



SUPERVISOR JOB SITE ASSIGNED DUTY CHECK LIST

_____, as designated Job Site Supervisor, I acknowledge and
(Please Print) accept the assigned duties of the job assigned check list.

The duties include:

- ☐ Confirm there is a Designated Site Safety Coordinator and has completed the following:
 - All equipment/assured grounding inspections
 - Fire extinguisher inspections
 - First aid inspections
 - All paperwork is posted: Labor Law posters and Medical Facilities poster
- ☐ Obtain safety data sheets (SDS) for new chemicals brought on site
- ☐ Lockout/tagout program adherences
- ☐ Confirmation of potable water and hand washing area
- ☐ First Aid and CPR trained (willing to help in an emergency)
- ☐ Confirm proper location and proper installment of fire extinguishers and first aid kits
- ☐ Confirmation of restroom facilities
- ☐ Confirmation of OSHA 300 Log location

PRINT

SIGNATURE

DATE

PROJECT SITE



DESIGNATED JOB SITE SAFETY COORDINATOR ASSIGNED DUTY CHECK LIST

_____ as designated Job Site Safety Coordinator, I acknowledge and
(Please Print) accept the assigned duties of the job safety check list.

The duties include:

- ☐ Confirm access to ESCO Group safety manual in place
- ☐ Safety data sheets (SDS) - chemical inventory
- ☐ Fire extinguisher inspection
- ☐ First Aid kit inspections
- ☐ First Aid and CPR trained (willing to help in an emergency).
- ☐ All paperwork posted: Labor Law posters and Medical Facilities posted
- ☐ Machine guarding compliant (drill press, bench grinder, hand tools)
- ☐ Battery inspection on lifts (wear appropriate PPE)
- ☐ Equipment/Assured grounding inspections:
 - All cords (extension and corded tools)
 - Ladders
 - Fall protection (harness, retractable and positioning/restraint, beamers/cross-arm strap, lanyards)
 - Rigging

PRINT:_____

SIGNATURE:_____

DATE:_____

_____ **PROJECT SITE**



Safety First!
Job Site Evaluation Report
Date: _____
Job Site: _____

Equipment Condition

Comments: _____

Corrective Action Taken: _____

Personnel Protection

Comments: _____

Corrective Action Taken: _____

Safe Work Practices

Comments: _____

Corrective Action Taken: _____

Housekeeping

Comments: _____

Corrective Action Taken: _____

ESCO SDS in Place:

Yes: __ No: __
Notes: _____

Posters Posted (Labor Law, Medical):

Yes: __ No: __
Notes: _____

Fire Extinguisher Inspected and in Place:

Yes: __ No: __
Notes: _____

First Aid Kits Inspected and in Place:

Yes: __ No: __
Notes: _____

Emergency Numbers Posted: Yes: __ No: __

Notes: _____

OSHA 300 Form in Place: Yes: __ No: __

Notes: _____

ESCO Safety Manual in Place: Yes: __ No: __

Notes: _____

Adequate Supply of PPE: Yes: __ No: __

Notes: _____

Weekly Safety Meetings Completed:

Yes: __ No: __
Notes: _____

Assured Grounding Inspections Complete:

Yes: __ No: __
Notes: _____

Machine Guarding in Compliance:

Yes: __ No: __
Notes: _____

Additional Comments:

Safety Emphasis Program

Month	Emphasis	Employee Name
January	Lockout/Tagout	<hr/>
February	Compliance with Paperwork (OSHA Required)	<hr/>
March	Fleet Safety and Safety Meeting Completion	<hr/>
April	Machine Guarding	<hr/>
May	Electrical Safe Work Practices (NFPA 70E)	<hr/>
June	Fall Protection	<hr/>
July	PPE and Ergonomics	<hr/>
August	Material Handling and Job Briefing	<hr/>
September	Equipment Inspections	<hr/>
October	Housekeeping and Hot Work/Permits	<hr/>
November	Ladders and Hand Protection	<hr/>
December	Hazard Communication and Good Manufacturing Practices	<hr/> <hr/>

Prepared by: _____

Reviewed with: _____
Project Foreman

Cc: Office
Safety Director
Job Foreman

ESCO GROUP SELF INSPECTION CHECKLISTS EMPLOYER

POSTING

- ☐ Is the required OSHA workplace poster in a prominent location where all employees are likely to see it?
- ☐ Are emergency telephone numbers posted where they can be readily found in case of emergency?
- ☐ Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records, and "Material Safety Data Sheets," etc, been posted or otherwise make readily available to affected employees?
- ☐ Are signs concerning "Existing from building," room capacities, floor loading, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?
- ☐ Is the Summary of Occupational Illnesses and Injuries posted in the month of February?

RECORDKEEPING

- ☐ Are all occupational injuries or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log?
- ☐ Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up to date?
- ☐ Have arrangements been made to maintain required records for the legal period of time for each specific type record?
- ☐ Are operating permits and records, up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tank, etc.?

SAFETY AND HEALTH PROGRAM

- ☐ Do you have an active safety and health program in operation?
- ☐ Is one person clearly responsible for the overall activities of the safety and health program?
- ☐ Do you have a safety committee or group made up of management and labor representatives that meet regularly and report in writing on its activities?
- ☐ Do you have a working procedure for handling in-

house employee complaints regarding safety and health?

- ☐ Are you keeping you employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

MEDICAL SERVICES AND FIRST AID

- ☐ Do you require each employee to have a pre-employment physical examination?
- ☐ Is there a hospital, clinic, or infirmary for medical care in proximity to your workplace?
- ☐ If medical and first aid facilities are not in proximity to your workplace, is at least one employee on each shift currently qualified to render first aid?
- ☐ Are medical personnel readily available for advice and consultation on matters of employees' health?
- ☐ Are medical personnel readily available for advice and consultation on matters of employee' health?
- ☐ Are emergency phone numbers posted?
- ☐ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- ☐ Have first aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?
- ☐ Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

FIRE PROTECTION

- ☐ Is your local fire department well acquainted with your facilities, its' location and specific hazards?
- ☐ If you have a fire alarm system, is it certified as required?
- ☐ If you have a fire alarm system, is it tested at least annually?
- ☐ If you have interior standpipes and valves, are they inspected regularly?
- ☐ If you have outside private fire hydrants are they flushed at least once a year and on a routine

- ☐ preventive maintenance schedule?
- ☐ Are fire doors and shutters in good operating condition?
- ☐ Are fire doors and shutters unobstructed and protected against obstruction, including their counterweights?
- ☐ Are fire door and shutter fusible links in place?
- ☐ Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
- ☐ Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
- ☐ Are sprinkler heads protected by metal guards, when exposed to physical damage?
- ☐ Is proper clearance maintained below sprinkler heads?
- ☐ Are portable fire extinguishers provided in adequate number and type?
- ☐ Are fire extinguishers mounted in readily accessible locations?
- ☐ Are employees periodically instructed in the use of extinguishers and fire protection procedures?

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- ☐ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- ☐ Are approved safety glasses required to be worn at all times, in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- ☐ 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.
- ☐ Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids and chemicals?
- ☐ Are hard hats provided and worn where danger of falling objects exists?
- ☐ Are hard hats inspected periodically for damage to the shell and suspension system?
- ☐ Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions? Are approved respirators provided for regular

or emergency use when needed?

- ☐ Is all protective equipment maintained in a sanitary condition and ready for use?
- ☐ Do you have eye wash facilities and a quick Drench Shower _within the work area where employees are exposed to injurious corrosive materials?
- ☐ Where special equipment is needed for electrical workers, is it available?
- ☐ Where lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- ☐ Is protection against the effects of occupation noise exposure provided when sound levels exceed those of the OSHA noise standard?
- ☐ Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

GENERAL WORK ENVIRONMENT

- ☐ Are all worksites clean and orderly?
- ☐ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- ☐ Are all spilled materials or liquids cleaned up immediately
- ☐ Are combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- ☐ Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
- ☐ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- ☐ Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?
- ☐ Are covered metal waste cans used for oily and paint soaked waste?
- ☐ Is all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- ☐ Are paint spray booths, dip tanks, etc., cleaned regularly?
- ☐ Are the minimum number of toilets and washing facilities provided?
- ☐ Are all toilets and washing facilities clean and

sanitary?

- ☐ Is all work areas adequately illuminated?
- ☐ Are pits and floor openings covered or otherwise guarded?

WALKWAYS

- ☐ Are aisles and passageways kept clear?
- ☐ Are aisles and walkways marked as appropriate?
- ☐ Are wet surfaces covered with non-slip materials?
- ☐ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- ☐ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- ☐ Are materials or equipment stored in such a way that sharp projective will not interfere with the walkway?
- ☐ Are spilled materials cleaned up immediately?
- ☐ Are changes materials cleaned up immediately?
- ☐ 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?
- ☐ Is adequate headroom provided for the entire length of any aisle or walkway?
- ☐ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
- ☐ Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL OPENINGS

- ☐ Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- ☐ Are toe boards installed around the edges of permanent floor opening (where persons may pass below the opening)?
- ☐ Are skylight screens of such construction and mounting that they will withstand a load of a least 200 pounds?
- ☐ Is the glasses in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?

- ☐ Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
- ☐ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?
- ☐ Are manhole covers, trench covers and similar covers, plus 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?
- ☐ 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 feature when appropriate?

STAIRS AND STAIRWAYS

- ☐ Are standard stair rails or handrails on all stairways having four or more risers?
- ☐ Are all stairways at least 22 inches wide?
- ☐ Do stairs have at least a 6'6" overhead clearance?
- ☐ Do stairs angle no more than 50 and no less than 30 degrees?
- ☐ Are stairs of hollow-pan type threads and landings filled to noising level with solid material?
- ☐ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7 1/2 inches?
- ☐ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- ☐ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- ☐ Do stairway handrails have at least 1 1/2 inches of clearance between the handrails and the wall or surface they are mounted on?
- ☐ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- ☐ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path or traffic?
- ☐ Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
- ☐ Is the vertical distance between stairway landings

limited to 12 feet or less?

ELEVATED SURFACES

- ☐ Are signs posted when appropriate, showing the elevated surface load capacity?
- ☐ Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- ☐ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?
- ☐ Is a permanent means of access and egress provided to elevated storage and work surfaces?
- ☐ Is required headroom provided where necessary?
- ☐ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading.
- ☐ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS

- ☐ Are all exits marked with an exit sign and illuminated by a reliable light source?
- ☐ Are the directions to exits when not immediately apparent, marked with visible signs?
- ☐ 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.?
- ☐ Are exit signs provided with the words "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2-inch wide?
- ☐ Are exit doors side-hinged?
- ☐ Are all exits kept free of obstructions?
- ☐ 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?
- ☐ Are there sufficient exits to permit prompt escape in case of emergency?
- ☐ Are special precautions taken to protect employees during construction and repair operations?
- ☐ 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?

- ☐ Are exit stairways, which are required to be separated from other parts of a building, enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive construction elsewhere?
- ☐ Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 ft. vertical and 12 ft. horizontal?
- ☐ Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc. are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

- ☐ Are doors, which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- ☐ Are windows, which could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- ☐ Can exit doors open from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- ☐ Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- ☐ 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?
- ☐ Are doors on cold storage rooms provided with an inside release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- ☐ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- ☐ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS

- ☐ 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?
- ☐ Are non-slip safety feet provided on each ladder?
- ☐ Are non-slip safety feet provided on each metal or rung ladder?

- ☐ Are ladder rungs and steps free of grease and oil?
- ☐ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked and guarded?
- ☐ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- ☐ Are employees instructed to face the ladder when ascending or descending?
- ☐ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails other faulty equipment?
- ☐ Are employees instructed not to use the top step of ordinary stepladders as a step?
- ☐ When portable rung ladders are used to gain access to elevated platforms, roof, etc., does the ladder always extend at least 3 feet above the elevated surface?
- ☐ Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed otherwise held in place?
- ☐ Are portable metal ladders legible marked with signs reading, "CAUTION" - Do Not Use Around Electrical Equipment" or equivalent wording?
- ☐ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?
- ☐ 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)?
- ☐ Are metal ladders inspected for damage?
- ☐ Are the rungs of ladders uniformly spaces 12 inches, center to center?

HAND TOOLS AND EQUIPMENT

- ☐ Are all tools and equipment, (both company and employee-owned) used by employees at their workplace in good condition?
- ☐ Are hand tools such as chisels, punches, etc., which develop mushroomed heads during use, reconditioned or replaced as necessary?
- ☐ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?
- ☐ Are worn or bent wrenches replaced regularly?
- ☐ Are appropriate handles used on files and similar tools?

- ☐ Are employees made aware of the hazards caused by faulty or improperly used hand tools?
- ☐ Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment, which might produce flying materials or be subject to breakage?
- ☐ Are jacks checked periodically to assure they are in good operating condition?
- ☐ Are tool handles wedged tightly in the head of all tools?
- ☐ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- ☐ Are tools stored in dry, secure location where they won't be tampered with?
- ☐ Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

- ☐ Are grinders, saws, and similar equipment provided with appropriate safety guards?
- ☐ Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?
- ☐ Are portable circular saws equipped with guards above and below the base shoe?
- ☐ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?
- ☐ Are rotating or moving parts of equipment guarded to prevent physical contact?
- ☐ Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- ☐ Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors, etc.?
- ☐ Are portable fans provided with full guards or screens having openings 1/2 inch or less?
- ☐ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?
- ☐ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of constructions?

- ☐ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT-GRINDERS

- ☐ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
- ☐ Is the adjustable tongue on the topside of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- ☐ Do side guards cover the spindle, nut and flange and 75 percent of the wheel diameter?
- ☐ Are bench and pedestal grinders permanently mounted?
- ☐ Are goggles or face shields always worn when grinding?
- ☐ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- ☐ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- ☐ Does each grinder have an individual on and off control switch?
- ☐ Is each electrically operated grinder effectively grounded?
- ☐ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- ☐ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- ☐ Are splashguards mounted on grinders that use coolant, to prevent the coolant reaching employees.
- ☐ Is cleanliness maintained around grinders?

POWDER ACTUATED TOOLS

- ☐ Are employees who operate powder-actuated tools trained in their use and carry a valid operator's card?
- ☐ Is each powder-actuated tool stored in its own locked container when not being used?
- ☐ Is a sign at least 7 inches by 10 inches with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
- ☐ Are powder-actuated tools inspected for obstructions or defects each day before used?

- ☐ Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

- ☐ Is there a training program to instruct employees of safe methods of machine operation?
- ☐ Is there adequate supervision to ensure that employees are following safe machine operating procedures?
- ☐ Is there a regular program of safety inspection of machinery and equipment?
- ☐ Is all machinery and equipment kept clean and properly maintained?
- ☐ Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing material handling and waste removal?
- ☐ Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?
- ☐ Is there a power shut-off switch within reach of the operator's position at each machine?
- ☐ Can electric power to each machine be locked out for maintenance, repair, or security?
- ☐ Are the non-current-carrying metal parts of electrically operated machines bonded and grounded?
- ☐ Are the foot-operated valves and switches controlled the operation of equipment and machines clearly identified and readily accessible?
- ☐ Are all emergency stop buttons colored red?
- ☐ Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?
- ☐ Are all moving chains and gears properly guarded?
- ☐ Are splashguards mounted on machines that use coolant to prevent the coolant from reaching employees?
- ☐ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks.
- ☐ Are, machinery guards secure and so arranged that they do not offer a hazard in their use?
- ☐ If special hand tools are used for placing and removing material, do they protect the operator's hands?
- ☐ Are revolving drums, barrels, and containers required

to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?

- ☐ Do arbors and mandrels have firm and secure bearings and are they free from play?
- ☐ Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- ☐ Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?
- ☐ 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?
- ☐ Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?
- ☐ Are saws used for ripping, equipped with anti-kickback devices and spreaders?
- ☐ Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT BLOCK OUT PROCEDURES

- ☐ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or lock out during cleaning, servicing, adjusting or setting up operations, whenever required?
- ☐ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
Are the appropriate electrical enclosure identified?

Is means provided to assure the control circuit can also be disconnected and locked-out?
- ☐ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- ☐ Are all equipment control valve handles provided with a means for locking-out?
- ☐ Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.,) be released or blocked before equipment is locked-out for repairs?
- ☐ Are appropriate employees provided with individually keyed personal safety locks.
- ☐ Are employees required to keep personal control to their key(s) while they have safety locks in use?

- ☐ Is it required that only the employee exposed to the hazard, place or remove the safety lock?
- ☐ Is it required that employees check the safety of the lockout, by attempting a start up after making sure no one is exposed?
- ☐ Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?
- ☐ Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags.
- ☐ Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
- ☐ 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 or accidentally activated, is such element required to be separately locked or blocked out?
- ☐ In the event that equipment or lines cannot be shut down, lockout and tagged, is a safe job procedure established and rigidly followed.

WELDING, CUTTING AND BRAZING

- ☐ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
- ☐ Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?
- ☐ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
- ☐ Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage?
- ☐ Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
- ☐ Are only approved apparatus (torches, regulators, pressure reducing valves, acetylene generators, manifolds) used?
- ☐ Are cylinders kept away from sources of heat?
- ☐ Are cylinders kept away from elevators, stairs, or gangways?
- ☐ Is it prohibited to use cylinders as rollers or supports?
- ☐ Are empty cylinders appropriately marked and their

valves closed?

- ☐ Are signs reading: DANGER-NO SMOKING, MATCHES, OR OPEN LIGHTS, or equivalent, posted?
- ☐ Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?
- ☐ Is care taken not to drop or strike cylinders?
- ☐ Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?
- ☐ Do cylinders without fixed wheels have keys, handles or non-adjustable wrenches on stem valves when in services?
- ☐ Are liquefied gases stored and shipped valve-end up with valve covers in place?
- ☐ Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?
- ☐ Before a regulator is removed, is the valve, closed and gas released from the regulator?
- ☐ Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- ☐ Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- ☐ Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- ☐ Under wet conditions, are automatic controls for reducing no load voltage used?
- ☐ Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- ☐ Are electrodes removed from the holders when not in use?
- ☐ Is it required that electric power to the welder be shut off when no one is in attendance?
- ☐ Is suitable fire extinguishing equipment available for immediate use?
- ☐ Is the welder forbidden to coil or loop welding electrode cable around his body?
- ☐ Are wet machines thoroughly dried and tested before

being used?

- ☐ Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- ☐ Do means for connecting cable lengths have adequate insulation?
- ☐ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- ☐ Are firewatchers assigned when welding or cutting is performed in locations where a serious fire might develop?
- ☐ Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?
- ☐ When floors are wet down, are personnel protected from possible electrical shock?
- ☐ When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- ☐ 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?
- ☐ Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?
- ☐ Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with person protective equipment and clothing?
- ☐ Is a check made for adequate ventilation in and where welding or cutting is performed?
- ☐ When working in confined places, are environmental monitoring test taken and means provided for quick removal of welders in case of emergency?

COMPRESSORS AND COMPRESSED AIR

- ☐ Air compressors equipped with pressure relief valves and pressure gauges?
- ☐ Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?
- ☐ Are safety devices on compressed air systems checked frequently?
- ☐ Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?
- ☐ Are signs posted to warn of the automatic starting feature of the compressors?

- ☐ Is the belt drive system totally enclosed to provide protection for the front, back, top and sides?
- ☐ Is the belt drive system totally enclosed to provide protection for the front, back, top and sides?
- ☐ Is it strictly prohibited to direct compressed air towards a person?
- ☐ Are employees prohibited from using highly compressed air for cleaning purposes?
- ☐ If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?
- ☐ When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?
- ☐ Are safety chains or other suitable locking devices used at couplings of high, pressure hose lines where a connection failure would create a hazard?
- ☐ Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?
- ☐ When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
- ☐ When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required?
- ☐ 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?

COMPRESSORS AIR RECEIVERS

- ☐ Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?
- ☐ Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?
- ☐ Is every air receiver provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?
- ☐ Are compressed air receivers periodically drained of moisture and oil?
- ☐ Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?

- ☐ Is there a current operating permit used by the Division of Occupational Safety and Health?
- ☐ Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS CYLINDERS

- ☐ 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?
- ☐ Are cylinders legible marked to clearly identify the gas contained?
- ☐ 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?
- ☐ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subjects to tampering by unauthorized persons?
- ☐ Are cylinders stored for transporting in a manner to prevent them from creating a hazard by tipping, falling or rolling?
- ☐ 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?
- ☐ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- ☐ Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?
- ☐ 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?
- ☐ Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

HOIST AND AUXILIARY EQUIPMENT

- ☐ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- ☐ Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?

- ☐ Is the rated load of each hoist legibly marked and visible to the operator?
- ☐ Are stops provided at the safe limits of travel for trolley hoists?
- ☐ Are the controls of hoist plainly marked to indicate the direction of travel or motion?
- ☐ Is each cage-controlled hoist equipped with an effective warning device?
- ☐ Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?
- ☐ Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?
- ☐ 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?
- ☐ Is it prohibited to use chains or rope slings that are kinked or twisted?
- ☐ Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- ☐ Is the operator instructed to avoid carrying loads over people?

INDUSTRIAL TRUCKS - FORKLIFTS

- ☐ Are only employees who have been trained in the proper use of hoists allowed to operate them?
- ☐ Are only trained personnel allowed to operate industrial trucks?
- ☐ Is substantial overhead protective equipment provided on high lift rider equipment?
- ☐ Are the required lift-truck operating rules posted and enforced?
- ☐ 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?
- ☐ 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?
- ☐ 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?

- ☐ Are the brakes on each industrial truck capable of bringing the vehicle to a complete stop when fully loaded?
- ☐ Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?
- ☐ Are industrial trucks operating in areas where flammable gas or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?
- ☐ Are motorized, hand and hand/rider trucks so designed that the brakes are applied, and power to the driver motor shuts off when the operator releases his or her grip on the device that controls the travel?
- ☐ Are industrial trucks with internal combustion engine, operated in building or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous fumes?

SPRAYING OPERATIONS

- ☐ Is adequate ventilation assured before spray operation, are started?
- ☐ Is mechanical ventilation provided when spraying operations are done in enclosed areas?
- ☐ When mechanical ventilation provided during spraying operations, is it so arranged that it will not circulate the contaminated air?
- ☐ Is the spray area free of hot surfaces?
- ☐ Is the spray area at least 20 feet from flames, sparks, operating electrical motors and other ignition sources?
- ☐ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?
- ☐ Is approved respiratory equipment provided and used when appropriate during spraying operations?
- ☐ Do solvents used for cleaning have flash point to 100° F or more?
- ☐ Are fire control sprinkler heads kept clean?
- ☐ Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?
- ☐ Is the spray area kept clean of combustible residue?
- ☐ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?
- ☐ Are spray booth floors and baffles noncombustible and easily cleaned?
- ☐ Is infrared drying apparatus kept out of the spray area during spraying operations?

- ☐ Is the spray booth completely ventilated before using the drying apparatus?
- ☐ Is the electric drying apparatus properly grounded?
- ☐ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?
- ☐ Are the electric motors for exhaust fans placed outside booths or ducts?
- ☐ Do ducts have access doors allow cleaning?
- ☐ Do all drying spaces have adequate ventilation?

ENTERING CONFINED SPACES

- ☐ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?
- ☐ Are all lines to a confined space, containing inert, toxic flammable, or corrosive material valved off and blanked or disconnected and separated before entry?
- ☐ Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard?
- ☐ Is either natural or mechanical ventilation provided prior to confined space entry.
- ☐ Are appropriate atmospheric tests performed to check for Oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?
- ☐ Is adequate illumination provided for the work to be performed in the confined space?
- ☐ Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?
- ☐ Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance?
- ☐ Is the standby employee appropriately trained and equipped to handle an emergency?
- ☐ Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?
- ☐ Is approved respiratory equipment required of the atmosphere inside the confined space cannot be made acceptable?

- ☐ Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- ☐ 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 lightly only outside of the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
- ☐ 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 percent by volume?
- ☐ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
- ☐ Is each confined space checked for decaying vegetation or animal matter which may produce methane?
- ☐ Is the confined space checked for possible industrial waste which could contain toxic properties?
- ☐ 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?

ENVIRONMENTAL CONTROLS

- ☐ Are all work areas properly illuminated?
- ☐ Are employees instructed in proper first aid and other emergency procedures?
- ☐ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption or contact?
- ☐ Are employees aware of the hazards involved with the various chemical they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?
- ☐ Is employee exposure to chemicals in the workplace kept within acceptable levels?
- ☐ Can a less harmful method or produce be used?
- ☐ Is the work area's ventilation system appropriate for the work being performed?
- ☐ Are spray painting operations done in spray rooms or booths equipped with an appropriate for the work being performed?

- ☐ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?
- ☐ Are welders and other workers nearby provided with flash shields during welding operations?
- ☐ If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?
- ☐ Has there been a determination that noise levels in the facilities are within acceptable levels?
- ☐ Are steps being taken to use engineering controls to reduce excessive noise levels?
- ☐ Are proper precautions being taken when handling asbestos and other fibrous materials?
- ☐ Are caution labels and signs used to warn of asbestos?
- ☐ Are wet methods used, when practical, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- ☐ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- ☐ Are grinders, saws, and other machines that produce respirable dusts vented to an industrial collector or central exhaust system?
- ☐ Are all local exhaust ventilation systems designed and operating properly such as air flow and volume necessary for the application, ducts not plugged or belts slipping?
- ☐ Is personal protective equipment provided, used and maintained wherever required?
- ☐ Are there written standard operating procedures for the selection and use of respirators where needed?
- ☐ Are restrooms and washrooms kept clean and sanitary?
- ☐ Is all water provided for drinking, washing, and cooking potable?
- ☐ Are all outlets for water not suitable for drinking clearly identified?
- ☐ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- ☐ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- ☐ Are employees instructed in the proper manner of

lifting heavy objects?

- ☐ Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- ☐ 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?
- ☐ Are exhaust stacks and air intakes located that contaminated air will not be recirculated within a building or other enclosed area?
- ☐ Is equipment producing ultra-violet radiation properly shielded?

FLAMMABLE AND COMBUSTIBLE MATERIALS

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

- ☐ Are fuel gas cylinders and oxygen cylinders separated by distances, fire resistant barriers, etc., while in storage?
- ☐ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

Class A	Ordinary combustible material fires.
Class B	Flammable liquid, gas or grease fires.
Class C	Energized-electrical equipment fires.
- ☐ 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?
- ☐ Are extinguishers free from obstructions or blockage?
- ☐ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- ☐ Are all extinguishers fully charged and in their designated places?
- ☐ Where sprinkler systems are permanently installed, are the nozzle heads so directed an arranged that water will not be sprayed into operating electrical switch boards and equipment?
- ☐ Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- ☐ Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- ☐ Are all spills of flammable or combustible liquids cleaned up promptly?
- ☐ Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- ☐ Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- ☐ Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

HAZARDOUS CHEMICAL EXPOSURE

- ☐ Are the employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?
- ☐ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, explosives, phenols, etc.?

- ☐ Is employee exposure to chemicals kept within acceptable levels?
- ☐ Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- ☐ Are all containers, such as vats, storage tanks, etc., labeled as to their contents, e.g., "CAUSTICS"?
- ☐ Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?
- ☐ Are flammable or toxic chemicals kept in closed containers when not in use?
- ☐ Are chemical piping systems clearly marked as to their content?
- ☐ Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- ☐ Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- ☐ Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- ☐ Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- ☐ Are employees prohibited from eating in areas where hazardous chemicals are present?
- ☐ Is personal protective equipment provided, used and maintained whenever possible?
- ☐ Are there written standard operating procedures for the selection and use of respirators where needed?
- ☐ If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators? Are the respirators NIOSH approved for this particular application? Are they regularly inspected and cleaned, sanitized and maintained?

- ☐ If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?
- ☐ Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne

contaminants and physical agents used in your workplace?

- ☐ Whenever control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, etc.?
- ☐ Whenever possible are hazardous substances handled in properly designed and exhaust booths or similar locations?
- ☐ 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?
- ☐ 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?
- ☐ Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- ☐ Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?
- ☐ Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?
- ☐ If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- ☐ Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean-up?
- ☐ Are materials, which give off toxic asphyxiates, suffocating, or anesthetic fumes, stored in remote or isolated locations when not in use?

☐ **HAZARDOUS SUBSTANCES COMMUNICATIONS**

- ☐ Is there a list of hazardous substances used in your workplace?
- ☐ Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling and employee training?
- ☐ Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- ☐ Is there a Material Safety Data Sheet readily available for each hazardous substance used?

- ☐ Is there an employee-training program for hazardous substances?

Does this program include?

1. An Explanation of what an MSDS is and how to use and obtain one?
2. MSDA contents for each hazardous substance or class of substances?
3. Explanation of "Right to Know"?
4. Identification of where an employee can see the employers written hazard communication program, where hazardous substances are present in their work areas?
5. The physical and health hazards of substances in the work area, and specific protective measures to be used?
6. Details of the hazard communication program, including how to use the labeling system and MSDS.

ELECTRICAL

- ☐ Do you specify compliance with OSHA for all contract electrical work?
- ☐ Are all employees required to report, as soon as practicable, any obvious hazard to life or property observed in connection with electrical equipment or lines?
- ☐ Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- ☐ When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, lockout and tagged whenever possible?
- ☐ Are portable electrical tools and equipment grounded or of the double insulated type?
- ☐ Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?
- ☐ Do extension cords being used have a grounding conductor?
- ☐ Are multiple plug adapters prohibited?
- ☐ Are ground-fault circuit interrupters installed on each temporary 15 or 20ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?

- ❑ Do suitable disconnecting switches or plug connectors, at the junction with permanent wiring, protect all temporary circuits?
- ❑ Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations?
- ❑ Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- ❑ Are flexible cords and cables free of splices or taps?
- ❑ Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?
- ❑ Are all cord, cable and raceway connections intact and secure?
- ❑ In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- ❑ Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) determined before digging, drilling or similar work is begun?
- ❑ Are metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?
- ❑ Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- ❑ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- ❑ Are disconnecting means always opened before fuses are replaced?
- ❑ Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- ❑ Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- ❑ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- ❑ 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 equal to or in excess of the motor hp rating.)?

- ❑ Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probable injury from inadvertent starting?
- ❑ Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
- ❑ Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
- ❑ Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
- ❑ Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardio-pulmonary resuscitation (CPR) methods?
- ❑ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

NOISE

- ❑ Are there areas in the workplace where continuous noise levels exceed 85 DBA?
- ❑ 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?
- ❑ Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- ❑ Are noise levels being measured using a sound level meter or an octave band analyzer and records being kept?
- ❑ Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (i.e. worker rotation) being used to minimize individual employee exposure to noise?
- ❑ Is approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas?
- ❑ Have you tried isolating noisy machinery from the rest of your operation?
- ❑ If you use ear protectors, are employees properly fitted and instructed in their use?

- ❑ Are employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system?

FUELING

- ❑ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
- ❑ Are fueling operations done in such a manner that likelihood of spillage will be minimal?
- ❑ 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?
- ❑ Are fuel tank caps replaced and secured before starting the engine?
- ❑ In fueling operations, is there, always metal contact between the container and the fuel tank?
- ❑ Are fueling hoses of a type designed to handle the specific type of fuel?
- ❑ Is it prohibited to handle or transfer gasoline in open containers?
- ❑ Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?
- ❑ Is smoking prohibited in the vicinity of fueling operations?
- ❑ Are fueling operators prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
- ❑ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

IDENTIFICATION OF PIPING SYSTEMS

- ❑ 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?
- ❑ When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- ❑ When pipelines are identified by color painting, are all visible parts of the line so identified?
- ❑ 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?

- ❑ When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?
- ❑ 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?
- ❑ 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?
- ❑ When pipelines are heated by electricity, steam or other external sources, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

MATERIAL HANDLING

- ❑ Is there safe clearance for equipment through aisles and doorways?
- ❑ Are aisle-ways designated, permanently marked, and kept clear to allow unhindered passage?
- ❑ Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- ❑ Are vehicles shut off and brakes set prior to loading or unloading?
- ❑ Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- ❑ Are dock boards (bridge plate) used when loading or unloading operations are taking place between vehicles and docks?
- ❑ Are trucks and trailers secured from movement during loading and unloading operations?
- ❑ Are dock plates and loading ramps constructed and maintained with sufficient strength to support import loading?
- ❑ Are hand trucks maintained in safe operating condition?
- ❑ Are chutes equipped with sideboards of sufficient height to prevent the material being handled from falling off?
- ❑ Are chutes and gravity roller sections firmly placed or secured to prevent displacement?
- ❑ At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled

materials?

- ☐ Are pallets usually inspected before being loaded or moved?
- ☐ Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks?
- ☐ Are securing chains, ropes, chockers or slings adequate for the job to be performed?
- ☐ When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?
- ☐ Are material safety data sheets available to employees handling hazardous substances?

TRANSPORTING EMPLOYEES AND MATERIALS

- ☐ Do employees who operate vehicles on public thoroughfares have valid operator's licenses?
- ☐ When seven or more employees are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- ☐ Is each van, bus or truck used regularly to transport employees, equipped with an adequate number of seats?
- ☐ When employees are transported by truck, are provisions provided to prevent their falling from the vehicle?
- ☐ Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors windshields and turn signals in good repair?
- ☐ Are transport vehicles provided with handrails, steps, stirrups or similar devices, so placed and arranged that employees can safely mount or dismount?
- ☐ Are employee transport vehicles equipped at all times with at least two reflective type flares?
- ☐ Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each employee transport vehicle?
- ☐ When cutting tools or tools with sharp edges are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers, which are secured in place?
- ☐ Are employees prohibited from riding on top of any load, which can shift, topple, or otherwise become unstable?

CONTROL OF HARMFUL SUBSTANCES BY VENTILATION

- ☐ Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- ☐ Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- ☐ Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs or exhaust ducts?
- ☐ Where two or more different types 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?
- ☐ Is adequate makeup air provided to areas where exhaust systems are operating?
- ☐ Is the source point for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?
- ☐ 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?

SANITIZING EQUIPMENT AND CLOTHING

- ☐ Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected?
- ☐ Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?
- ☐ Are machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?
- ☐ Are employees prohibited from smoking or eating in any area where contaminants that could be injurious if ingested are present?
- ☐ When employees are required to change from street clothing into protective clothing, is a clean change room separate storage facility for street and protective clothing provided.
- ☐ Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a carcinogen?

- ❑ When equipment, materials, or other items are taken into or removed from a carcinogen regulated area, is it done in a manner that will contaminate non-regulated areas or the external environment?

TIRE INFLATION

- ☐ Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?
- ☐ Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced
- ☐ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge?
- ☐ Does the tire inflation control valve automatically shut off the airflow when the valve is released?
- ☐ 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?
- ☐ Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inf

ESCO Safety and Sanitation

Watch Location: _____

Date: _____

Watch Performed by: _____ Number of Employees: _____

Safety:	Safe	Unsafe	Reinforced	Totals # Possible	Comments	Crew
Hardhat						1
						2
						3
Safety glasses						4
						5
						6
Ear Plugs						7
						8
						9
Gloves (leather, cut resistant, duty gray)						10
						11
						12
Lock Out Tagout Used						13
						14
						15
Harness on Lift/Ladder						16
						17
						18
Fork Truck Seat Belt						19
						20
						21
Cones Around Lift						22
						23
						24
Trip Hazards						25
						26
						27
Work Permit Posted						28
						29
						30
Energized Work Permit Posted						31
						32
						33
Welding Burn Permit Posted						34
						35
						36
NFPA 70E Clothing/Gloves (Insulated Gloves)						37
						38
						39
NFPA 70E Barriers Installed						40
						41
						42
Other						43
						44
						45

General & Sanitation:	Yes	No	Reinforced	Comments
Lifts Clean				
Tool Cart Clean				
Work Area: (name)				
Work Area: (name)				
Work Area: (name)				
Work Area: (name)				
Work Area: (name)				

Prepared by: _____ Reviewed with: _____

3.22 Employees testing before they touch, when working on electrical equipment?

3.23 Employees have adequately rated meter for detecting voltage?

3.24 Has the ESCO Group client safety exchange take place?

YES NO N/A

- 4.1 All voltage rated equipment up-to-date on testing? (gloves, grounds, hot sticks, blankets, sleeves)
- 4.2 Employees using Voltage Rated PPE correctly? (Make sure they are using correct leather outer, correct voltage PPE for PPE level)
- 4.3 Employees using appropriate tools to perform work within electrical equipment?
- 4.4 If applicable, do employees have grounds applied? Did employees apply lock on box for grounds?
- 4.5 Voltage Rated equipment stored in proper location?

Section Number

[illegible]

Safety Emphasis

January	Lockout/Tagout	Employee Names
February	Compliance with Paperwork	_____
March	Fleet Safety/Safety Meeting Participation	_____
April	Machine Guarding	_____
May	NFPA 70E Electrical Safety	_____
June	Fall Protection	_____
July	PPE/Ergonomics	_____
August	Material Handling/PJHA's	_____
September	Equipment Inspections	_____
October	Housekeeping/Hot work and Permits	_____
November	Ladders/Hand Protection	_____
December	Hazard Communication/Plant Product Protection	_____

Prepared By: _____

Reviewed with: _____