

SELF-INSPECTION CHECK LISTS

This check list is by no means all-inclusive. Portions may be deleted that do not apply or items added according to individual operations. However, carefully consider each item before making a decision.

On the line provided, place a "Y" for yes a "N" for no, a "NA" for does not apply and a "?" if more information is needed in order to make this determination.

Each item marked with a "N" indicates a possible violation with an existing US OSHA regulation.

EMPLOYER POSTING

- Are emergency telephone numbers posted where they can be readily found in case of emergency?
- Are signs concerning exiting from buildings, room capacities, floor loading, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

Are other posters or notices properly displaced, such as:

- Safety Committee meeting minutes?
- Notice of compensation guarantee contract?

RECORD KEEPING

- Are all occupational injuries or illnesses, except minor injuries requiring only first aid, being recorded.
- Are copies of the injury reports kept for five years?
- 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 of record? (Some records must be maintained for at least 40 years.)
- Are employee safety and health training records maintained?
- Is documentation of safety inspections and corrections maintained?
- Are safety committee meetings minutes maintained for three years?

INJURY AND ILLNESS PREVENTION PROGRAM

- Do you have an effective (written) injury and illness prevention program?
- Is one person clearly responsible for the overall activities of the safety and health program?
- Do you have a system of identifying and evaluating your workplace hazards?
- Do you provide training in general and specific safe work practices?
- Do you encourage employees participation in health and safety matters?
- Do you maintain an ongoing safety training program?
- Do you have a system to recognize employees' safety and healthful work practices?
- Are supervisors and workers held accountable for unsafe safety and health practices?
- Do you have a safety committee?
- Is there a system for communicating safety and health concerns to employees?
- For seasonal workers, are crew safety meetings held prior to the start of work?

MEDICAL SERVICES AND FIRST AID

- Is at least one employee on each shift currently qualified to render first aid and CPR?
- Are medical personnel readily available for advice and consultation on matters of employee health?

- Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- Are means provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive liquids or materials are handled?
- Is each employee required to have a pre-employment physical examination?
- Are medical personnel readily available for advice and consultation on matters of employees' health?

FIRE PROTECTION

- Do you have a fire prevention plan?
- Does your plan describe the type of fire protection equipment and/or systems?
- Have you established practices and procedures to control potential fire hazards and ignition sources?
- Are employees aware of the fire hazards of the materials and processes to which they are exposed?
- Is the local fire department well acquainted with the facilities, their location, and specific hazards?
- Are fire doors and shutters in good operating condition?
- Are fire doors and shutters unobstructed and protected against obstructions, including their counter weights?
- Are fire extinguishers provided for the type of materials they will extinguish, and placed in areas where they are to be used?
- If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time (for that extinguisher)?
- 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 fire extinguishers mounted so that employees do not have to travel more than 75 feet for a Class A fire or 50 feet for a Class B fire?

- Are all extinguishers serviced, maintained, and tagged at intervals not to exceed one year? Is a record maintained of required monthly checks of extinguishers?
- Are all extinguishers fully charged and in their designated places? Are extinguishers free from obstruction or blockage?
- Are employees periodically instructed in the use of extinguishers and fire protection procedures?
- Are all fuel areas posted with "No Smoking" signs?
- Are all flammable liquids stored in metal containers away from excessive heat?
- Are two wire extension cords prohibited?
- Are electrical problems promptly reported and resolved?
- Are all employees trained in how to turn in an alarm if they discover a fire?
- Is there a written evacuation procedure for each facility?

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) and who work in 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, crushing or penetrating actions?
- Is all PPE maintained in a sanitary condition and ready for use?
- Are eye wash facilities and a quick drench shower located within the work area where employees are exposed to injurious corrosive materials?
- Are eye wash facilities and quick drench showers inspected and operated weekly?
- Where applicable, are eating areas provided where this is not exposure to toxic materials or other health hazards?
- Is protection against the effects of occupational noise exposure provided when sound levels exceed 85dba?
- 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?
- Is combustible scrap, debris, and waste stored safely and removed from the work-site 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?

- Are the minimum number of toilets and washing facilities provided?
- Are all toilets and washing facilities clean and sanitary?
- Are all work areas adequately illuminated?
- Are pits and floor openings covered or otherwise guarded?

CONFINED SPACE ENTRY PROGRAM ASSESSMENT

Program Components

- Is there a written confined space program?
- Has a physical on-site assessment and documentation of all work spaces been completed to identify which spaces are confined spaces and what hazards, if any, are contained in the confined spaces?
- Are workers allowed to enter confined spaces? If yes then there must be a written confined space entry program?
- Have the proper signs been installed at the entrance to all confined spaces?
- Have confined space entrants, attendants and entry supervisors been identified?
- Have entrants, attendants and entry supervisors been trained in the past 12 months?
- Is there a confined space entry permit system?
- Have written standards been developed for confined space entry equipment?
- Have site-specific confined space entry procedures been developed and are they used?
- Is there an emergency rescue team available and trained to remove an individual from a confined space?
- Is there an annual confined space program review and evaluation process?
- Is there a confined space record keeping system that contains an inventory of all confined spaces, their status, all entry equipment and rescue equipment?

Operation

- ___ 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 materials 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?
- ___ Are all gas meters calibrated according to the manufactures recommendations?
- ___ Are all self extracting equipment inspected once each quarter and re-certified once each year?
- ___ Are all rescuers appropriately trained and using approved, recently inspected equipment?
- ___ Does all rescue equipment allow for lifting employees vertically through a top opening?
- ___ Are first aid and CPR-trained personnel immediately available?
- ___ Is there an effective communication system in place whenever respiratory equipment is used, and the employee in the confined space is out of sight of the standby person?
- ___ Is there an assigned attendant 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 attendant appropriately trained and equipped to handle an emergency?
- ___ Is the attendant 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 if 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 lighted only outside of the confined area, and the confined area tested for an explosive atmosphere each time before a lighted torch is to be taken 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 gasses 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?

CONTROL OF HAZARDOUS ENERGY PROGRAM ASSESSMENT

Program Components

- ___ Has an on-site assessment and identification of all energy sources been completed and are the results documented?
- ___ Have all energy isolation devices been identified?
- ___ Is there a lockable isolation device on the energy source(s) of all equipment that may accidentally or automatically restart of move when maintenance is being performed?
- ___ Are all isolation devices labeled in a manner that allows easy identification of which device deenergizes each piece of equipment?
- ___ Have all authorized, affected and other employees been identified?
- ___ Are there written standards for all lockout devices and accident prevention tags?
- ___ Is there a written general procedure for the application of a lockout device?
- ___ Have equipment specific procedures been developed for all equipment with two or more energy sources?
- ___ Is there a written contractor coordination procedure that identifies the contractors lockout procedure responsibility when working on your organizations facilities?
- ___ Is there a written procedures on how to remove a device when the original employee is not available?
- ___ Is there a written procedures on how to test equipment without returning it to service?
- ___ Is there a written procedures on how and when to use group lockout devices?
- ___ Is there a written procedures on how new equipment shall be evaluated and how a procedure shall be developed or selected for this piece of equipment?
- ___ Is there an annual inspection and evaluation procedure that requires the services of an authorized employee who is not working directly with the program?

- ___ Are all authorized and affected employees provided training once each year?
- ___ Is there a record keeping system that provides an inventory of all energy sources, isolation devices, lockout devices?
- ___ Can the individual owner of each padlock be identified?

Operation

- ___ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations whenever required?
- ___ 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 of 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 punch 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 if accidentally activated, is such element required to be separately locked or blocked out?

- ___ In the event that equipment or lines cannot be shut down, locked out and tagged, is a safe job procedure established and rigidly followed?
- ___ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
- ___ Are the appropriate electrical enclosures 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 lockout main power disconnects prohibited?

HAZARD COMMUNICATION PROGRAM - ASSESSMENT

Program

- ___ We have a written traffic control program.
- ___ A written on-site assessment has been completed that provides documentation of all chemicals handled by our personnel.
- ___ Have you compiled a list of hazardous substances that are used in your workplace?
- ___ The on-site assessment identifies all non-routine task that must be performed that include chemical hazards.
- ___ We have a written procedure for labeling all containers.
- ___ We have a written procedure for labeling all pipes that contain hazardous materials.
- ___ All employees that must handle chemicals have been identified?
- ___ Are MSDS available for all chemicals used at each work site?
- ___ Our Haz Com program includes annual training of all personnel in how to properly

ly handle chemicals, how to read MSDS, how to read chemical labels and how to respond to a chemical spill?

- ___ We have a written procedure that contractors must follow when using hazardous materials at this work site?
- ___ We have a written procedure for informing contractors of hazards they may encounter at this work site?
- ___ We have a form record keeping system for our hazard communication program?
- ___ Standard written procedures have been developed for handling all hazardous materials at this job site?

Operations

- ___ 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 made readily available to affected employees?
- ___ Employees are required to wear proper PPE when handling chemicals?
- ___ Are emergency-use respirators adequate for the various conditions under which they may be used?
- ___ This Haz Com program is evaluated once each year?
- ___ An inventory of all chemicals used at this job site is maintained and updated once each year?
- ___ Is employee exposure to chemicals kept within acceptable levels?
- ___ Are eyewash fountains and safety showers provided in areas where corrosive chemicals are handled?
- ___ Are all containers such as vats and storage tanks labeled as to their content (such as CAUSTICS)?
- ___ Are chemical piping systems clearly marked as to their content?
- ___ Are all employees required to use personal protective clothing and equipment

(gloves, eye protection, respirators) when handling chemicals?

- ___ Are flammable or toxic chemicals kept in closed containers when not in use?
- ___ Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, are adequate means provided to neutralize or dispose of spills or overflows (properly and safely)?
- ___ Have standard operating procedures been established, and are they being followed, when cleaning up chemical spills?
- ___ Are materials which give off toxic asphyxiate, suffocating or anesthetic fumes stored in remote or isolated locations when not in use?
- ___ Are employees prohibited from eating in areas where hazardous chemicals are present?
- ___ Are you familiar with the Threshold Limit Value (TLV) or Permissible Exposure Limit (PEL) of airborne contaminants and physical agents used in your workplace?
- ___ Have employees experienced dizziness, headaches, nausea, irritation or other factors of discomfort when they use solvents or other chemicals?
- ___ Is there a dermatitis problem? Have employees experienced skin dryness, irritation or sensitization?
- ___ Have you considered having an industrial hygienist or environmental health specialist evaluate your work operations?
- ___ 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 cleanups?

OCCUPATIONAL DISEASE EXPOSURE - ASSESSMENT

Are employees required to perform any of the following task?

- Provide first aid to a cut victim
- Disassemble and/or repair of sewage lift station pumps, check valves, or isolation valves
- Maintenance inside of a lift station wet well
- Entry into a sewage manhole
- Pumping sewage sludge
- Operation and/or maintenance at a sewage treatment plant
- Make a service connection to the sewage collection system
- Repair break in a collection system line
- Clean-up of a raw sewage spill
- Make a service tap to AC pipe
- Repair broken AC pipe

Program

- ___ A Occupational Disease program is presently in place?
- ___ A written hazard assessment has been performed to determine the degree of exposure of each employee to occupational diseases?
- ___ The identified hazards and the degree of hazard has been communicated to all employees?
- ___ A set of written procedures designed to reduce the risk of exposure to occupational hazards has been developed?
- ___ An evaluation of the procedures and effectiveness of this program are evaluated once each year?
- ___ A written procedure for informing contractors of occupational disease exposure at this site has been developed?
- ___ Are Hepatitis B vaccinations made available to employees?
- ___ Are Hepatitis A vaccinations made available to employees?

___ A record keeping system that documents all occupational exposures is in place?

Operation

___ All employees have received training in avoidance of occupational diseases in the past 12 months ?

___ Antiseptic soap and water is provided to all employees who are exposed to raw sewage?

___ Proper PPE is provided to all exposed employees?

RESPIRATORY PROTECTION PROGRAM - ASSESSMENT

Are employees exposed to any of the following hazards:

- Gas chlorine
- Calcium hypochlorite
- Sodium Fluoride
- Paint other than water base
- A C Pipe

Program

___ A written respiratory protection program is presently in place ?

___ A written hazard assessment has been completed that identifies all hazards at this work site that require respiratory protection?

___ One person has been placed in charge of this program?

___ Written standards for selection of respiratory protection devices have been developed.

___ All employees are required to pass an annual physical examination that includes an assessment of their use of respiratory protection?

___ Only authorized and trained employees are allowed to use respiratory protection devices?

___ Only those authorized employees who pass a fit test and physical exam are allowed to wear devices?

___ A list of employees authorized to use respiratory protection devices is maintained?

___ We have written procedures for the selection, use and care of respiratory protection devices?

___ A written procedure for informing contractors of respiratory hazards has been developed?

___ Only certified individuals are allowed to repair respiratory protection devices.

___ This program is evaluated once each year?

Operations

___ All devices are inspected once a month?

___ Each employee has his/her own respiratory protection storage area for the device?

___ Respiratory protection devices are stored in a dust free container?

___ Respiratory protection devices are cleaned at least twice a year?

___ If respiratory protection devices are shared among employees, are they cleaned after each use?

___ Devices are selected based on the hazard and fit of the employee?

EXCAVATION SAFETY - ASSESSMENT

Are employees required to perform any of the following task?

- Perform excavations
- Perform excavations greater than 5 feet in depth
- Perform excavations greater than 20 feet in depth

Program

- ___ We have a written excavation safety program?
- ___ Those employees who must be authorized to become "Excavation Safety Officer" have been identified?
- ___ All "Excavation Safety Officers" have received training in the past 12 months?
- ___ We have written standards for cave-in protection equipment, soil testing equipment and cave-in rescue equipment?
- ___ We have written procedures for evaluating the hazards at an excavation site?
- ___ Certified cave-in protection equipment is available? (on-site)
- ___ We have a written procedure that requires contractors to use our excavation safety program or provide their own which must be approved?
- ___ An excavation rescue procedure is in place along with the proper equipment?
- ___ A rescue team is available and has received training within the past 12 months?
- ___ Our excavation safety program is evaluated once each year?
- ___ A excavation safety record keeping system is in place?

Operations

- ___ The "Excavation Safety Officer" is required to evaluate the excavation site once each day and any time conditions change?
- ___ A "Excavation Safety Officer" is required to perform a hazard assessment prior to allowing entry into any excavation?

- ___ A ladder is required at all excavations greater than 4 feet in depth?
- ___ Only authorized employees are allowed to install cave-in protection devices?
- ___ Cave-in protection is selected based on soil type and a hazard assessment?
- ___ We maintain a record of all excavation and the original of all "Excavation Safety Officer" evaluations of the excavation site?
- ___ All cave-in protection equipment and rescue equipment is inspected at least once each year?

**TRAFFIC CONTROL PROGRAM -
ASSESSMENT**

Program

- We have a written traffic control program?
- Traffic control practices used by our organization follow the MUTCD?
- Have those employees who are authorized to install traffic control devices been identified?
- Have all traffic control authorized employees received training in the past 12 months?
- Are all warning signs used by our organization for traffic control are 36" X 36", orange with black letters?
- Are all cones at least 18" in height?
- Are all cones used where the posted speed is above 45mph at least 28" in height?
- Are all Stop/Slow paddles at least 18" wide with a minimum of 6" letters?
- Are written standard traffic control plans used for routine and non-routine work?
- Barricades used for traffic control have 6" wide strips set at a 45° angle?
- If night work is performed are all traffic control devices equipped with lights or reflective strips?
- Our traffic control program is evaluated once each year?
- Contractors are required to follow our traffic control procedures or provide procedures that we approve?
- We have written standards for all traffic control devices?
- A record keeping system that contains an inventory of traffic control devices is maintained?

Operation

- Are there plans to remove or have you already removed signs which show gender bias?
- Traffic control devices are required to be

installed on all jobs lasting 20 minutes or more?

- All traffic incidents (accidents) that occur at a job site are investigated?
- All traffic control devices have been inspected in the last 12 months?
- We maintain an inventory of all traffic control devices?
- Traffic vest are required to be worn by all personnel who work in or adjacent to traffic?