



SAFETY AND HEALTH AUDIT FORM

OSHA Compliance Audit Questionnaire

This document contains information for aid in identifying OSHA health and safety compliance requirements.

This document MAY NOT identify ALL regulations and responsibilities that might apply to your organization.

Please refer to local, state and federal regulatory agencies for regulations that apply to your operation.

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ANNUAL AUDIT QUESTIONNAIRE

A. SAFETY AND HEALTH PROGRAM

1) Employer Posting:

- a) Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it in the office and plants?
- b) Are emergency telephone numbers posted in appropriate office and plant areas in the event of an emergency?
 - 1) Fire, medical, police?
 - 2) Management

2) Record Keeping:

- a) Accident Records
 - 1) Are all occupational injuries or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log within 7 days?
 - 2) Has the OSHA 300 log been maintained for at least 5 years?
 - 3) Are the OSHA 301 logs current and posted within 7 days?
 - 4) Are accident investigation reports complete and available?
 - a) Are full duty/light duty releases placed in the employee's accident file?
 - b) Are accident investigation training records current and available for review?
- b) Medical Records
 - 1) Are employee medical records current and kept separate from other records?

3) Medical Services:

- a) Accidents
 - 1) Is there a specific person responsible for reviewing full release documents prior to the employee returning to work?
 - 2) Has a return to work (light duty) policy been developed?
 - i) Is a written return to work policy available for review?
 - ii) Have the employees been trained/briefed on the return to work policy?
 - iii) Is the Health Care Provider fully aware of the return to work policy contents and using the return to work policy?
- b) Physicals
 - 1) Do employees receive a physical prior to being employed?

- 2) Are the JHAs being used to determine requirements of the physical?
- 3) Are results of physicals kept on file and separate from personnel records?

c) First Aid

- 1) Are first responders briefed/instructed in proper first-aid and other emergency procedures?
 - a) Is the general population briefed in basic first aid and emergency procedures?
- 2) Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected, up to date and replenished as needed?
 - a) Do first aid kits contain medication (decongestants, pain relievers, etc.) that could cause an injury to occur?
 - b) Are first aid logs available?
- c) Are means provided for quick drenching or flushing of the eyes available (10 step rule)?

c) Blood borne Pathogens:

- 1) Have all employees who are expected to assist during medical emergencies:
 - i) Received first aid training?
 - ii) Had hepatitis B vaccination made available to them?
 - iii) Had appropriate training on procedures to protect them from blood borne pathogens, including universal precautions been performed?
 - iv) Is the appropriate personal protective equipment available and do employees understand how to use appropriately to protect against exposure to blood borne diseases?
- 2) Where employees have had an exposure incident involving blood borne pathogens, was an immediate post-exposure medical evaluation and follow up provided?
- 3) Is all regulated waste, as defined in the OSHA blood borne pathogens standard (29 CFR 1910.1030), discarded according to federal, state and local regulations?

4) Fire Protection:

a) Fire Extinguishers

- 1) Are portable fire extinguishers provided in adequate number and type?
- 2) Are fire extinguishers mounted in readily accessible locations?
- 3) Are fire extinguishers recharged regularly and noted on the inspection tag?
- 4) Are employees periodically instructed in the use of extinguishers and fire protection procedures?
 - i) Training records available?
- 5) Are fire extinguisher inspections performed monthly?
 - i) Is the inventory/inspection log up to date?

- ii) Are all extinguishers services, maintained and tagged at intervals not to exceed 1 year?
- 6) Is the plant emergency “exit” layout map with “id. extinguishers” placement posted and up to date?
- 7) Are appropriate fire extinguishers mounted within 75 feet (22.86 meters) of outside areas containing flammable liquids, and within 10 feet (3.048 meters) of any inside storage area for such materials?
- 8) Are extinguishers free from obstructions or blockage?

b) Facility Fire Prevention

- 1) Is your local fire department well acquainted with your facilities, its location and specific hazards?
- 2) If you have a fire alarm system, is it tested at least annually?
- 3) Are fire doors and shutters in good operating condition?
- 4) Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- 5) Are aisles and passageways clear form obstructions?
- 6) Is the fire emergency plan site specific, posted and are employees trained in emergency procedures?
- 7) Is the fire emergency plan available for employees to review?
- 8) Are employees aware of where the plan is located and its availability for review?
- 9) Are fire emergency warning devices distinct and recognized for that specific emergency?

c) Sprinkler System

- 1) Are automatic sprinkler system water control valves, air and water pressure checked periodically as required?
- 2) Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
- 3) Are sprinkler heads protected by metal guards, when exposed to physical damage?
- 4) Is the proper clearance maintained below sprinkler heads?
- 5) Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?

5. Exiting or Egress

a) Exit Signs

- 1) Are all exits marked with an exit sign and illuminated by a reliable light source?
- 2) Are exit signs provided with the word “EXIT” in lettering at least 5 inches (12.70 centimeters) high and the stroke of the lettering at least ½ inch (1.2700 centimeters) wide?
- 3) Are the directions to exits, when not immediately apparent, marked with visible signs?

4) Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked “NOT AN EXIT,” “TO BASEMENT,” “STOREROOM”, etc.?

b) Exit Doors

- 1) Are exit doors side-hinged?
- 2) Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- 3) Are all exits kept free of obstructions?
- 4) Are there sufficient exits to permit prompt escape in case of emergency?
- 5) Is the number of exits from each floor of a building appropriate for the building occupancy load?
- 6) Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- 7) Are exit doors opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- 10) Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds (6.75 kilograms) or less in the direction of exit traffic?
- 11) Where exit doors open directly onto any street, alley, or other area where vehicles may be operated are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

6) Personal Protective Equipment & Clothing

a) Facility assessment

- 1) Has your facility assessed the workplace to determine if hazards that require the use of personal protective equipment (e.g. head, eye, face, hand, or foot protection) are present or are likely to be present?
- 2) If hazards or the likelihood of hazards are found, are employers selecting and having affected employees use properly fitted personal protective equipment suitable for protection from these hazards?

b) PPE Training

- 1) Has the employee been trained on PPE procedures, i.e., what PPE is necessary for a job task, when they need it, and how to properly adjust it?

c) PPE Eye Protection

- 1) Are protective goggles or face shields provided and worn where there is danger of flying particles, dust or corrosive materials?
- 2) Are protective gloves, goggles, face shields, and aprons provided and worn when using pressure spraying equipment?
- 3) 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?
- 4) Are employees who need corrective lenses (glasses or contacts) in a working environment having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?

d) PPE Head Protection

- 1) Are hard hats provided and worn where danger of falling objects exists?
- 2) Are hard hats inspected periodically for expiration, damage to the shell and suspension system?
 - a) Are the inspections documented?

e) Fall Protection

- 1) Have fall hazard assessments been performed?
- 2) Have employees that use Fall Protection equipment been trained?
- 3) Are training records available for review?
- 4) Is Fall Protection equipment inspected periodically?
 - a) Are inspection records available?

f) PPE General

- 1) Is all protective equipment maintained in a sanitary condition, inspected regularly and ready for use?
- 2) Is appropriate foot protection required where the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, and crushing or penetrating actions are present?
- 3) Are there appropriate procedures in place for disposing off decontaminated personal protective equipment contaminated with or reasonable anticipated to be contaminated with, blood or other potentially infectious materials?
- 4) Are plant tour and contractor waivers describing hazard exposure in place and being used?

7) Respiratory Protection Program:

a) General

- 1) Where needed are written standard operating procedures for the selection and use of respirators available?
- 2) Where needed are approved respirators provided for regular or emergency use available?
- 3) Is a respirator fit test program in place?
- 4) Are respirator fit test records available?
- 5) Is the fit test protocol documentation available for review?
 - i) Does the facility performing the fit test have the necessary protocols?
 - ii) Are the protocols provide by the manufacturer?

- 6) Are respirators inspected periodically?
 - a) By the safety marshal
 - b) By the user?
 - c) Are the inspection logs current?
- 7) Are respirators stored in an area specified for respirator storage?
 - a) Are respirators stored in individual sanitary containers?
 - b) Is the respirator storage area kept clean and sanitary?
- 8) Is 29 CFR 1910.134 Appendix D posted and signed by employees that use respirators?
- 9) Is there a selection from a sufficient number of respirator models & sizes so that the respirator is acceptable?

8) Noise Safety & Health Program:

a) General

- 1) Is a written Hearing conservation program in place?
 - a) Does the written Hearing conservation program define areas that exceed 85db and identify tasks or job positions that require hearing protection?
- 2) Is there an ongoing preventative health training program to educate employees in: safe levels of noise, exposure; effects of noise on their health; and the use of personal protection?
 - a) Do employees understand the definition of hearing Standard Threshold shifts (STS)?
- 5) Have noise surveys by certified professionals been performed?
- 6) Have engineering controls been used to reduce excessive noise levels?
 - a) Where engineering controls are determined not feasible, are administrative controls being used to minimize individual employee exposure to noise?
 - b) Have Administrative controls been considered?
- 7) Is approved hearing protective equipment (noise attenuating devices) available to every employee in noisy areas?
 - a) Are employees provided with more than one selection of protection?
- 8) Are employees in high noise areas given periodic audiometric testing to ensure that you have effective hearing protection systems?

9) Safety Training:

a) General

- 1) Is each employee adequately trained in safety prior to being assigned to a task
- 2) Does each employee receive practical job training prior to receiving work assignments?
- 3) Are employee-training records kept current and accessible for review by employees, as required by OSHA standards?
 - i) Are employees aware of where their training records are stored?

- 4) Are safety training rosters and spread sheets available?
- 5) Does each individual have a JHA for each function performed?
- 6) Are individual safety training folders in order and easily accessible?
- 7) Are training certificate requests submitted promptly?
 - i) Are copies of the certifications in the employees training files?
- 8) Are “TEMPORARY/ CONTRACT” workers adequately trained prior to receiving a work assignment?
- 9) Are “TEMPORARY/ CONTRACT” workers training files adequately maintained and available for review?
- 10) Has office ergonomic training been performed?
- 11) Do JHA’s training requirements meet training rosters?
- 12) Are JHA titled correctly?

10) Safety Program Management

a) General

- 1) Is there a written site-specific safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?
- 2) Is there a safety committee or a group made up of management and labor representatives that meet regularly and report in writing on its activities?
- 3) Is there a safety inspection team made up of management and labor representatives that meet regularly and report in writing on its findings?
- 4) Is the entire facility inspected monthly (office, plant and yard)?
 - i) Are inspection reports available?
 - ii) Are findings prioritized?
 - iii) Are office, plant and yard inspection check list available?
- 5) Name at least three incentives provided for employees or work groups who have excelled in reducing workplace injury/illness:
- 6) List a minimum of three methods the laborers are involved in the safety program:

- 7) List a minimum of three methods the Plant Management and supervisors are involved in the safety program:
- 8) List a minimum of three methods the General Manager is involved in the safety program:
- 9) Are safety meetings held weekly and attendance rosters available for inspection?
- 10) Do supervisors and managers attend safety meetings?
- 11) Does the General Manager tour the plant weekly, bi weekly or monthly?
- 12) Do supervisors, managers and labor personnel participate in the safety meetings?
 - i) Note how.
- 13) Are Accident Alert bulletins reviewed and documented in weekly safety meetings?
- 14) Are Hazard Reports available for all employees?
- 15) Is there an emergency plan for inclement weather or other natural disasters?
 - i) Have “all” employees been trained to react to the plan?
 - ii) Are there separate audible alarms for each situation?
- 16) Has an ADA (American Disabilities Act) committee been formed?
 - i) Does this committee meet annually or as needed to plan ADA requirements in the event a disabled person is employed?

11) Accident Investigation

a) General

- 1) Are all personnel that participate in accident investigation been trained to properly complete documentation and determine the root cause of the accident?
- 2) Is accident retraining records available for review?
- 3) Are supervisors and managers required to attend accident retraining?

B) GENERAL WORK ENVIRONMENT

1) House Keeping

a) Facility

- 1) Are all worksites clean, sanitary, and orderly?
- 2) Are break rooms clean, sanitary, and orderly?

- 3) Are rest rooms clean, sanitary, and orderly?
 - i) Are all toilets and washing facilities clean and sanitary?
- 4) Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- 5) Are all work areas adequately illuminated?
- 6) Are covered metal waste cans used for oily and paint-soaked waste?
- 7) Are eye wash stations clean and maintained?

b) Yard and Surrounding Areas

- 1) Are products stored/stacked properly?
- 2) Are products wrapped properly?
- 3) Are bagged products torn or damaged?
- 4) Are storage areas clean?
- 5) Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- 6) Are product storage area surfaces in good condition and are holes and other hazards marked?

2) Walkways, Floors & Wall Openings

a) Plant

- 1) Are pits and floor openings covered or otherwise guarded?
 - i) When the pit or floor openings are open are attendants or other means available to prevent injury?
- 2) Are aisles and passageways in the plant and storage areas kept clear?
- 3) Are aisles and walkways marked appropriately?
- 4) Are wet surfaces covered with non-slip materials?
- 5) Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe?
- 6) Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
- 7) Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway?

- 8) Are changes of direction or elevations readily identifiable?
- 9) Are aisles or walkways that pass near moving or operating machinery, welding or similar operations arranged so employees will not be subjected to potential hazards?
- 10) Is adequate head room provided for the entire length of any aisle or walkway?
- 11) Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches (76.20 centimeters) above any adjacent floor or ground?
- 12) Are bridges provided and used over conveyors and similar hazards?
- 13) Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
- 14) Are toe boards installed around the edges of permanent floor openings (where persons may pass below the openings)?
- 15) Are grates or similar type covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?
- 16) Are unused portions of service pits and pits not actually in use, either covered or protected by guardrails or equivalent?

b) Office walk ways, floors, and wall openings

- 1) Are aisles and passageways in the office areas kept clear?
- 2) Are objects materials or equipment stored in such a way that sharp projectiles will not interfere with the aisle way?
- 3) Are changes of direction or elevations readily identifiable?

3) Stairs & Stairways

a) Plant

- 1) Are standard stair rails or handrails installed on all stairways having four or more risers?
- 2) Are all stairways at least 22 inches (55.88 centimeters) wide?
- 3) Do stairs have landing platforms not less than 30 inches (76.20 centimeters) in width at every 12 feet (3.6576 meters) or less of vertical rise?
- 4) Do stairs angle no more than 50 and no less than 30 degrees?
- 5) Are step risers on stairs uniform from top to bottom?

- 6) Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- 7) Are stairway handrails located between 30 (76.20 centimeters) and 34 inches (86.36 centimeters) above the leading edge of the stair treads?
- 8) Do stairway handrails have at least 3 inches (7.62 centimeters) of clearance between the handrails and the wall or surface they are mounted on?
- 9) Where doors or grates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches (53.34 centimeters)?
- 10) Are stairway handrails capable of withstanding a load of 200 pounds (90 kilograms), applied within 2 inches (5.08 centimeters) of the top edge, in any downward or outward direction?
- 11) Are mid-rails installed on stairway handrails?
- 12) Are working platforms properly guarded with standard railings and toe boards? Standard railing consists of a 42" top rail and a mid-rail approximately half way between the top rail and the platform.
- 13) Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- 14) Is the vertical distance between stairway landings limited to 12 feet (3.6576 meters) or less?

b) Office Stairs & Stairways

- 1) Are standard stair rails or handrails installed on all stairways having four or more risers?
- 2) Are all stairways at least 22 inches (55.88 centimeters) wide?
- 3) Do stairs angle no more than 50 and no less than 30 degrees?
- 4) Are step risers on stairs uniform from top to bottom?
- 5) Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- 6) Are stairway handrails located between 30 (76.20 centimeters) and 34 inches (86.36 centimeters) above the leading edge of the stair treads?
- 7) Do stairway handrails have at least 3 inches (7.62 centimeters) of clearance between the handrails and the wall or surface they are mounted on?
- 8) Where doors or grates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches (53.34 centimeters)?

9) Are stairway handrails capable of withstanding a load of 200 pounds (90 kilograms), applied within 2 inches (5.08 centimeters) of the top edge, in any downward or outward direction?

4) Elevated Surfaces

a) Plant

- 1) Are signs posted, when appropriate, showing the elevated surface load capacity?
- 2) Are surfaces elevated more than 30 inches (76.20 centimeters) above the floor or ground provided with standard guardrails?
- 3) Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch (10.16 centimeters) toe boards?
- 4) Is a permanent means of access and egress provided to elevated storage and work surfaces?
- 5) Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?
- 6) Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

5) Ladders

a) General

- 1) Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
- 2) Are non-slip safety feet provided on each ladder?
- 3) Are ladder rungs and steps free of grease and oil?
- 4) Are employees instructed to face the ladder when ascending or descending?
(Test two employees)
- 5) Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- 6) Are employees instructed not to use the top step of ordinary stepladders as a step?
(Test two employees)
- 7) When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet (0.9144 meters) above the elevated surface?
- 8) Is it required that when portable rung or cleat type ladders are used, the base be so placed that slipping will not occur, or it is lashed or otherwise held in place?

9) Are portable metal ladders legibly marked with signs reading “CAUTION” – Do Not use Around Electrical Equipment” or equivalent wording?

10) Are all ladders inspected for damage and tagged if damaged? (Inspection log)

11) Are the rungs of ladders uniformly spaced at 12 inches, (30.48 centimeters) center to center?

6) Hand Tools (Powered, Portable & Fixed)

a) Hand Tools (non-Powered)

1) Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?

2) Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?

3) Are broken or fractured handles on hammers, axes and similar equipment replaced promptly? **OK**

4) Are worn or bent wrenches replaced regularly?

5) Are appropriate handles used on files and similar tools?

6) Are employees made aware of the hazards caused by faulty or improperly used hand tools? Explain how.

7) Are appropriate safety glasses, face shields, etc., used while using hand tools or equipment, which might produce flying materials, or be subject to breakage?

8) Are tool handles wedged tightly in the head of all tools (hammers etc.)?

9) Are tools stored in a dry, secure location where they won't be tampered with?

10) Are jacks checked periodically to ensure they are in good operating condition?

i) Inspection log available?

b) Powered Tools

1) Are grinders, saws and similar equipment provided with appropriate safety guards?

2) Are power tools used with the correct shield, guard or attachment, recommended by the manufacturer?

3) Are portable circular saws equipped with guards above and below the base shoe?

4) Are rotating or moving parts of equipment guarded to prevent physical contact?

- 5) Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?
- 6) Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?
- 7) Are portable fans provided with full guards or screens having openings ½ inch (1.2700 centimeters) or less?
- 8) Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?
- 9) Are operational procedures available for Powered Tools?

7. Abrasive Wheel Equipment

a) General

- 1) Is the work rest used and kept adjusted to within 1/8 inch (0.3175 centimeters) of the wheel?
- 2) Is the adjustable tongue of the topside of the grinder used and kept adjusted to within ¼ inch (0.6350 centimeters) of the wheel?
- 3) Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?
- 4) Are bench and pedestal grinders permanently mounted?
- 5) Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- 6) Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?
- 7) Does each grinder have an individual on and off control switch?
- 8) Is each electrically operated grinder effectively grounded?
- 9) Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- 10) Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- 11) Is cleanliness maintained around grinders?
- 12) Are goggles or face shields always worn when grinding?
- 13) Are goggles and face shields kept in good and clean condition?

C) PLANT EQUIPMENT SAFETY

1) LO/TO

a) LOCKOUT/TAGOUT Procedures

- 1) Have areas that require LO/TO been evaluated and documented?
- 2) Are LO/TO Procedures posted on applicable equipment?
- 3) Does the written program specify each location and procedure for equipment that requires LO/TO?
- 4) Does the written program define job positions that are authorized to perform lockout-tag out?
- 5) Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?
 - i) Are the appropriate electrical enclosures identified?
 - ii) Can electric power to each machine be locked out for maintenance, repair, or security?
- 6) Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
 - i) Are all emergency stop buttons accessible and colored red?
 - ii) Are means provided to assure the control circuit can also be disconnected and locked-out?
 - iii) Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited during maintenance and cleaning?
- 7) Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?
- 8) Are appropriate employees provided with individually keyed personal safety locks?
- 9) Are employees required to keep personal control of their key(s) while they have safety locks in use?
- 10) Is it required that only the employee exposed to the hazard, place or remove safety lock?
- 11) Is it required that the authorized LO/TO employee check the safety of the lockout by attempting a start up after making sure no one is exposed?
- 12) Is the authorized LO/TO employee instructed to always push the control circuit stop button immediately after checking the safety of the lockout?
- 13) Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tag?

14) Are sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?

15) 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?

16) In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

i) Are all exposed employees trained in the Energized 3 party procedure?

17) Are procedures in place to notify and train outside contractors of Pavestone's Lock out Tag out program?

18) Have employees been trained on LO/TO procedures?

19) Are employees evaluated on LO/TO procedures periodically?

i) Are inspection records of employee performing LO/TO available?

20) Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

21) Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

2) Confined Space Program

a) Confined Spaces

1) Have all confined spaces been evaluated and documented for compliance with 29 CFR 1910.146?

2) Are confined space permits retained for a minimum of one year?

3) Is the written program site specific? Have confined spaces been defined for your location?

4) Have personnel entering and monitoring the confined space operation been properly trained?

i) Is this training documented?

5) Are all impellers, agitators, or other moving parts and equipment inside, confined spaces locked-out if they present a hazard?

6) Is either natural or mechanical ventilation provided prior to space entry?

7) Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?

- 8) Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?
- 9) Is adequate illumination provided for the work to be performed in the confined space?
- 10) Are written entry procedures available?
- 11) Is there an assigned safety standby employee 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?
- 12) Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of the emergency?
- 13) Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made or maintained as acceptable?
- 14) Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection?
- 15) Before gas welding or burning is started in confined spaces, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area & tested for an explosive atmosphere each time before a lighted torch is to be taken into the confined space?
- 16) Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?
- 17) 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?
- 18) Is the permit being posted at the entry portal of the confined space, or any other effective area where the entrants can review it?

3) Welding, Cutting & Brazing

a) Welding cutting and brazing:

- 1) Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?
 - i) Is a listing of trained personnel available?
- 2) Are written emergency instructions available in the event of fire or cylinder damage?
- 3) Are compressed gas cylinders examined periodically for obvious signs of defects, deep rusting or leakage?
 - i) Inspection log available?
- 4) Is care used in handling and storing cylinders, safety valves, and relief valves to prevent damage?

- 5) Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
- 6) Is only approved apparatus (torches, regulators, pressure reducing valves, acetylene generators, and manifolds) used?
- 7) Are cylinders kept away from sources of heat?
- 8) Are the cylinders kept away from elevators, stairs, and gangways?
- 9) Are empty and full cylinders appropriately tagged and their valves closed and stored separately?
 - i) Is the cylinder stock rotated first in and first out?
- 10) Are fuel gas cylinders and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage?
- 11) Are signs reading: DANGER-NO SMOKING, MATCHES, OR OPENLIGHTS, or the equivalent, posted where flammable or combustible materials are used or stored?
- 12) Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free from oily or greases substances?
- 13) Unless secured on special trucks, are regulators removed and valve protection caps put in place before moving cylinders?
- 14) Do cylinders without fixed handle wheels have keys, handles, or non-adjustable wrenches on stem valve when in service?
- 15) Before a regulator is removed, is the valve closed and gas released from the regulator?
 - i) Have employee demonstrate?
- 16) Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- 17) Are electrodes removed from the holders when not in use?
- 18) Is it required that electric power to the welder be shut off when no one is in attendance?
- 19) Is suitable fire extinguishing equipment available for immediate use?
- 20) Are works and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- 21) When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?

22) Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?

23) Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?

24) Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

25) Is a check made for adequate ventilation in and where welding or cutting is performed?

4) Compressors & Air Receivers

a) General:

1) Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valve(s)?

2) Is every air receiver provided with a drainpipe and valve at the lowest point for the removal of accumulated oil and water?

3) Are compressed air receivers periodically drained of moisture and oil?

4) Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating conditions?

5) Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

5) Hoist & Auxiliary Equipment

a) General:

1) Is hoisting equipment available and used for lifting heavy objects?

2) Are hoist ratings and characteristics appropriate for the task?

3) Is there a complete list of crane, hoist and rigging equipment?

4) Have employees been trained to identify, and understand load ratings, daily inspections and how to operate their equipment safely?

5) Are there preventive maintenance logs for cranes, hoist and rigging?

6) Is pre-use inspection documentation or methods available?

7) Is each overhead electric hoist equipped with a limit device to stop hook travel at its highest and lowest point of safe travel?

8) Is the rated load of each hoist legibly marked and visible to the operator?

- 9) Are stops provided at the safe limits of travel for trolley hoists?
- 10) Are the controls of hoist plainly marked to indicate the direction of travel or motion?
- 11) Are close-fitting guards or other suitable devices installed on hoist to assure ropes/chains will be maintained in the sheave groves?
- 12) Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full raps on the drum at all times?
- 13) Are nip points or contact points between hoist ropes and sheaves, which are permanently located within 7 feet (2.1336 meters) of the floor, ground or working platform, guarded?
- 14) Is the operator instructed to avoid carrying loads over people?

b) Slings

- 1) Has an assessment for slings used in the facility been performed?
- 2) Have all employees that use slings been trained on the use and inspection of slings?
- 3) Do all slings have identification numbers?

6) Industrial Trucks - Forklifts

a) General

- 1) Are only trained personnel allowed to operate industrial trucks?
- 2) Is substantial overhead protective equipment provided on high lift rider equipment?
- 3) Are the required lift truck operating rules posted and enforced?
- 4) Is directional lighting provided on each industrial truck that operates in an area with less than 2-foot-candles per square foot general lighting?
- 5) Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?
- 6) Are the brakes on each industrial truck capable of bringing the vehicle to a complete and fully loaded?
- 7) Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?
- 8) Is fork-lift check list being completed prior to each shift?

9) Have fork-lift check list audits been performed monthly?

7) Machine Guarding

a) Training and supervision:

1) Has an assessment for Machine Guarding been performed?

2) Are periodic Machine Guarding inspection documents available for review?

3) Is there a training program to instruct employees on safe methods of machine operation?

4) Have employees received practical Machine Guarding training on equipment they operate or work near?

5) Is there adequate supervision to ensure that employees are following safe machine operating procedures?

b) Inspections:

1) Is there a regular program of safety inspections of machinery and equipment?

i) Inspection check list available for review?

2) Is all machinery and equipment kept clean and properly maintained?

3) Are monthly audits performed on inspection check list and equipment?

c) Operation:

1) Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?

2) Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personnel injury?

3) Is there a power shut-off switch within reach of the operator's position at each machine?

4) Are all pulleys and belts that are within 7 feet (2.1336 meters) of the floor or working level properly guarded?

5) Are all moving chains and gears properly guarded?

6) Are methods provided to protect the operator and other employees in the machine area from hazards created at the points, rotating parts, flying chips, and sparks?

7) Are machinery guards secure and so arranged that they do not offer a hazard in their use?

8) Are provisions made to prevent machines from automatically starting when power is restored after power failure or shutdown?

9) If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment, nozzles or other safeguards utilized to protect operators and other workers from eye and body injury?

10) Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

11) Are all emergency stop buttons accessible and colored red?

8) Electrical

a) General:

1) Do you specify compliance with OSHA for all contract electrical work?

2) Are employees instructed to make preliminary inspections, and/or, appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?

3) When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?

4) Are portable electrical tools and equipment grounded or of the double insulated type?

5) Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?

6) Do extension cords being used have a grounding conductor?

7) Have extension cords been modified?

8) Are multiple plug adapters prohibited?

9) Is exposed wiring and cords with frayed or deteriorated insulation replaced promptly?

10) Are flexible cords and cables free of splices or taps?

11) Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?

12) Are all cord, cable and raceway connections intact and secure?

13) In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?

14) Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment serves?

15) Are disconnecting means always opened before fuses are replaced?

- 16) Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- 17) Are all electrical raceways and enclosures securely fastened in place?
- 18) Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- 19) Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- 20) Is all unused opening (including conduit knock-outs) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- 21) Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?
- 22) Are employees prohibited from working alone on energized lines or equipment over 600 volts?
- 23) Are unused electrical panels and conduits removed?
- 24) Has a facility wide General Electrical Safety policy been developed detailing the following:
 - i) A listing of employees that are authorized to work on electrical equipment and circuits?
 - ii) Are training records available for these employees?
 - iii) Is electrical test equipment inspected prior to each use?
 - iv) If the equipment calls for calibration are records available demonstrating the calibration has been performed?

9) Material Storage

a) General:

- 1) Are storage racks secured properly?
- 2) Is material stored on racks properly?
- 3) Are pallets leaning as to cause injury or damage to the products?
- 4) Are product pallets stacked properly?

D) HAZ-COM and HAZARDOUS MATERIALS

1) MSDS Documentation

a) General:

- 1) 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” been posted or otherwise made readily available to affected employees?
- 2) Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment?
- 3) Is employee exposure to chemicals in the work place kept within acceptable levels?
- 4) Are empty chemical containers being used for trash?
- 5) Have outside Emergency Contractors been identified in the event of a hazardous spill?
- 6) Is a minimum of spill control equipment below available:
 - i) Spill control brooms
 - ii) Chemical neutralizers
 - iii) PPE
 - iv) Absorbent pad
 - v) Shovel
 - vi) Mop and pail

2) Hazardous Chemical Exposure

a) Training

- 1) Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?
- 2) Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, and phenols?
- 3) Have standard operating procedures been established, and are they being followed when cleaning up chemical spills?
- 4) Are there written standard operating procedures for the selection and use of respirators where needed?
- 5) Have employees been instructed on the correct usage and limitations of the respirators?
 - i) Are the respirators NIOSH-approved for this particular application?
 - ii) Are they regularly inspected and cleaned, sanitized and maintained?

a) General:

- 1) Is employee exposure to chemicals kept within acceptable levels?
- 2) Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?

- 3) Are all containers, such as vats, and storage tanks labeled as to their contents?
- 4) Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, and respirators)?
- 5) Are flammable or toxic chemicals kept in closed containers when not in use?
- 6) Are storage cabinets for Combustible Materials properly identified?
- 7) Do these cabinets meet the requirements for combustible liquid storage?
- 8) Are all combustible storage and dispensing areas grounded to earth?
- 9) Are combustible storage cabinets marked Flammable keep fire away, no smoking?
- 10) Are spill containment curbs designed to contain the amount of liquids stored?
- 11) Are chemical piping systems clearly marked as to their content?
- 12) Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, are adequate means readily available for neutralizing or disposing of spills or overflows and performed properly and safely?
- 13) Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- 14) Are respirators intended for emergency use adequate for the various uses for which they are needed?
- 15) Are employees prohibited from eating in areas where hazardous chemicals are present?
- 16) Is personal protective equipment provided, used and maintained whenever necessary?
- 17) Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?
- 18) Are general dilutions or local exhaust ventilation systems used to control dust, vapors, gases, fumes, smoke, solvents or mists that may be generated in your workplace?
- 19) Is there a dermatitis problem? Do employees complain about dryness, irritation, or sensitization of the skin?
- 20) Has an industrial hygienist or environmental health specialist evaluated the levels of silica exposure?
- 21) If internal combustion engines are used, is carbon monoxide kept within acceptable levels?

3) Hazardous Substances Communications

- a) Training:

- 1) Is there an employee-training program for use of hazardous substances?
- 2) Does this program include:
 - i) An explanation of what an MSDS is and how to use and obtain one?
 - ii) MSDS contents for each hazardous substance or class of substance?
 - iii) Explanation of “Right to Know”?
 - iv) Identification of where an employee can see the employer's written hazard communication program and where hazardous substances are present in their work areas?
- 3) Have employees been trained as how to use the labeling system and MSDSs?
- 4) Are employees trained in the following?
 - i) How to recognize tasks that might result in occupational exposure?
 - ii) How to use work practice and engineering controls and personal protective equipment and to know their limitations?
 - iii) How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment?
 - iv) Who to contact and what to do in an emergency?

b) General:

- 1) Is there a list of hazardous substances used in your workplace?
- 2) Is there a list of where hazardous substances are used in your workplace?
- 3) Is there a current written exposure control plan for occupational exposure to blood borne pathogens and other potentially infectious materials, where applicable?
- 4) Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?
- 5) Is each container for a hazardous substance (i.e. vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- 6) Is there a Material Safety Data Sheet readily available for each hazardous substance used?

4) Fueling

a) General:

- 1) Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
- 2) Are fueling operations done in such a manner that likelihood of spillage will be minimal?
- 3) When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?
- 4) Are fuel tank caps replaced and secured before starting the engine?
- 5) In fueling operations, is there always metal contact between the container and the fuel tank?
- 6) Is smoking prohibited in the vicinity of fueling operations?
- 7) When fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self closing type?

5) Material Handling

a) General:

- 1) Is there safe clearance for equipment through aisles and doorways?
- 2) Are aisle ways designated, permanently marked, and kept clear to allow unhindered passage?
- 3) Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- 4) Are hand trucks maintained in safe operating condition?
- 5) At the delivery end of the rollers or chutes, are provisions made to break the movement of the handled materials?
- 6) Are pallets usually inspected before being loaded or moved?
- 7) When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended loads?

6) Environmental Controls

a) General:

- 1) Are operating permits and records up-to-date for such items as Clean Air, Filtering, and machinery?
- 2) Is the work area's ventilation system appropriate for the work being performed?
- 3) Are spray-painting operations performed in spray rooms or booths equipped with an appropriate exhaust system?

- 4) Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time, or other means?
- 5) Are welders and other workers nearby provided with flash shields during welding operations?
- 6) If forklifts and other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable concentration?
- 7) Has there been a determination that noise levels in the facilities are within acceptable levels?
- 8) Are steps being taken to use engineering controls to reduce excessive noise levels?
- 9) Are caution labels and signs used to warn of hazardous substances?
- 10) Are wet methods used, when acceptable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?
- 11) Are engineering controls examined and maintained or replaced on a scheduled basis?
- 12) Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- 13) Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within a building or other enclosed area?
- 14) Are all local exhaust ventilation systems designed and operating properly such as airflow and volume necessary for the application, ducts not plugged or belts slipping?
- 15) Is personal protective equipment provided, used and maintained wherever required?
- 16) Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- 17) Are employees instructed in the proper manner of lifting heavy objects?
- 18) Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditions?
- 19) Are employees screened before assignment to areas of air contaminants to determine if their health condition might make them more susceptible to having an adverse reaction?
- 20) When non-potable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal uses?
- 21) When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- 22) When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?

7) Control of Harmful Substances by Ventilation

a) General:

- 1) Is the volume and velocity of air in each exhaust system sufficient to gather dust, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- 2) Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- 3) Are clean-out ports or doors provided at intervals not to exceed 12 feet (3.6576 meters) in all horizontal runs of exhaust ducts?
- 4) Is adequate makeup air provided to areas where exhaust systems are operating?
- 5) Is the source point for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?

8) Flammable & Combustible Materials

a) General:

- 1) Is combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?
- 2) Are “NO SMOKING” signs posted on liquefied petroleum gas tanks?
- 3) Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
- 4) Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
- 5) Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?
- 6) Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- 7) Are all spills of flammable or combustible liquids cleaned up promptly?
- 8) Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?
- 9) Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?
- 10) Are “NO SMOKING” rules enforced in areas involving storage and use of hazardous materials?