**General Industry Checklist**

This checklist is provided to assist in identifying deficiencies or hazards within your business. Additional written programs, workplace procedures, and / or training to reduce the potential of employee injuries and illnesses may be required.

This checklist does not address all possible hazards.

# Posting and Recordkeeping

* Workplace posters / phone numbers displayed
* OSHA 300 completed (where required)
* OSHA 300A completed & posted (where required)

# Safety & Health Program

* Written safety program developed
* Employee safety training completed / records maintained

# Medical and First Aid

* Emergency medical services identified
* First aid kits readily accessible
* Eye wash / showers available (where necessary)
* Claim reporting procedures
* Return to Work program
* Bloodborne Pathogens program / training

# Fire Protection

* Fire extinguishers mounted & readily accessible
* Fire extinguishers inspected at least annually
* Fire alarm tested at least annually (where present)

# Personal Protective Equipment (PPE)

* Employees have been trained in PPE procedures
* PPE is maintained in sanitary condition
* Hazards identified in the workplace requiring PPE

# Work Environment

* Work areas clean, sanitary and orderly
* Wet surfaces covered with non-slip materials
* Walking surfaces in good condition
* Spilled materials cleaned up immediately

# Floor and Wall Openings / Elevated Surfaces

* Floor openings protected or guarded on all sides
* Signs posted showing elevated surface load capacity
* 4” toeboard where falling object exposure exists
* Material piled, stacked or racked to prevent falling
* Pits not in use covered or protected

# Stairs and Stairways

* Handrails on all stairways of 4 or more risers
* Steps provided with a slip resistant surface

# Exiting or Egress / Exit Doors

* Exits marked with exit sign and properly illuminated
* Exits kept free from obstructions
* Are exits unlocked?
* Sufficient exits to permit prompt emergency escape

# Portable Ladders

* Inspect and maintain ladders in good condition
* Non-slip safety feet provided on each ladder
* Employees face ladder when ascending or descending with 3 points of contact
* Prohibit use of ladders that are broken or damaged
* Instruct not to use top step of stepladder as a step
* Extend ladder at least 3’ above elevated surface

# Hand / Portable Power Tools and Equipment

* Broken, damaged, bent tools removed / replaced
* Proper eye and face protection worn, as needed
* Safety guards provided on grinders, saws, etc.
* Power tools grounded or double insulated
* Full guards or screens provided on portable fans
* Ground fault circuit interrupters (GFCI) used

# Abrasive Wheel Equipment

* Work rest used and kept adjusted to 1/8 inch
* Side guards cover spindle, nut and flange
* Bench and pedestal grinders permanently mounted
* Goggles / face shields worn when grinding

# Machine Guarding

* Employees trained in safe methods of operation
* Machinery and equipment kept clean and maintained
* Shut-off switch within reach of operator’s position
* Each machine provided with lock out for maintenance
* Belts, pulleys, chains and gears properly guarded
* Point of operation guarded or protection provided

# Lockout / Tagout

* Machinery deenergized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, when required
* Written Program in Place
* Stored energy released or blocked before lock-out

Comments

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# Welding, Cutting & Brazing

* Only authorized and trained personnel use welding, cutting or brazing equipment
* “DANGER – NO SMOKING, MATCHES OR OPEN LIGHTS”

properly posted

* Regulators removed and valve caps in place before moving cylinders
* Electrodes removed from arc welders when not in use
* Fire extinguishers available for immediate use
* Eye protection helmets, hand shields and goggles meet appropriate standards
* Employees exposed to the hazards of welding, cutting, or brazing protected with PPE and clothing
* Ventilation adequate in and where welding or cutting is performed

# Compressors & Compressed Air

* Compressors include pressure relief valves and gauges
* Safety devices on systems checked frequently
* Belt drive system totally enclosed
* Employees prohibited from using highly compressed air for cleaning
* PPE worn when using compressed air for cleaning
* Pressure reduced to < 10 psi for cleaning clothes

# Compressed Gas Cylinders

* Cylinders marked to clearly identify the gas
* Cylinders stored away from external heat sources
* Valve protectors placed on cylinders when not in use
* Valves closed before moving or when cylinder is empty
* Store oxygen and fuel gas cylinders separated by a minimum of 20’ or by a noncombustible barrier at least 5’ high

# Hoist & Auxiliary Equipment

* Load rate of each hoist is legibly marked and visible
* Stops provided at safe limits of travel for trolley hoist
* Use of kinked or twisted chains or rope slings prohibited
* Carrying suspended loads over people prohibited

# Industrial Trucks / Forklifts

* Only trained personnel allowed to operate trucks
* Lift truck operating rules posted and enforced
* Each truck equipped with warning horn, whistle, gong or other device that can be clearly heard

# Environmental Controls

* Work areas properly illuminated
* Restrooms and washrooms kept clean and sanitary
* Water provided for drinking, washing and cooking
* Water not suitable for drinking clearly identified
* Employees instructed in lifting of heavy objects
* Heat illness training provided where required
* Safety vests/shirts worn when working on or near streets and roadways

# Flammable and Combustible Liquids

* Approved containers / tanks used for storage
* Flammable liquids kept in closed containers
* Safety cans used at point of use
* Storage rooms have explosion-proof lights and mechanical or gravity ventilation

# Hazard Communications

* Hazardous substances have been identified
* Written hazard communication program developed
* Safety Data Sheets (SDS) readily available
* Employee training completed & documented

# Electrical

* Extension cords have grounding conductor
* Electrical panels not blocked
* GFCI’s checked monthly
* Multiple plug adapters prohibited
* Wiring and cords with frayed or deteriorated insulation repaired or replaced
* Unused openings in electrical enclosures closed with appropriate covers, plugs or plates

# Noise

* Noise levels exceed 85dBA in working areas
* Noise levels measured and records kept
* Areas identified where voice communication is difficult due to noise levels
* Engineering or administrative controls used to reduce employee exposure to noise
* Approved hearing protection available in noisy areas

# Material Handling

* Trucks and trailers secured during loading / unloading
* Dock plates and loading ramps of sufficient strength to support loads
* Safe clearance for equipment through aisles / doorways

Comments

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