	[ ]	[ ]
	b.	Inspect push button and power cord for damaged wires or insulation.		[ ]	[ ]	[ ]	[ ]
	c.	Inspect push button station for external damage or wear.		[ ]	[ ]	[ ]	[ ]
21.	Hoist Operation:						
	a.	With no load on hoist, run hook up to hoist until upper limit switch operates, stopping hoist.		[ ]	[ ]	[ ]	[ ]
	b.	Test lower limit switch in a similar manner by running hook to lower limit of travel.		[ ]	[ ]	[ ]	[ ]
	c.	Hook should stop promptly in A and B.		[ ]	[ ]	[ ]	[ ]
	d.	With full load on hoist, raise load off floor, stop it, and then start it up again. Then, run load down, stopping before load reaches floor.		[ ]	[ ]	[ ]	[ ]
	e.	If two (2) speed, check both speeds under full load.		[ ]	[ ]	[ ]	[ ]
	f.	Check operation of load protector. Load protector should not slip at rated load.		[ ]	[ ]	[ ]	[ ]
22.	Trolley Operation:						
	a.	If hoist is mounted on a trolley, operate trolley in both directions under load.		[ ]	[ ]	[ ]	[ ]
	b.	Check rail stops.		[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

Y.	HOIST INSPECTION CHECKLIST - continued	YES	NO	N/A	OTHER
c.	Match trolley capacity with hoist capacity.	[ ]	[ ]	[ ]	[ ]
d.	Check trolley beam adjustment.	[ ]	[ ]	[ ]	[ ]
23.	Chain Containers:				
a.	If hoist is equipped with a chain container, check operation of lower limit as before and note that there must be at least 8 links in the chain controller when the hook is at lower limit of travel.	[ ]	[ ]	[ ]	[ ]
b	Lower hook uppermost point when at upper limit of travel should be just below the bottom of the chain container.	[ ]	[ ]	[ ]	[ ]
c.	Check for correct size of chain container.	[ ]	[ ]	[ ]	[ ]
d.	Bracket screw must be tight.	[ ]	[ ]	[ ]	[ ]
e.	Inspect chain container for damage.	[ ]	[ ]	[ ]	[ ]
f.	Inspect support links (links must not be opened).	[ ]	[ ]	[ ]	[ ]

CAUTION: Should the hoist fail inspection, it should be repaired or removed from service immediately.

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

Z.	INDUSTRIAL TRUCK (FORKLIFTS) AND SIMILAR EQUIPMENT	YES	NO	N/A	OTHER
1.	Are only trained personnel allowed to operate industrial trucks?	[ ]	[ ]	[ ]	[ ]
2.	Is training documented?	[ ]	[ ]	[ ]	[ ]
3.	Is substantial overhead protective equipment provided on high lift rider equipment?	[ ]	[ ]	[ ]	[ ]
4.	Are the required lift truck operating rules posted and enforced?	[ ]	[ ]	[ ]	[ ]
5.	Is directional lighting provided on each industrial truck that operates in an area with less than 2-foot candles per square foot of general lighting?	[ ]	[ ]	[ ]	[ ]
6.	Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?	[ ]	[ ]	[ ]	[ ]
7.	Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?	[ ]	[ ]	[ ]	[ ]
8.	Will the industrial trucks' parking brakes effectively prevent the vehicle from moving when unattended?	[ ]	[ ]	[ ]	[ ]
9.	Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?	[ ]	[ ]	[ ]	[ ]
10.	Are motorized hand and hand/rider trucks designed so that the brakes are engaged and power to the drive motor is disengaged when the operator releases the control device?	[ ]	[ ]	[ ]	[ ]
11.	Are industrial trucks with internal combustion engine operated in buildings or enclosed areas carefully checked to ensure they do not cause harmful concentration of dangerous gases or fumes?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

AA.	ENTERING CONFINED SPACES	YES	NO	N/A	OTHER
1.	Are confined spaces required to be thoroughly emptied of any corrosive or dangerous material such as acids or caustics, before entry?	[ ]	[ ]	[ ]	[ ]
2.	Are all lines of a confined space containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?	[ ]	[ ]	[ ]	[ ]
3.	Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?	[ ]	[ ]	[ ]	[ ]
4.	Is either natural or mechanical ventilation provided prior to confined space entry?	[ ]	[ ]	[ ]	[ ]
5.	Are appropriate atmospheric tests performed to check for: oxygen deficiency, toxic substance and explosive concentrations in the confined space entry?	[ ]	[ ]	[ ]	[ ]
6.	Is adequate illumination provided for the work to be performed in the confined space?	[ ]	[ ]	[ ]	[ ]
7.	Is the atmosphere inside the confined space periodically tested during conduct of work?	[ ]	[ ]	[ ]	[ ]
8.	Is there an assigned safety watch employee outside of the confined space who's sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?	[ ]	[ ]	[ ]	[ ]
9.	Is the safety watch employee appropriately trained and equipped to handle an emergency?	[ ]	[ ]	[ ]	[ ]
10.	Is the safety watch employee or other employee prohibited from entering the confined space without lifelines or respiratory equipment if there is any question as to the cause of an emergency?	[ ]	[ ]	[ ]	[ ]
11.	Is approved appropriate respiratory equipment required if the atmosphere inside the confined space cannot be made satisfactory?	[ ]	[ ]	[ ]	[ ]
12.	Is all portable electric equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

AA.	**ENTERING CONFINED SPACES** - continued	YES	NO	N/A	OTHER
13.	Before gas welding or burning is started in a confined space, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken in the confined space?	[ ]	[ ]	[ ]	[ ]
14.	If employees will be using oxygen consuming equipment such as salamanders, torches, furnaces, etc. in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5% by volume.	[ ]	[ ]	[ ]	[ ]
15.	Whenever combustion type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?	[ ]	[ ]	[ ]	[ ]
16.	Is each confined space checked for decaying vegetation or animal matter which may produce methane?	[ ]	[ ]	[ ]	[ ]
17.	Is the confined space checked for possible industrial waste which could contain toxic properties?	[ ]	[ ]	[ ]	[ ]
18.	If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?	[ ]	[ ]	[ ]	[ ]
19.	Are County Confined Space Entry Procedures fully implemented?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

BB.	GENERAL ENVIRONMENTAL CONTROLS	YES	NO	N/A	OTHER
1.	Are all work areas properly illuminated?	[ ]	[ ]	[ ]	[ ]
2.	Are employees instructed in proper first aid and other emergency procedures?	[ ]	[ ]	[ ]	[ ]
3.	Are agents identified which may cause harm by inhalation, ingestion, skin absorption or contact?	[ ]	[ ]	[ ]	[ ]
4.	Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?	[ ]	[ ]	[ ]	[ ]
5.	Is employee exposure to chemicals in the workplace kept within acceptable levels?	[ ]	[ ]	[ ]	[ ]
6.	Can a less harmful method or product be used?	[ ]	[ ]	[ ]	[ ]
7.	Is the work area's ventilation system appropriate?	[ ]	[ ]	[ ]	[ ]
8.	Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system.	[ ]	[ ]	[ ]	[ ]
9.	Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time or other means?	[ ]	[ ]	[ ]	[ ]
10.	Are welders and other workers nearby provided with flash shields during welding operations?	[ ]	[ ]	[ ]	[ ]
11.	If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptance levels?	[ ]	[ ]	[ ]	[ ]
12.	Has there been a determination that noise levels in the facilities are within acceptable levels?	[ ]	[ ]	[ ]	[ ]
13.	Are proper precautions being taken when handling asbestos and other fibrous materials?	[ ]	[ ]	[ ]	[ ]
14.	Are caution labels and signs used to warn of asbestos?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

BB.	GENERAL ENVIRONMENTAL CONTROLS - continued	YES	NO	N/A	OTHER
15.	Are wet methods used, when practical to prevent the emission of airborne asbestos fibers, silica dust and other similar hazardous materials?	[ ]	[ ]	[ ]	[ ]
16.	Is vacuuming used whenever possible rather than blowing or sweeping dust?	[ ]	[ ]	[ ]	[ ]
17.	Are employees prohibited from eating in areas where toxic materials are present?	[ ]	[ ]	[ ]	[ ]
18.	Are grinders, saws and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?	[ ]	[ ]	[ ]	[ ]
19.	Are all local exhaust ventilation systems designed and operating properly to provide air flow and volume necessary for the application for which system is used?	[ ]	[ ]	[ ]	[ ]
20.	Is personal protective equipment provided, used and maintained wherever necessary?	[ ]	[ ]	[ ]	[ ]
21.	Are there written standard operating procedures for the selection and use of respirators where needed?	[ ]	[ ]	[ ]	[ ]
22.	Are restrooms and washrooms kept clean and sanitary?	[ ]	[ ]	[ ]	[ ]
23.	Is all water provided for drinking, washing, and cooking potable?	[ ]	[ ]	[ ]	[ ]
24.	Are all outlets for water not suitable for drinking clearly identified?	[ ]	[ ]	[ ]	[ ]
25.	Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?	[ ]	[ ]	[ ]	[ ]
26.	Are employees instructed in the proper manner of lifting heavy objects?	[ ]	[ ]	[ ]	[ ]
27.	Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

BB.	GENERAL ENVIRONMENTAL CONTROLS - continued	YES	NO	N/A	OTHER
28.	Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction to heat?	[ ]	[ ]	[ ]	[ ]
29.	Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored warning vests?	[ ]	[ ]	[ ]	[ ]
30.	Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within a building or other enclosed area?	[ ]	[ ]	[ ]	[ ]
31.	Is equipment producing ultra-violet radiation properly shielded?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

CC.	TOXIC SUBSTANCES	YES	NO	N/A	OTHER
1.	Is there a list of chemicals used in your workplace?	[ ]	[ ]	[ ]	[ ]
2.	If toxic materials are used in your processes, do you have a medical or biological monitoring system in operation?	[ ]	[ ]	[ ]	[ ]
3.	Are material safety data sheets available for all chemicals used?	[ ]	[ ]	[ ]	[ ]
4.	Are you familiar with the Threshold Limit Value or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?	[ ]	[ ]	[ ]	[ ]
5.	Have control procedures been instituted for toxic materials, where appropriate, such as respirators, ventilation systems, handling practices, etc.?	[ ]	[ ]	[ ]	[ ]
6.	Whenever possible, are toxic substances handled in properly designed and exhausted booths or similar locations?	[ ]	[ ]	[ ]	[ ]
7.	Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?	[ ]	[ ]	[ ]	[ ]
8.	Is ventilation equipment provided for removal of contaminants from such operations as: production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly?	[ ]	[ ]	[ ]	[ ]
9.	Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?	[ ]	[ ]	[ ]	[ ]
10.	Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

CC.	**TOXIC SUBSTANCES** - continued		YES	NO	N/A	OTHER
11.	Are employees instructed on the correct usage and limitations of respirators? Are respirators NIOSH approved for the particular application? Are they regularly inspected and cleaned, sanitized and maintained?		[ ]	[ ]	[ ]	[ ]
12.	If internal combustion engines are used, is carbon monoxide kept within acceptable levels?		[ ]	[ ]	[ ]	[ ]
13.	Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean-up?		[ ]	[ ]	[ ]	[ ]
14.	Are materials which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?		[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

DD.	CHEMICAL EXPOSURES	YES	NO	N/A	OTHER
1.	Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?	[ ]	[ ]	[ ]	[ ]
2.	Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?	[ ]	[ ]	[ ]	[ ]
3.	Is employee exposure to chemicals kept within acceptable levels?	[ ]	[ ]	[ ]	[ ]
4.	Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?	[ ]	[ ]	[ ]	[ ]
5.	Are all containers, such as vats, storage tanks, etc., labeled as to their contents, e.g., “CAUSTICS”?	[ ]	[ ]	[ ]	[ ]
6.	Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?	[ ]	[ ]	[ ]	[ ]
7.	Are flammable or toxic chemicals kept in closed containers when not in use?	[ ]	[ ]	[ ]	[ ]
8.	Are piping systems contents clearly marked as to their content?	[ ]	[ ]	[ ]	[ ]
9.	Have standard operating procedures been established and are they being followed when cleaning up chemical spills?	[ ]	[ ]	[ ]	[ ]
10.	Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, are adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?	[ ]	[ ]	[ ]	[ ]
11.	Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

DD.	CHEMICAL EXPOSURES - continued	YES	NO	N/A	OTHER
12.	Are respirators intended for emergency use adequate for the various uses for which they may be needed?	[ ]	[ ]	[ ]	[ ]
13.	Are employees prohibited from eating in areas where toxic chemicals are present?	[ ]	[ ]	[ ]	[ ]
14.	Is personal protective equipment provided, used and maintained whenever necessary?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

EE.	NOISE		YES	NO	N/A	OTHER
	1.	Are there areas in the workplace where continuous noise levels exceed 85 dBA?	[ ]	[ ]	[ ]	[ ]
	2.	Is there an ongoing preventive health program to educate employees in: safe levels of noise, exposures, effects of noise on their health, and the use of personal protection?	[ ]	[ ]	[ ]	[ ]
	3.	Have work areas where noise levels make voice communication between employees difficult been identified and posted?	[ ]	[ ]	[ ]	[ ]
	4.	Are noise levels being measured using a sound level meter and an octave band analyzer and are records being kept?	[ ]	[ ]	[ ]	[ ]
	5.	Have engineering controls been used to reduce excessive noise levels wherever the operation reasonably permits?	[ ]	[ ]	[ ]	[ ]
	6.	Where engineering controls are determined to not be feasible, are administrative controls being used to minimize individual employee exposure to noise?	[ ]	[ ]	[ ]	[ ]
	7.	Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

FF.	FUELING		YES	NO	N/A	OTHER
	1.	Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?	[ ]	[ ]	[ ]	[ ]
	2.	Are fueling operations done in such a manner that likelihood of spillage will be minimal?	[ ]	[ ]	[ ]	[ ]
	3.	When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?	[ ]	[ ]	[ ]	[ ]
	4.	Are fuel tank caps replaced and secured before starting the engine?	[ ]	[ ]	[ ]	[ ]
	5.	In fueling operations, is there always metal contact between the container and the fuel tank?	[ ]	[ ]	[ ]	[ ]
	6.	Are fueling hoses of a type designed to handle the specific type of fuel?	[ ]	[ ]	[ ]	[ ]
	7.	Is it prohibited to handle or transfer gasoline in open containers?	[ ]	[ ]	[ ]	[ ]
	8.	Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?	[ ]	[ ]	[ ]	[ ]
	9.	Is smoking prohibited in the vicinity of fueling operations?	[ ]	[ ]	[ ]	[ ]
	10.	Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?	[ ]	[ ]	[ ]	[ ]
	11.	Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

GG.	IDENTIFICATION OF PIPING SYSTEMS	YES	NO	N/A	OTHER
1.	When non-potable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?	[ ]	[ ]	[ ]	[ ]
2.	When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?	[ ]	[ ]	[ ]	[ ]
3.	When pipelines are identified by color painting, are all visible parts of the line so identified?	[ ]	[ ]	[ ]	[ ]
4.	When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or connection?	[ ]	[ ]	[ ]	[ ]
5.	When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?	[ ]	[ ]	[ ]	[ ]
6.	When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?	[ ]	[ ]	[ ]	[ ]
7.	When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

HH.	CONTROL OF HARMFUL SUBSTANCES BY VENTILATION	YES	NO	N/A	OTHER
1.	Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?	[ ]	[ ]	[ ]	[ ]
2.	Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?	[ ]	[ ]	[ ]	[ ]
3.	Are clean-out ports or doors provided at intervals not to exceed 12-feet in all horizontal runs of exhaust ducts?	[ ]	[ ]	[ ]	[ ]
4.	Where two or more different type of operations are being controlled through the same exhaust system, will the combination of substances being controlled, constitute a fire, explosion or chemical reaction hazard in the duct?	[ ]	[ ]	[ ]	[ ]
5.	Is adequate makeup air provided to areas where exhaust systems are operating?	[ ]	[ ]	[ ]	[ ]
6.	Is the source point for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?	[ ]	[ ]	[ ]	[ ]
7.	Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

II.	SANITIZING EQUIPMENT AND CLOTHING	YES	NO	N/A	OTHER
1.	Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected?	[ ]	[ ]	[ ]	[ ]
2.	Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?	[ ]	[ ]	[ ]	[ ]
3.	Are machines and equipment which process, handle or apply materials which could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?	[ ]	[ ]	[ ]	[ ]
4.	Are employees prohibited from smoking or eating in any area where contaminates that could be injurious if ingested, are present?	[ ]	[ ]	[ ]	[ ]
5.	When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?	[ ]	[ ]	[ ]	[ ]
6.	Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?	[ ]	[ ]	[ ]	[ ]
7.	When equipment, materials, or other items are taken into, or removed from a carcinogen regulated area, is it done in a manner that will not contaminate non-regulated areas or the external environment?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

JJ.	TIRE INFLATION	YES	NO	N/A	OTHER
1.	Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?	[ ]	[ ]	[ ]	[ ]
2.	Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?	[ ]	[ ]	[ ]	[ ]
3.	Does each tire inflation hose have a clip-on chuck with at least 24-inches of hose between the chuck and an in-line valve and gauge?	[ ]	[ ]	[ ]	[ ]
4.	Does the tire inflation control valve automatically shutoff the air flow when the valve is released?	[ ]	[ ]	[ ]	[ ]
5.	Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings?	[ ]	[ ]	[ ]	[ ]
6.	Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

KK.	FLAMMABLE AND COMBUSTIBLE MATERIALS	YES	NO	N/A	OTHER
1.	Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?	[ ]	[ ]	[ ]	[ ]
2.	Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?	[ ]	[ ]	[ ]	[ ]
3.	Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?	[ ]	[ ]	[ ]	[ ]
4.	Are all connections on combustible storage drums and liquid piping both vapor and liquid tight?	[ ]	[ ]	[ ]	[ ]
5.	Are all flammable liquids kept in closed containers when not is use (e.g., parts cleaning tanks, pans, etc.)?	[ ]	[ ]	[ ]	[ ]
6.	Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?	[ ]	[ ]	[ ]	[ ]
7.	Do storage rooms for flammable and combustible liquids have explosion-proof lights?	[ ]	[ ]	[ ]	[ ]
8.	Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?	[ ]	[ ]	[ ]	[ ]
9.	Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?	[ ]	[ ]	[ ]	[ ]
10,	Are no smoking signs posted on liquefied petroleum gas tanks?	[ ]	[ ]	[ ]	[ ]
11.	Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?	[ ]	[ ]	[ ]	[ ]
12.	Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

KK.	FLAMMABLE AND COMBUSTIBLE MATERIALS - continued	YES	NO	N/A	OTHER
13.	Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?	[ ]	[ ]	[ ]	[ ]
14.	Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?	[ ]	[ ]	[ ]	[ ]
15.	Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc., while in storage?	[ ]	[ ]	[ ]	[ ]
16.	Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?	[ ]	[ ]	[ ]	[ ]
	a. Class A – Ordinary combustible fires.	[ ]	[ ]	[ ]	[ ]
	b. Class B – Flammable liquid, gas or grease fires.	[ ]	[ ]	[ ]	[ ]
	c. Class C – Energized-electrical equipment fires.	[ ]	[ ]	[ ]	[ ]
17.	Are appropriate fire extinguishers mounted within 75-feet of outside areas containing flammable liquids, and within 10-feet of any inside storage area for such materials?	[ ]	[ ]	[ ]	[ ]
18.	Are extinguishers free from obstructions or blockage?	[ ]	[ ]	[ ]	[ ]
19.	Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year?	[ ]	[ ]	[ ]	[ ]
20.	Are all extinguishers fully charged and in their designated places?	[ ]	[ ]	[ ]	[ ]
21.	Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

KK.	FLAMMABLE AND COMBUSTIBLE MATERIALS - continued	YES	NO	N/A	OTHER
22.	Are “NO SMOKING” signs posted where appropriate in areas where flammable or combustible materials are used or stored?	[ ]	[ ]	[ ]	[ ]
23.	Are safety cans used for dispensing flammable or combustible liquids at a point of use?	[ ]	[ ]	[ ]	[ ]
24.	Are all spills of flammable or combustible liquids cleaned up properly?	[ ]	[ ]	[ ]	[ ]
25.	Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?	[ ]	[ ]	[ ]	[ ]
26.	Are “NO SMOKING” rules enforced in areas involving storage and use of hazardous materials?	[ ]	[ ]	[ ]	[ ]

SELF INSPECTION CHECKLIST
DOCUMENT NUMBER: 1002

Location:_____ Inspected By: _____

LL.	SPRAYING OPERATIONS	YES	NO	N/A	OTHER
1.	Is adequate ventilation assured before spray operations are started?	[ ]	[ ]	[ ]	[ ]
2.	Is mechanical ventilation provided when spraying operations are done in enclosed areas?	[ ]	[ ]	[ ]	[ ]
3.	When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?	[ ]	[ ]	[ ]	[ ]
4.	Is the spray area free of hot surfaces?	[ ]	[ ]	[ ]	[ ]
5.	Is the spray area at least 20-feet from flames, sparks, operating electrical motors and other ignition sources?	[ ]	[ ]	[ ]	[ ]
6.	Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?	[ ]	[ ]	[ ]	[ ]
7.	Is suitable respiratory equipment provided and used when appropriate during spraying operations?	[ ]	[ ]	[ ]	[ ]
8.	Do solvents used for cleaning have a flash point of 100^{o} Fahrenheit or more?	[ ]	[ ]	[ ]	[ ]
9.	Are fire control sprinkler heads kept clean?	[ ]	[ ]	[ ]	[ ]
10.	Are “NO SMOKING’ signs posted in spray areas, paint rooms, paint booths, and paint storage areas?	[ ]	[ ]	[ ]	[ ]
11.	Is the spray area kept clean of combustible residue?	[ ]	[ ]	[ ]	[ ]
12.	Are spray booths constructed of metal, masonry, or other substantial non-combustible material?	[ ]	[ ]	[ ]	[ ]
13.	Are spray booth floors and baffles non-combustible and easily cleaned?	[ ]	[ ]	[ ]	[ ]
14.	Is infrared drying apparatus kept out of the spray area during spray painting operations?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

LL.	**SPRAYING OPERATIONS** – continued	YES	NO	N/A	OTHER
15.	Is the spray booth completely ventilated before using the drying apparatus?	[ ]	[ ]	[ ]	[ ]
16.	Is the electric drying apparatus properly grounded?	[ ]	[ ]	[ ]	[ ]
17.	Are lighting fixtures for spray booths located outside of the booth and interior lighted through sealed clear panels?	[ ]	[ ]	[ ]	[ ]
18.	Are the electric motors for exhaust fans placed outside booths or ducts?	[ ]	[ ]	[ ]	[ ]
19.	Are belts and pulleys inside the booth fully enclosed?	[ ]	[ ]	[ ]	[ ]
20.	Do ducts have access doors to allow cleaning?	[ ]	[ ]	[ ]	[ ]
21.	Do all drying spaces have adequate ventilation?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____

MM.	MEDICAL SERVICES AND FIRST AID	YES	NO	N/A	OTHER
1.	Is there a hospital, clinic, or infirmary for medical care with a 30 minute proximity of the workplace?	[ ]	[ ]	[ ]	[ ]
2.	If medical and first aid facilities are not in proximity, are at least two employees on each shift currently qualified to render first aid?	[ ]	[ ]	[ ]	[ ]
3.	Are emergency telephone numbers posted?	[ ]	[ ]	[ ]	[ ]
4.	Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?	[ ]	[ ]	[ ]	[ ]
5.	Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?	[ ]	[ ]	[ ]	[ ]

Location:_____ Inspected By: _____