

WorkSafe Checklist

Location/Department:

Date of Inspection:

Inspectors:

Corrective Actions:

Work order/memos were issued: Yes No

Date issued:

The following safety and health checklist is based in part on the OSHA standards. It may not include *all* conditions, as it is intended to be used only as a guide.

Topic Description	Yes	No	N/A	Comments
Recordkeeping				
Are all occupational injuries or illnesses that occur in your work area, other than minor injuries requiring only first aid, being recorded as required on the OSHA 300 log?				
Do you know and are you able to direct employees where to go to view the annual posting of the OSHA Form 300?				
Are all supervisors aware of the duties regarding recording and reporting injuries and illnesses?				
General Facility and Office Safety				
Aisles and Walkways				
Are well-defined spaces of sufficient width for aisles provided?				
Floors				
Are wet floors cleaned up as soon as possible, or roped off or access otherwise effectively restricted?				
Is a non-slip type water emulsion wax used when waxing the floor?				
Are floor cleaning liquids limited to those having a flash point above 100°F?				
Are floors free of irregularities, such as holes and loose tiles, which may create a hazard?				
Are rugs and mats with holes, tears, or other disrepairs that constitute a hazard <i>immediately</i> repaired or removed?				
Stairs				
Are stairs well-lighted and free of defects or obstructions?				
Do stairs, unless made of unpainted wood, have an anti-slip treatment applied?				
Are stairways greater than 44 inches but less than 88 inches in width provided with a handrail on each side?				
Are stairways over 88 inches wide equipped with a handrail in the center in addition to handrails on each side?				

☒ WorkSafe Checklist (*continued*)

Topic Description	Yes	No	N/A	Comments
Doors				
Are full-length glass doors fitted with hardware that indicates the open or closed position of the door?				
Is tempered glass installed in all new or replacement door installations?				
Are full-length glass windows or panels adjacent to glass doors marked to indicate the glass panel?				
Are clear glass vision panels recommended in solid doors that are frequently used?				
Are self-closing doors adjusted so that the opening force is not excessive and closing speed not too rapid?				
Filing Cabinets				
Are filing cabinets secured mechanically to prevent tipping?				
<ul style="list-style-type: none"> Single cabinets may be bolted to the floor or wall. 				
<ul style="list-style-type: none"> Rows or series of cabinets may be bolted together. 				
Where cabinets cannot be secured mechanically, are warnings that only one drawer at a time should be opened placed on the cabinets?				
Are heavy materials stored on top of file cabinets?				
Are file cabinet drawers left open when not in use?				
Do file cabinet drawers obstruct aisles or exits when open?				
Office Machines and Equipment				
Are chairs periodically inspected and maintained in a safe condition?				
Is office equipment properly positioned before use to prevent falling or the creation of tripping hazards (such as from electrical cords and outlets)?				
Is all electrical equipment grounded in accordance with the National Electric Code?				
Are step stools or ladders provided for safe access to storage bins and shelves?				
Office Fire Procedures				
Is a plan present for the evacuation of personnel in emergencies?				
Is the plan reviewed annually?				
Does the plan include designation of exit ways and outside assembly areas?				

☒ WorkSafe Checklist (*continued*)

Topic Description	Yes	No	N/A	Comments
Are assembly areas located at a safe distance from the building and where access to firefighting equipment will not be impaired?				
Are fire drills held periodically, at least annually?				
Fire Protection				
Safety Requirements				
Are buildings and structures provided with exits of kinds, numbers, location, and capacity appropriate to the individual building or structure?				
Are exits in every building and structure arranged and maintained so as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied?				
Is every exit clearly visible or the route to reach is conspicuously indicated so building or structure occupants will readily know the direction of escape from any point?				
Are the paths of escape arranged or marked so that the egress is unmistakable?				
Is every building or structure equipped for artificial illumination; is adequate and reliable illumination provided for all exit facilities?				
Is every automatic sprinkler system, fire detection and alarm system, exit lighting system, fire door and other equipment continuously maintained in proper operating condition?				
Means of Egress				
Do exits consist only of approved components?				
Are exit components constructed as an integral part of the building or permanently affixed to the building?				
Are elevators or ladders used as an exit component or a means of egress?				
Access to Exits				
Are exits and exit accesses located and arranged so that they are readily accessible at all times?				
Are ways of exit access and the doors to exits designed and arranged so as to be clearly recognizable as such?				
Are hangings or draperies placed over exit doors or otherwise so located as to conceal or obscure any exit?				
Are any mirrors placed on exit doors?				
Are any mirrors placed in or adjacent to any exit in such a manner as to confuse the direction of exit?				
Exterior Ways of Exit Access				
Do exterior ways of exit access have smooth, solid, substantially level floors, with guards on unenclosed sides?				

<input checked="" type="checkbox"/> WorkSafe Checklist (<i>continued</i>)				
Topic Description	Yes	No	N/A	Comments
Exterior Ways of Exit Access (<i>continued</i>)				
Where accumulation of snow or ice is likely because of the climate, and where such snow and ice is not regularly removed, is the exterior exit way protected by a roof?				
Are exterior ways of exit access so arranged that there are no dead ends in excess of 20 feet?				
Discharge from Exits				
Are yards, courts, or other open spaces to which exits discharge, of adequate width and size to provide all persons leaving the building with ready access to the street?				
Doors				
Are doors that are required to serve as exits designed and constructed in such a manner that the ways of exit travel are obvious and direct?				
Do doors providing access to a stairway swing in the direction of exit travel?				
Do doors providing access to stairways, during their swing, block stairs or landings or interfere with the full use of the stairs?				
Are locks or fastenings that prevent free escape from the inside of a building or structure present?				
Are latches or other fastening devices on doors provided with knobs, handles, panic bars, or other simple devices that require single-hand operation?				
Corridors and Aisles				
Are corridors and aisles so arranged that there are no dead ends in excess of 20 feet?				
Protective Enclosure of Exits				
When an exit is protected by separation from other parts of the building, does the separation have at least a one-hour fire resistance rating when the exit connects three stories or less?				
Are all openings in the separation protected by an approved self-closing fire door?				
Posting Egress Routes				
Are plans or diagrams showing the designated emergency egress routes posted in a place or places readily available to employees?				
Handling Materials				
General				
Where mechanical equipment is used, are sufficient safe clearances allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made?				
Are aisles and passageways kept clear and in good repair, with no obstruction across or in aisles that could create a hazard?				

☒ WorkSafe Checklist (*continued*)

Topic Description	Yes	No	N/A	Comments
Are permanent aisles and passageways appropriately marked?				
Does the storage of material create a hazard?				
Are storage areas kept free of accumulation of materials that constitute hazards of tripping, fire, explosion, or pest harborage?				
Is vegetation control exercised when necessary?				
Are covers and/or guardrails provided to protect personnel from the hazards of open pits, tanks, vats, or ditches?				
Powered Industrial Trucks				
Do all new powered industrial trucks meet the design and construction requirements for powered industrial trucks established in the "American National Standard for Powered Industrial Trucks," Part II, ANSI B56.1-1969?				
Do approved trucks bear a label or some other identifying mark indicating approval by the testing laboratory?				
Are modifications and additions that affect capacity and safe operation performed by the customer or user without manufacturer's prior written approval?				
Are capacity operation and maintenance instruction plates, tags, or decals changed when such modifications or additions are made?				
If the truck is equipped with front-end attachments other than factory-installed, is the truck marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered?				
Are power-operated industrial trucks used in atmospheres containing hazardous concentrations of acetylene, butadiene, ethylene oxide, hydrogen (or gases or vapors equivalent in hazard to hydrogen), propylene oxide acetaldehyde, cyclopropane, diethyl ether, ethylene, isoprene, or unsymmetrical dimethyl hydrazine?				
Are power-operated industrial trucks used in atmospheres containing hazardous concentrations of metal dust, including aluminum, magnesium, and their commercial alloys, other metals of similarly hazardous characteristics, or in atmospheres containing carbon black, coal or dust?				
Approved power-operated industrial trucks designated as EX may be used in such atmospheres.				
In atmospheres where dust of magnesium, aluminum or aluminum bronze may be present, do fuses, switches, motor controllers, and circuit breakers of trucks have enclosures specifically approved for such locations?				
Are power-operated industrial trucks designated as DS, ES, GS, or LPS operated in locations where volatile flammable liquids or flammable gases or vapors are used or stored?				
Is the storage and handling of liquid fuels such as gasoline and diesel in accordance with NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1969)?				

☒ **WorkSafe Checklist** (*continued*)

Topic Description	Yes	No	N/A	Comments
Powered Industrial Trucks (continued)				
Are battery-charging areas provided with facilities for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries?				
Are battery-charging installations located in areas designated for that purpose?				
Is smoking prohibited in the charging area?				
Are trucks properly positioned and the brakes applied before attempting to change or charge batteries?				
Are tools and other metallic objects kept away from the top of uncovered batteries?				
Are fuel tanks filled while the engine is running?				
Are methods devised to train operators in the safe operation of powered industrial trucks?				
Are only trained and authorized operators permitted to operate a powered industrial truck?				
Are unauthorized personnel permitted to ride on powered industrial trucks?				
Are stunt driving and horseplay prohibited?				
Is the driver required to slow down and sound horn at cross aisles and other locations where vision is obstructed?				
Is the driver required to slow down for wet and slippery floors?				
Is running over loose objects on the roadway surface avoided?				
Do motorized hand trucks enter elevators or other confined areas with the load end forward?				
Is a safe distance maintained from the edge of ramps or platforms while on any elevated dock?				
Are wheels blocked if the unattended truck is parked on an incline?				
Are the brakes of highway trucks set and wheel chocks placed under rear wheels while boarding by industrial trucks is taking place?				
Are trucks examined daily or whenever put to use?				
Are power-operated industrial trucks removed from service if not in safe-operating condition?				
Are all repairs made by authorized personnel?				
Are required replacement parts equivalent to the original design?				
Are industrial trucks examined before being placed into service?				

☒ WorkSafe Checklist (*continued*)

Topic Description	Yes	No	N/A	Comments
When a powered industrial truck is left unattended, is the load-engaging means fully lowered, the controls neutralized, the power shut off, and the brakes set?				
Slings				
General				
Are slings that are damaged or defective removed from service?				
Are sling legs kinked?				
Are slings loaded in excess of their rated capacities?				
Are slings securely attached to their loads?				
Are slings, all fastenings, and attachments inspected by a competent person daily or before use?				
Fiber Rope				
Are working load limits decreased for natural and synthetic fiber rope slings when used in temperatures less than –20°F and greater than 180°F?				
In manila rope, do eye splices consist of at least 3 full tucks?				
In synthetic fiber rope, do eye splices consist of at least 4 full tucks?				
For fiber rope under 1 inch in diameter, does the tail project at least 6 rope diameters beyond the last full tuck?				
Are knots used in lieu of splices?				
Are natural and synthetic fiber rope slings removed from service if there is abnormal wear?				
Are fiber rope slings made from new rope?				
Synthetic Web				
Is synthetic webbing of uniform thickness and width and selvage edges not split from the webbing's width?				
Are fittings free of all sharp edges that could damage the webbing?				
Are polyester and polypropylene web slings prohibited from use where fumes, vapors, sprays, mists or caustic liquids are present?				
Are repairs of synthetic web slings made by the sling manufacturer or an equivalent entity?				
Are certificates of proof testing of slings available for examination?				

☒ WorkSafe Checklist (*continued*)

Topic Description	Yes	No	N/A	Comments
Synthetic Web (<i>continued</i>)				
Are synthetic web slings immediately removed from service if snags, punctures, tears or cuts are present?				
Are synthetic web slings immediately removed from service if broken or worn stitches are present?				
Are synthetic web slings immediately removed from service if there is distortion of the fittings?				
Personal Protective Equipment				
Eye and Face Protection				
Is protective eye and face equipment required where there is a reasonable probability of injury that can be prevented by such equipment?				
Do protectors provide adequate protection against the hazards for which they are designed?				
Are protectors reasonably comfortable when worn under designed conditions?				
Are the protectors capable of being disinfected?				
Are the protectors easily cleanable?				
Are design, construction, testing, and use of devices for eye and face protection in accordance with the American Standard for Occupational and Educational Eye and Face Protection?				
Occupational Head Protection				
Where hazards exist from impact and penetration from falling and flying objects, are helmets for head protection provided to the exposed employees?				
Are all components, shells, suspensions, headbands, sweatbands, and accessories visually inspected daily (or whenever used) for signs of dents, cracks, penetration, damage due to impact, rough treatment, or wear that might reduce the degree of safety originally provided?				
Occupational Foot Protection				
Are safety-toe shoes or other protective footwear required for employees engaged in work operations where the potential for serious toe injury from heavy rolling or falling objects exists?				
Does safety-toe footwear for employees meet the requirements of American National Standards for Safety-Toe Footwear (Z41)?				
Electrical Protective Devices				
Is rubber insulated equipment designed for the voltage levels to be encountered provided for employee protection?				
Are rubber gloves visually inspected and air tested prior to each day's use?				

<input checked="" type="checkbox"/> WorkSafe Checklist <i>(continued)</i>				
Topic Description	Yes	No	N/A	Comments
Is rubber insulated equipment, other than gloves, tested in accordance with the American Society for Testing and Materials (ASTM) specifications where facilities are available?				
Personal Fall Arrest System				
Where practical and when no other means of protection is provided, is a "personal fall arrest system" worn by personnel working at heights in excess of 6' or while performing an operation where there is a reasonable probability of injury?				
Are lifelines, safety belts, and lanyards inspected frequently and before each use and maintained in good condition?				
Respirator Protection				
Are air-supplying respirators used when area has too little oxygen?				
Are air-purifying respirators used when area has enough oxygen, but dangerous levels of an airborne contaminant are present?				
Is the correct respirator being used for the specified job and hazards?				
Has the cartridge/canister color-coding been checked to ensure the respirator protects against the specific contaminant?				
In order to maintain respirators properly, do employees check that regulators and warning devices are functioning?				
Do employees wash and sanitize respirators after each use?				
Ladders and Safety Climbing Equipment				
Fixed Ladders				
Are rungs, cleats, and steps free of sharp edges, burrs, or projections that may be a hazard?				
Are metal ladders and appurtenances painted or otherwise treated to resist corrosion and rusting when location demands?				
Portable Metal Ladders				
Are rungs and steps corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping?				
Is a metal spreader or locking device of sufficient size and strength a component of each stepladder?				
Is a metal spreader or locking device of sufficient size and strength a component of each trestle ladder?				
Does the spreader have all sharp edges covered or removed?				
Are ladders maintained in good condition at all times?				
Are hardware fittings and accessories checked frequently and kept in good working condition?				

<input checked="" type="checkbox"/> WorkSafe Checklist <i>(continued)</i>				
Topic Description	Yes	No	N/A	Comments
Portable Metal Ladders <i>(continued)</i>				
Are ladders exposed to oil and grease cleaned?				
Are ladders having defects marked and taken out of service until repaired?				
Are portable ladders designed as one-man working ladders based on a 250-pound load?				
Is the ladder base section placed with a secure footing?				
Does climber face ladder when ascending or descending?				
Portable Wood Ladders				
Are ladders inspected frequently, and defected ones marked as "Dangerous, Do Not Use" until repaired or destroyed?				
Are damaged ladders prohibited from use?				
Are rungs kept free of oil and grease?				
Does the spreader have all sharp points removed or covered?				
Is frayed or badly-worn rope replaced when discovered?				
Are portable rung and cleat ladders used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one quarter of the working length of the ladder?				
Is the top rail for portable rung and cleat ladders reasonably rigid and does it have ample strength to support the applied load?				
Does the user face the ladder when ascending or descending?				
Aerial Basket Safety Precautions				
Are proper precautions against electrical hazards taken by both personnel aloft and on the ground?				
Is the vehicle positioned so that outriggers may be properly blocked and overloading of the boom is avoided?				
Are personal fall arrest systems used by personnel in the basket?				
Are lanyards long enough to allow movement within the basket but short enough to prevent standing on the rim?				
Is the vehicle prohibited from being moved until personnel are out of the basket and adequate clearance for the boom is determined?				
Inspection of Aerial Baskets				
Is a visual inspection of attachment welds between actuating cylinders and boom or pedestals performed daily or before each use?				
Is a visual inspection of pivot pins for security of locking devices performed daily or before each use?				

<input checked="" type="checkbox"/> WorkSafe Checklist <i>(continued)</i>				
Topic Description	Yes	No	N/A	Comments
Is a visual inspection of exposed cables, sheaves, and leveling devices for wear and security performed daily or before each use?				
Is a visual inspection of the hydraulic system for leaks and wear performed daily or before each use?				
Is a check of lubrication and fluid levels performed daily or before each use?				
Is a visual inspection of the boom and basket for cracks or abrasions performed daily or before each use?				
Is the operation of the boom run through a complete cycle from the ground controls daily or before each use to check for unusual noises or abnormal operations?				
Occupational Safety				
Walking/Working Surfaces				
Are all places of employment, passageways, storerooms, and service rooms kept clean and orderly and in a sanitary condition?				
Is the floor of every workroom maintained in a clean and dry condition?				
Where mechanical handling equipment is used, are sufficient safe clearances allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made?				
Are permanent aisles and passageways appropriately marked?				
Is every stairway floor opening guarded by a standard railing?				
For infrequently used stairways where traffic across the opening prevents the use of fixed standard railing, does the guard consist of a hinged floor opening and removable standard railings?				
Is every ladderway, floor opening, or platform guarded by a standard railing with standard toeboard on all exposed sides (except at entrance to opening)?				
Hazardous Materials — Storage				
Are more than 60 gallons of Class I or II liquids or 120 gallons of Class III liquids stored in a storage cabinet?				
Are storage cabinets designed to limit internal temperature to a maximum of 325°F when subjected to a 10-minute fire test?				
Is a minimum of one clear aisle, at least 3-feet wide, maintained in every inside storage room?				
Are containers over 30-gallon capacity prohibited from being stacked one upon the other?				
Are approved pumps or self-closing faucets used for dispensing materials?				
Are outside storage areas protected against tampering or trespassers where necessary and kept free of weeds, debris and other combustible materials not necessary to the storage?				

<input checked="" type="checkbox"/> WorkSafe Checklist <i>(continued)</i>				
Topic Description	Yes	No	N/A	Comments
Hazardous Materials — Storage (continued)				
Is at least one portable fire extinguisher with a minimum rating of 12-b units located not less than 10 feet, nor more than 25 feet, from any Class I or II liquid storage area located outside of a storage room but inside a building?				
Are sprinklers, when provided, installed in accordance with 1910.159?				
General Environmental Controls				
Are all places of employment kept clean to the extent that the nature of the work allows?				
Is every receptacle used for solid or liquid waste or refuse constructed so that it does not leak?				
Is every enclosed workplace constructed, equipped, and maintained, as reasonably practical, to prevent the harborage of rodents, insects, and other vermin?				
Is potable water provided in all places of employment?				
Are portable drinking water dispensers capable of being closed and equipped with a tap?				
Are common drinking cups and other common utensils prohibited?				
Are nonpotable water systems constructed to prevent backflow or backsiphonage into a potable water system?				
Are toilet facilities provided in accordance with 1910.141(c)(1) Table J-1?				
Are washing facilities maintained in a sanitary condition?				
Are lavatories made available in all places of employment?				
Is each lavatory provided with hot and cold running water, or tepid running water?				
Are individual hand towels, sections of cloth or paper, warm air blowers, or clean individual sections of continuous cloth toweling convenient to the lavatories provided?				
Is body soap or another appropriate cleansing agent convenient to the showers provided?				
Are the food waste receptacles maintained in a clean and sanitary condition?				
Emergency Preparedness				
If they must RESPOND to emergencies, do all employees:				
• Recognize the sound of the emergency alarm?				
• Know how and to whom to report a fire, spill, or other incident?				

☒ **WorkSafe Checklist** *(continued)*

Topic Description	Yes	No	N/A	Comments
<ul style="list-style-type: none"> Know the locations of the nearest emergency alarms and telephones? 				
<ul style="list-style-type: none"> Know how to use emergency alarms and telephones? 				
<ul style="list-style-type: none"> Know how to shut down operations or systems in an emergency? 				
<ul style="list-style-type: none"> Know the locations of fire extinguishers, the appropriate ones to use for each classification of fire, and how to use them? 				
<ul style="list-style-type: none"> Know the locations of first aid supplies? 				
<ul style="list-style-type: none"> Know the locations of emergency exits, evacuation routes, and designated gathering places? 				
<ul style="list-style-type: none"> Understand the importance of staying calm and following emergency procedures exactly? 				
Are procedures in place for emergencies, such as:				
<ul style="list-style-type: none"> Fire/Explosion? Bomb threats? 				
<ul style="list-style-type: none"> Tornadoes, Floods or Severe winter weather ? 				
<ul style="list-style-type: none"> Hazardous materials incidents? 				
<ul style="list-style-type: none"> Utility emergencies? 				
Portable Fire Extinguishers				
Is the selection of extinguishers based on the classes of workplace fires and on the size and degree of hazard that would affect their use?				
Are the extinguishers maintained in a fully charged and operable condition?				
Are the fire extinguishers kept in their designated places at all times when not in use?				
Are extinguishers for Class A fires distributed so that the travel for employees to any extinguisher is a maximum of 75'?				
Are extinguishers for Class B fires distributed so that the travel distance from the Class B hazard area to any extinguisher is a maximum of 50'?				
Are extinguishers for Class C hazards distributed on the basis of the appropriate pattern for the existing Class A or Class B hazards?				
Are extinguishers for Class D fires distributed so that the travel distance from the combustible metalworking area at any extinguisher is a maximum of 75'?				

☒ **WorkSafe Checklist** *(continued)*

Topic Description	Yes	No	N/A	Comments
Portable Fire Extinguishers <i>(continued)</i>				
Are annual maintenance records retained for one year after the last entry or the life of the shell, whichever is less?				
Are extinguishers hydrostatically tested whenever they show evidence of corrosion or mechanical injury?				
Is an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting provided?				
Is the training provided upon initial employment and annually thereafter?				
Standpipe (Class II and III) and Hose Systems				
Are standpipes positioned or otherwise guarded against mechanical damage?				
Are the reels and cabinets conspicuously identified and used only for fire equipment?				
Are trained persons designated to conduct all inspections?				
Automatic Sprinkler Systems				
Does the automatic sprinkler system provide the necessary discharge patterns, densities, and water flow characteristics for complete coverage in a particular workplace or zoned subdivision of the workplace?				
Is the automatic sprinkler system piping protected against freezing and exterior surface corrosion?				
Are all dry sprinkler pipes and fittings installed so that the system may be totally drained?				
Are approved sprinklers used on the system?				
Are sprinklers protected from mechanical damage?				
Is an audible signal sounded on the premises when water flows through a sprinkler system with 20 or more sprinkler heads?				
Employee Alarm Systems				
Does the employee alarm system provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace?				
Are employee alarm systems restored to normal operating condition as promptly as possible after each test or alarm?				
Are employees informed of the preferred means for reporting emergencies?				
Are emergency phone numbers posted near phones, notice boards, or other conspicuous locations?				
Are tests conducted at least every two months?				

☒ **WorkSafe Checklist** *(continued)*

Topic Description	Yes	No	N/A	Comments
Machinery and Machine Guarding				
When the periphery of the blades of a fan is less than 7' above the floor or working level, are the blades guarded?				
Does the guard have openings no larger than 0.5".				
Electrical, General				
Are parts of electrical equipment, which in ordinary operation produce arcs, sparks, flames or molten metal enclosed or separated and isolated from all combustible material?				
Is the manufacturer's name, trademark, or other descriptive marking identifying the organization responsible for the product placed on all electrical equipment?				
Are markings giving voltage, current, wattage, or other ratings provided as necessary?				
Electrical				
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?				
Are portable electrical tools and equipment grounded or double insulated?				
Do the extension cords being used have a grounding conductor?				
Are multiple plug adapters prohibited in your work area?				
Are flexible cords and cables free of splices or taps?				
Have employees been trained on:				
<ul style="list-style-type: none"> The hazards of working around electrical circuits and equipment? 				
<ul style="list-style-type: none"> Which activities/areas are restricted to authorized employees? 				
<ul style="list-style-type: none"> The meanings of signs, tags, barricades warning of electrical hazards? 				
<ul style="list-style-type: none"> Basic electrical safety (e.g., matching plugs and receptacles)? 				
<ul style="list-style-type: none"> Lockout/tagout procedures and workers' roles/restrictions in them? 				
<ul style="list-style-type: none"> Confined space procedures and roles/restrictions? 				

Hazard Communication

Is there a written hazard communication program dealing with Material Safety Data Sheets, labeling, and employee training?				
Is there a list of hazardous substances used in your workplace?				
Are Material Safety Data Sheets readily available for each hazardous substance used?				
Are workers trained on selection and use of personal protective equipment?				
Do all chemical containers have labels that are complete?				
Are the labels legible?				
Is the manufacturer or importer contact info on the container?				
Are the possible chemical, physical, and/or health hazards identified on the container?				

Noise Control and Hearing Conservation

Hearing Protection

Does your company have a noise control/hearing conservation program?				
Have noise levels been tested for:				
<ul style="list-style-type: none"> Your facility? 				
<ul style="list-style-type: none"> Your work area? 				
<ul style="list-style-type: none"> Individual workers over an average workday? 				
Is hearing protection available when noise levels are at 85 decibels or more?				
<ul style="list-style-type: none"> Earmuffs? 				
<ul style="list-style-type: none"> Canal caps? 				
<ul style="list-style-type: none"> Ear plugs? 				
Is more than one type of hearing protector assigned if needed?				