



# MONTHLY SAFETY & HOUSEKEEPING INSPECTION CHECKLIST



## LOCATION & INSPECTOR INFORMATION

Fully explain all items that need *immediate* attention at the end of the checklist. Include the Item letter, location of the deficiency, and the corrective action necessary. Mark an answer for each question using the following legend:

**A = Acceptable at time of Inspection    N = Needs Attention    X = Not Applicable**

Inspection Date: \_\_\_\_\_ Inspector Name: \_\_\_\_\_

Location Name: \_\_\_\_\_ Location Code: \_\_\_\_\_

## GENERAL FACILITY

<b>A. Order &amp; Sanitation</b>	<b>A</b>	<b>N</b>	<b>X</b>
1. Aisles and floors free of slip and trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Corners, out-of-way places clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Work places, tables and benches clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Desks, files, supervisor's areas, offices neat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Wash rooms, locker rooms and fountains clean and sanitary, disposal containers adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hand soap or other cleaning agent and warm water provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Hand towels or some other means of drying hands available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Eyewash stations (and safety showers) clean, operable and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Railings and surroundings areas clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Sidewalks and parking lots in good condition (walking surface, holes, ice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Employee break areas clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>B. Hazard Communication Program</b>	<b>A</b>	<b>N</b>	<b>X</b>
1. Company Health & Safety Policy current and posted (IIPP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Regulatory posters current and posted (WCB/WSIB, OHS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Company Health & Safety documentation posted (Safety Alerts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Material safety data sheets up-to-date and available to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hazardous materials properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Piping systems labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Hazard Communication Program current and accessible to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### C. Lights & Ventilation

**A N X**

- |  |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|
| 1. General lighting adequate and working properly, fluorescent tubes have protective sleeves | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 2. Task lighting adequate  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 3. Ventilation system adequate and working properly  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 4. Emergency lighting in place and working, monthly inspections conducted                    | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 5. Air recirculating systems inspected on a regular basis                                    | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |

### D. Fire Prevention, Emergencies & Exits

- |   |                            |                            |                            |
|---|----------------------------|----------------------------|----------------------------|
| 1. Safety rules posted and enforced   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 2. Exterior and interior lights adequate and in working order   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 3. Exits and aisles leading to exits visible, clearly marked, kept clean and with a pathway of at least 28 inches wide    | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 4. Exit signs illuminated   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 5. Non-exits properly labeled   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 6. Extinguishers provided and checked monthly, training conducted for all persons expected to use extinguishers           | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 7. Accessibility of fire extinguishers (easily accessible and identified)   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 8. Hoses, sprinkler heads and valves unobstructed   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 9. Minimum vertical clearance between automatic sprinklers and material below is at least 18 inches (36 inches for bales) | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 10. Flammable liquids stored in approved safety can or cabinet with self-closing doors or lid                             | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 11. No oxidizing materials stored in flammable liquids cabinet  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 12. Test emergency lighting equipment as required   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 13. Test fire/security detection/protection devices as required (most fire doors designated as fire doors)                | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 14. Fire doors kept closed at all times   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 15. "No Smoking" signs posted in required areas   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 16. "No Smoking" rules and regulations enforced   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 17. Emergency valves/switches clearly and accessible  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |

## E. Walking & Work Surfaces

**A N X**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Floor opening and platforms or workstations 48 inches or higher guarded by a cover and/or guardrail | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Grates or covers over floor openings such as floor drains secured                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Step risers on stairs uniform from top to bottom  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Steps on stairs and stairways provided with a surface that renders slip-resistant with handrails    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Aisles, stairs and passageways kept clear   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Aisles clearly marked for pedestrian traffic  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Wet surfaces cleaned up or covered with non-slip materials  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Mirrors used at intersections and adjusted properly   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Changes of direction or elevation readily identifiable or painted yellow                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Non-exits properly labeled   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Seasonal hazards are addressed (snow removal, salt, sand, etc.)                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Mezzanines marked with rating and not overweight   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Clearance heights are clearly marked on doorways and overhead obstructions where vehicles pass     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## F. First Aid

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Emergency eye washes and showers properly located, identified, inspected (with tags), unobstructed and training conducted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Sufficient water pressure to eye wash and showers   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. First aid cabinets well stocked, clean, accessible, no items have expired dates   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. First aid providers names/certificates posted   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Medical waste container available   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Emergency response numbers posted   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## G. Trash Receptacles

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Trash receptacles provided and used | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Trash receptacles emptied regularly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## H. Electrical

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Electrical boxes provided with required covers (all open spaces have block outs) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Temporary wiring in safe condition   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Temporary wiring only used on temporary projects                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## H. Electrical (continued)

**A N X**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 4. Permanent wiring in safe condition, no open or exposed plugs or wires, all wires protected from abrasion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Electrical panels closed when not being accessed   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Electrical rooms are kept locked   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Electrical panels unobstructed   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Power tools grounded or double insulated (3-prong)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. All disconnects must be clearly labeled and legible  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## I. Yard & Fuel Areas

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Spill kits readily available around fuel areas, training conducted and procedures posted      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Nozzles and hoses in good condition   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Emergency shut-off clearly marked   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Hose emergency break-away is in place   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Fueling areas are inspected daily for spills and/or leaks                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Yard is clean; snow removal, free from debris, etc.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Yard lights are working   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Fencing is in good condition and free from debris   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. LNG fueling area has appropriate PPE (cryogenic gloves, apron, faceshield and safety goggles) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. LNG off-loading procedures posted at fueling area  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## J. Ladders & Elevated Platforms

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Portable wood ladders numbered and in good condition with slip-proof feet and no cracks, paint or splinters on the rungs                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Fixed metal ladders painted or treated to resist corrosion and rusting  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Fixed ladder's clearance distance at least 36 inches between the nearest permanent object and the centerline of the rungs                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Fixed ladder's clearance distance at least 7 inches between the backside of the ladder from the center rung to the nearest permanent object | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Ladder extends 42 inches above the parapet or landing   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Elevated platforms (over 48 inches high) equipped with 42 inch intermediate railing and toe boards  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Head clearance (84 inches or more) provided from the floor to the ceiling   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## K. Personal Protective Equipment & Housekeeping

	A	N	X
1. Safety glasses with approved side shields (meeting Z87.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Proper safety boots worn (CSA approved)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Chemical resistant gloves worn where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hearing protection properly used when required and documented training conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hearing protection dispensers appropriately positioned, free from contamination with three different styles available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Bloodborne pathogens equipment available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Respirators clean, properly stored, and respirator program in effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Face shield properly used and appropriate for task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are closed containers provided for soiled rag disposal emptied daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Other (Personal Protective Equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## L. Cranes, Hoists & Slings

1. The rated load of the crane, hoist and sling (for each type of hitch) plainly marked on each component	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All functioning operating mechanisms checked on a daily basis for maladjustment that could interfere with proper operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Lines, tanks, valves, drain pumps and other parts of the air or hydraulic systems inspected daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Rope reeving complies with manufacturer's recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Chain, sling and hoist inspection program implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Cranes used only by designated personnel in accordance with their rated load and operation specifications with brakes tested each time a load approaching the rate limit is handled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Each sling in use is free from excessive wear or defects and securely attached to their load when in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Training conducted at least annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Annual certification conducted on hoists/cranes rated over 2 tons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## M. Electrical & Fire Safety

1. Combustible liquids (fuels, lubes, solvents, paints, etc.) are stored in non-combustible cabinets with self-closing doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## M. Electrical & Fire Safety (continued)

**A N X**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 2. Flammable liquids contained in approved safety cans (except aerosol cans) stored in a fire resistant cabinet | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Class 1 liquids dispensed into containers after the nozzle and container are electrically grounded           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Electrical circuit breakers (and fuel pump switches) identified and labeled ; outlet boxes in good condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Electrical cords, extension cords and trouble lights have approved 3-wire ground type and in good condition  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Pressure washer in good working order (hoses, vent and fuel lines)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. "Eye Protection Required" sign posted  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Overhead doors and controls in good working order  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## N. Welding, Cutting Burning & Brazing

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Fire precautions being used (extinguisher nearby)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Personal protective equipment used   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Electrodes removed and/or gas valves closed when not used  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Welding curtains closed  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Welder cables, clamps and guards in good condition with torch hoes, regulators and valves equipped with anti-flash back valves   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. "Hot Work permits" used and/or welding conducted in designated areas   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Fire watch employee(s) required when welding or cutting is performed in location where other than a minor fire might develop, and the fire watch maintained for at least 30 minutes after completion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Compressed gas cylinders stored and secured properly (double chained and protected from any heat source including sunlight)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## O. Compressed Gas Cylinders

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Cylinders are legibly marked and labeled to clearly identify the gas contained  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Oxygen and Acetylene tanks stored properly and secured, separated by 20 feet and/or with a 60 inch high fire resistant wall between oxygen and fuels  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Cylinders stored in areas that are protected from heat and flame and located at least 25 feet from electrical equipment and people and at least 20 feet from flammable liquids or combustible materials | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Cylinders transported in a manner to prevent them from creating a hazard by falling or rolling  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. All valves closed off before a cylinder is moved, when the cylinder is empty and at the completion of each job and valve protectors used when not in use  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **P. Machine Guarding**

**A N X**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Tire repair equipment in good order with instructions posted  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Saws, used for ripping equipment, with anti kick-back devices and spreaders   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Radial arm saws so arranged that the cutting head will gently return to the back of the table when released   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Power machines (shears, grinders, drill presses, etc.) properly anchored and guarded  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Fixed grinders have side guards that cover the spindle, nut, flange and 75% of the wheel diameter with a tool rest adjusted to 1/8 inch and a tongue guard adjusted to within 1/4 inch of wheel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Before new abrasive wheels are mounted, they are visually inspected and ring tested   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Splash guards mounted on grinders that use coolant to prevent the coolant from reaching employees   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **Q. Hand Tools, Power Operated Tools & Equipment**

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. All tools and equipment in good condition and used with the correct shield, guard or attachment recommended by the manufacturer   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Hand tools (chisels, punches, wrenches, etc.) which are worn, bent or "mushroomed" during use are reconditioned or replaced as necessary  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Appropriate handles used on files and similar tools   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Jacks checked periodically to assure they are in good operating condition   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Tool cutting edges are kept sharp so the tool will move smoothly without binding or skipping  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Rotating or moving parts of equipment guarded to prevent physical contact   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. All cord connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Portable fans provided with full guards or screens having opening of 1/2 inch or less   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Ground fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Pneumatic and hydraulic hoses on power operated tools checked regularly for deterioration or damage; all air hose ends have restraining devices on the quick release side (not applicable on hose reels) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. All air outlets regulated at proper PSI for tool being used (usually 90 PSI or less)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. All personnel using pneumatic tools have been trained on regulator use   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## OPERATIONS AREAS

### R. Personal Protective Equipment

	A	N	X
1. Safety glasses with approved side shields (meeting Z87.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Proper safety boots worn (CSA approved)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Chemical resistant gloves worn where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hearing protection properly used when required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hearing protection dispensers appropriately positioned, free from contamination with 3 different styles available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Bloodborne pathogens equipment available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Respirators clean, properly stored, and respirator program in effect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Face shield properly used and appropriate for the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are closed containers provided for soiled rag disposal emptied daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Visible protective clothing being worn in designated areas and jobs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Hard hats worn where designated to do so	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Other (Personal Protective Equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### S. Material Handling & Storage

1. Where mechanical handling equipment is used, sufficient safe clearances allowed for aisles, at loading docks, through doorways and wherever a turn or passage must be made (doorways must be marked for height)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Aisle-ways and passageways kept clean and in good repair with no obstructions across aisle-ways that could create a hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The storage of material does not create a hazard - stacked, blocked, interlocked and limited in height to ensure they are stable and secured against sliding or collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or harborage of pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### T. Powered Industrial Trucks - Maintenance & Fueling

1. All nameplates and markings in place and legible on powered industrial trucks and visible from the driver's seat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Powered industrial trucks kept in a clean condition, free of lint, excess oil/grease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## **T. Powered Industrial Trucks - Maintenance & Fueling**    **A**    **N**    **X**

- |  |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|
| 3. Directional lighting provided on each powered industrial truck  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 4. Each powered industrial truck has a warning horn or other device that can be clearly heard above the normal noise in the areas where operated   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 5. Each powered industrial truck has a reverse signal alarm audible above the surrounding noise level  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 6. Brakes on each powered industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded and parking brake effectively prevents the vehicle from moving when unattended                      | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 7. Powered industrial trucks when found in need of repair, defective or in any way unsafe taken out of service and repaired by authorized mechanic using replacement parts that are equal to the original in safety          | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 8. Fuel storage and handling clean, free from combustibles and cigarette butts and there is always metal contact between the container and the fuel tank with fuel tank caps replaced and secured before starting the engine | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 9. Precautions taken to prevent open flames, sparks or electric arcs in battery charging areas   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 10. Front guard in place to prevent operator from pinch point, not welded to overhead guard  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |

## **U. Powered Industrial Trucks - Operations**

- |  |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|
| 1. Powered industrial trucks with internal combustion engines, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentrations of dangerous gasses or fumes | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 2. Powered industrial trucks driven by authorized personnel only   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 3. Personnel stay clear of the elevated portions of the trucks whether loaded or empty   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 4. Pre-trip/post-trip inspections performed on powered industrial trucks daily   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 5. Powered industrial trucks left in an "off" position when unattended or when the operator is 25 feet from the vehicle  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 6. Loads only handled within the rated capacity of the truck and backrest extension used only when necessary to stabilize the load   | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 7. Powered industrial trucks operated at safe speeds and stopped with the horn sounded at cross aisles and other locations where vision is obstructed  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |
| 8. Brakes of highway trucks set and wheel chocks placed under the rear wheels while the trucks are boarded with industrial trucks  | <input type="checkbox"/> A | <input type="checkbox"/> N | <input type="checkbox"/> X |

## U. Powered Industrial Trucks - Operations

**A N X**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 9. Fixed jacks used to support a semitrailer during loading and unloading when the trailer is not coupled to a tractor and wheels chocked | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Regular protection is used to prevent railcars from being moved when dock boards or bridge plates are in position                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## V. Electrical Safety

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Each disconnect legibly marked to indicate its purpose   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Clear working space in front of an electrical panel maintained at no less than 36 inches and 30 inches wide                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Illumination provided for all working spaces about service equipment, switchboards, panel-boards and motor control centers installed indoors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. All live parts of electrical equipment operating at 50 volts or more guarded against accidental contact                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## W. Machine Guarding

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. All hazards from points of operation, ingoing nip points, rotating parts, flying chips, sparks, moving chains, gears, pulleys and belts (within 84 inches of floor, landing or stairways) are guarded | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Guards securely fixed to the machine or secured elsewhere if attachment to the machine is not possible and guard is designed so it does not create an incident hazard in itself                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Machines in fixed locations securely anchored, kept clean and properly maintained   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Special hand tools used for placing and removing materials protect the operators hands  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Revolving drums, barrels and containers guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur unless the guard enclosure is in place                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## X. Other Facility Specific Areas

- |          |                          |                          |                          |
|----------|--------------------------|--------------------------|--------------------------|
| 1. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. _____ | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

