

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 map?
- ___ ___ 3. Do you immediately clean up spills?
- ___ ___ 4. Do you have an 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 grip?
- ___ ___ 3. Are ladders free of oil or grease?
- ___ ___ 4. Do you maintain a 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 lit?
- ___ ___ 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 your flammable liquids in a fireproof cabinet or room?
- ___ ___ 13. Are your fifty-five-gallon drums of flammable liquids grounded and bonded?
- ___ ___ 14. Do you use safety cans when 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 employees have a MSDS and HazCom Program readily available?
- ___ ___ 4. Do you have a proper documented procedure for cleaning up 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 equipment's energy sources?
- ___ ___ 6. Have you provided 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 box switches?
- ___ ___ 2. Are all portable tools and appliances grounded?
- ___ ___ 3. Do you consider 60 days as a limit for temporary wiring of 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 hearing protection?
- ___ ___ 2. Is there gloves, aprons, glasses and respirators available if necessary?
- ___ ___ 3. Is 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 employees?