



OSHA Site Inspection

Company



General

Site Description:

Workplace Inspection Team:

Housekeeping and Walking & Working Surfaces

1910:21-30 subpart D

<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Floors, including aisles, passageways and landings -marked & kept clean and clear of obstructions & hazards
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Work area free & clear of hazards & debris; always kept clean, orderly, and sanitized
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Permanent isles are marked
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Provision of waste disposal with adequate servicing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Stairs -4 rises or more- have standard handrails; 30-34"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Work surfaces 4'+ elevated; Standard guard rails; 42"/21"; 4" to board; load rated markings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Hazardous conditions are properly guarded so that employees cannot access those surfaces until repairs have been done
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Wood Dust – (NEP) cleaned frequently; no collection on supports, electrical boxes, in corners, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	DO NOT use air hoses for cleaning; 30psi nozzle with chip-guard; No water clamps; No PVC pipe
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Employees are trained on all fall hazards that are present throughout the facility prior to exposure.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All Ladders are inspected regularly before each shift to identify any visible defects that could cause employee injury.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All warning labels and load limits are visible and legible
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Ladder surfaces are free of punctures and laceration hazards
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Wooden ladders are not coated in any material that can obscure structural defects
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Any ladder with structural or other defects are tagged as "unsafe to use" and removed from service
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Mobile step ladders that are located in areas where the public has access, are labeled for "employees only"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Work surfaces that are 4 feet or more above a lower level are properly equipped with guard rail systems
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Guard rail systems include a top rail at 42 inches, mid rail at 21 inches that can support 200lbs of downward force

<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Toe boards 3.5 inches tall are used along the exposed edge of work surfaces that are located directly above walking/working surfaces that employees have exposure to
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Removable guard rails are secured at all times when work is not currently being done in that area
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Guard rail systems are regularly inspected for defects and other hazards
First Aid, Hygiene and other Welfare provisions			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	First aid kit/s easily accessible and in prominent position
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	First aid signage -posters, directional arrows prominently displayed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	First aid labels on wall mounted / portable first aid kits and first aid posters showing nearest first aid officers' names, locations and phone numbers are up-to-date
Record-keeping & Emergency Procedures/Preparedness			
1904:29-42 ; 1910:30-39 subpart E ; 1910:160-164 subpart L			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Written accident and illness recording and reporting plan developed and implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	OSHA 300 Log, 300a, and 301 forms -current year, plus 5 years prior for review, retained in a file at primary location; log only OSHA recordables
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	300A Form -post Feb. 1 thru April 30; remove after April 30.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	301 Form- (injury investigation) must complete for each injury incident OSHA recordable. High Hazard Industries must upload into OSHA website by March 2.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Track & Trend Losses; train according to trends
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Retain employee medical records kept in locked file for 30 years
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Up-to-date State and Federal required labor law posters located in conspicuous place where all employees are able to view
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All required postings are free of damage or any obstructions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Emergency checklists readily available; procedures for accounting for all employees and visitors.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Emergency evacuations/plans- posted, reviewed/ drills practiced; employees that are designated to assist in evacuation are trained
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	An alarm system to notify employees; Emergency Exits marked and not blocked
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Location and knowledge of how to use fire extinguishers and other emergency equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Adequate number of exit routes available for the number of occupants. (Determined by NFPA 101-2009)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Each exit discharge leads directly outside and large enough to accommodate the flow of the building occupants likely to use the exit route
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Exit doors must open outward and remain unlocked from the inside at all times during operation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Exits, fire extinguishers, guards, etc are inspected frequently
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Exit routes are adequately lighted, remain free and unobstructed by stored materials or equipment, & do not travel through high hazard areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Each Exit is clearly visible, marked by a sign, & free of obstructions that reads "Exit" that use the same color letters
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Exit signs are equipped with emergency backup illumination
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	A complete list of all stored flammables and combustibles are kept onsite; employees are aware of fire hazards in the workplace
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Flammables are properly stored in fire cabinets and identified with appropriate hazard placard; Flammables and combustibles are kept a safe distance away from any ignition sources
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Fuel storage tanks have proper labeling, and placards that identify the flammable liquid being stored
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All portable fire extinguishers are mounted, identified, unobstructed and easily accessible for

			employees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Portable fire extinguishers (class A) are distributed throughout the facility at a distance of no more than 75 feet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Portable fire extinguishers (Class B) are distributed at a distance of no more than 50 feet
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All extinguishers are inspected annually by an outside company
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Employees are trained on fire extinguisher use at initial employment and on annual basis
Hazard Communication (Haz Comm)			
1910:1200 ; 1910:101-126 subpart H Haz-Mat			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Written program has been developed, implemented and located in the primary workplace facility; contain SDS for all chemical & harmful substance exposures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Employees are trained & knowledgeable about how to understand on SDS and where to locate them
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	SDS readily available during work shift; written copy & computer access; kept 30 yrs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Initial training provided, as well as, each time a change in exposure/process; trainings documented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Chemicals are properly stored away from any locations that food and beverages are consumed or located.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Secondary storage containers/spray bottles are properly labeled to identify the current liquid being used or stored in the container
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Eye wash stations located near areas where normal exposure to chemicals is expected
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Warm water, soap, and hand towels available for employees to wash their hands
Powered Industrial Trucks (PIT)			
1910:178			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Operator's manuals for ALL lifts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Training with documentation: (a) formal- in classroom, DVD/Video; (b) practical instruction - demonstration by trainer & allow trainee to perform under his direct supervision; & (c) evaluation by trainer to determine if competent to operate safely without incident
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Document trainee is "certified" and signed by trainer; training certificate in file
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Re-train operators every 3 yrs., after accident/incident, or change in equipment and/or procedures; document all training & keep in file for review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All forklifts are inspected before each shift by the operator that will be using the lift; daily inspections documented and retained for at least 6 months
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Any forklift that is determined unsafe to operate, is tagged and removed from service
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Only certified mechanics have the authority to perform maintenance on forklifts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Forklifts are free of any defects or modifications not approved by the operator's manual
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All forklifts have data plates and markings that are maintained in a legible condition
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All safety features of the forklifts are maintained and are in working order
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All operators show competence in driving skills and regularly use seatbelts, and horns while in operation
Machine Guarding			
1910:211-219 subpart O			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Operators manuals for ALL machines
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Point of operation guards; review operator manual for appropriate guarding & operation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Moving parts within 7' must be guarded

<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Saws –industrial use; double insulated or 3-prong plug
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Bench Grinders –guard adjust to 1/8" workrest. 1/4" tongue, & 75% of wheel covered; mounted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Power controls for each piece of equipment is located within easy reach of the operator while using the equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All moving gears, blades, and other moving parts are guarded so that employees are protected from the hazards while the machine is in operation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Machines must have LOTO procedures in place before guarding can be removed for maintenance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Table saws are equipped with a hood guard that raises with the thickness of the material being cut
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Table saw is equipped with kick back fingers or dogs; Table saw blades are lowered while not in use.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Radial saws are equipped with a guard that completely encloses the top half of the blade.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Guarding on the lower half of radial saw blades adjust automatically to the thickness of the material being cut
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Radial saw equipped with kick back fingers or dogs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Radial saw is designed so that the saw will retract back slowly to its original position on its own when let go
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Miter saws are equipped with a guard that adjusts with the downward movement of the blade and returns to its original position, fully covering the blade when raised
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Miter saws will raise upward to its original position on its own when released by operator
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Miter saws have automatic power shut off on the handle of the saw that turns the saw off if operators hand lets go of the saw
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Bench grinders are properly mounted to a bench or pedicle
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Bench grinders are equipped with adjustable guarding and set to 1/8" work rest, 1/4" tongue, and 75% of the wheel is covered
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Guards adjusted and grinding wheel integrity is inspected regularly

Electrical

1910:301-399 subpart S

<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Written Electrical Safety Plan developed and implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All employees with electrical exposures are trained on the plan and procedures
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All electrical outlet covers in good condition without exposing any wires
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All permanent wiring remains free of damage and frayed exposed wiring
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	GFI receptacles are used in areas near water sources and periodically tested
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Electrical panel doors remain closed unless work is being done on the breakers or LOTO procedures are being used
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Panel doors are equipped with latching device and properly labeled
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Electrical Boxes – not blocked; no openings/exposed live wires/parts; dry floor & work areas
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Breakers switches are properly labeled and are not used as light/device switch
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Unused breakers are properly covered, preventing exposure to wires
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Proper workspace of at least 3 feet in front of each electrical panel is marked and maintained. No products or materials stored in this location
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Extension Cords – grounded and not used for permanent wiring (3 months); no splices with electrical tape; minimal use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All extension cords are grounded and have all three prongs attached at the plug end

Lock-Out Tag-Out (LOTO)

1910:147			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Written program specific to equipment; periodic evaluation for effectiveness
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	LOTO procedures in place for each required piece of equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Who is exposed –operator, mechanic, supervisors, etc.; Training for authorized & effected employees
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	De-energize equipment before maintenance & repairs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Locks distinguishable; tags; key controls
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Only trained employees identified in the plan are authorized to preform LOTO procedures and maintenance on required equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Those employees who are trained, show competence and knowledge of the LOTO plan and procedures
Hand Tools			
1910:241-244 subpart P			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All hand tools are regularly inspected for defects, loose parts and damaged power cords before each use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	All wired hand tools are powered with double insulate, 3-prong plugs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Tools that are damaged, or do not pass inspection are taken out of service until repaired or replaced
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Each hand tool that uses a rotating blade, disc, or other moving parts have guarding in place
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Appropriate PPE is provided and used while operating hand tools
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Employees are trained on each hand tool before initial use
Cranes & Hoists			
1910:179			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Inspections
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Load capacity markings
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Operators trained & certified in training file
Rack Storage			
1910:176 subpart N			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Pallet Racks – (1) secured per vendor recommendations; (2) stack heaviest items on bottom & lighter loads on top
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Bagged product stacked neat & interlocked
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	Cantilever Racks – (1) secured to floor; (2) load rated noted on arms & columns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A	know load weight of bundles & palletized product before placing in racks; part of PIT training

Signatures of Inspectors & Date: