

# OSHA SAFETY CHECKLIST

NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
DATE: \_\_\_\_\_

## CHECK:

YES NO (Corrective Action is required if you checked no)

### EMERGENCY ACTION

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Have you posted all emergency telephone numbers?  |
| _____ | _____ | 2. Have you displayed an emergency evacuation maps?  |
| _____ | _____ | 3. Do you immediately clean up spills?   |
| _____ | _____ | 4. Do you have adequate amount of OSHA-approved first aid kit and supplies?                                      |
| _____ | _____ | 5. Are hand tools in good working condition?   |
| _____ | _____ | 6. Are air nozzles available if necessary?   |
| _____ | _____ | 7. Do you reduce the air pressure to 30 psi when work surfaces are being cleaned?                                |
| _____ | _____ | 8. Do you have a brush attached for cleaning workers' clothing and reduce the air pressure to 10 psi?            |
| _____ | _____ | 9. Have you provided an emergency training for all employees and do you have a documented emergency action plan? |

### WALKING WORK SURFACES

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Are floor surfaces clean and free of obstacles? |
| _____ | _____ | 2. Do you keep your work surfaces dry?             |
| _____ | _____ | 3. Are your aisles properly marked?                |

### LADDERS

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Do you use non-conductive ladders?                                   |
| _____ | _____ | 2. Are ladders equipped with anti slip grit?                            |
| _____ | _____ | 3. Are ladders free of oil or grease?                                   |
| _____ | _____ | 4. Do you maintain a distance clearance of 10 feet from overhead lines? |

### WORKPLACE VIOLENCE

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Does your company have a log book for all visitors, customers, etc. coming in and out of the premises? |
| _____ | _____ | 2. Does your employees report all threats of (or actual) violence to                                      |

management?

- \_\_\_\_\_ 3. Do you check everyone entering the premises for firearms or hazardous devices that might be carried without authorization?

### **FIRE PREVENTION**

- \_\_\_\_\_ 1. Do you always keep your outside fire water control valves open?
- \_\_\_\_\_ 2. Do you keep a gas shut-off wrench nearby?
- \_\_\_\_\_ 3. Are your external exit signs well lighted?
- \_\_\_\_\_ 4. Are there signs posted leading to external exits?
- \_\_\_\_\_ 5. Are fire extinguishers inspected annually?
- \_\_\_\_\_ 6. Are your aisles and walkways free of obstacles?
- \_\_\_\_\_ 7. Are fire extinguishers located in an easily accessible location?
- \_\_\_\_\_ 8. Do you maintain an 18" clearance below sprinkler heads?
- \_\_\_\_\_ 9. Are your sprinkler system tested and inspected regularly?
- \_\_\_\_\_ 10. Are your sprinkler water control valves, air and water pressures checked monthly?
- \_\_\_\_\_ 11. Are your fire doors in good condition?
- \_\_\_\_\_ 12. Do you keep in a two-hour fireproof cabinet or room your flammable liquids?
- \_\_\_\_\_ 13. Do you keep your fifty-five-gallon drums of flammable liquids grounded and bonded?
- \_\_\_\_\_ 14. Do you use safety cans in dispensing flammable liquids?
- \_\_\_\_\_ 15. Do you have a daily disposal of your trash?
- \_\_\_\_\_ 16. Have you already completed the fire prevention and portable fire extinguisher training?

### **CHEMICAL SAFETY**

- \_\_\_\_\_ 1. Have you properly labelled all physical or health hazardous containers?
- \_\_\_\_\_ 2. Do you maintain on file a Material Safety Data Sheets (MSDS) for each hazardous substance?
- \_\_\_\_\_ 3. Do you made available to employees the MSDS and HazCom Program?
- \_\_\_\_\_ 4. Whenever possible, do you have a proper documented procedure for cleaning up your own blood?
- \_\_\_\_\_ 5. Have you provided training for all employees exposed to hazardous substances?

### **MACHINE GUARDING**

- \_\_\_\_\_ 1. Have you checked if machine guards are in place and working properly?

- \_\_\_\_\_ 2. Have you checked if rotating or moving parts are adequately guarded?
- \_\_\_\_\_ 3. Have you completed training for all operators?

### **LOCKOUT/TAGOUT**

- \_\_\_\_\_ 1. Are locks and tags assigned to employees or is it available for use?
- \_\_\_\_\_ 2. If pegboard system used, is one key available for each lock?
- \_\_\_\_\_ 3. Have you documented a hazard analysis for each piece of equipment?
- \_\_\_\_\_ 4. Have you documented a lockout/tagout procedure for each piece of equipment?
- \_\_\_\_\_ 5. Have you documented each piece of equipments energy sources?
- \_\_\_\_\_ 6. Have you provided an alternative protection for minor servicing operation?
- \_\_\_\_\_ 7. Have you provided training for all your employees?
- \_\_\_\_\_ 8. Have you completed lockout/tagout annual inspection for each authorized person?

### **ELECTRICAL SAFETY**

- \_\_\_\_\_ 1. Have you labelled electrical boxes' switch?
- \_\_\_\_\_ 2. Are all portable tools and appliances grounded?
- \_\_\_\_\_ 3. Do you consider 60 days as a limit for temporary wiring or the use of extension cords?
- \_\_\_\_\_ 4. Are cords that run along walls secured in metal sheath?
- \_\_\_\_\_ 5. Are cords that run on the floor protected by cord covers?
- \_\_\_\_\_ 6. Does outlet have GFCI in damp locations or within five feet of water?
- \_\_\_\_\_ 7. Do you have an available voltage detector meter?
- \_\_\_\_\_ 8. Have you provided training for all your personnel?

### **PERSONAL PROTECTIVE EQUIPMENT**

- \_\_\_\_\_ 1. Are there signs posted for areas requiring a hearing protection?
- \_\_\_\_\_ 2. Are there available gloves, aprons, glasses and respirators if necessary?
- \_\_\_\_\_ 3. Are PPE kept in clean and good condition?
- \_\_\_\_\_ 4. Do you use PPE when required?
- \_\_\_\_\_ 5. Do you have a documented hearing conservation plan and have you trained affected employees?