

# General Industry Checklist

This checklist is provided to assist in identifying deficiencies or hazards within your business. Once you have identified deficiencies or hazards, a review of your accident prevention program should be completed. Additional written programs, workplace procedures, and / or training to reduce the potential of employee injuries and illnesses may be required. This checklist does not address all possible hazards within your business.

## ● Posting and Recordkeeping

- Workplace posters / phone numbers displayed
- OSHA 300 completed (where required)
- OSHA 300A completed & posted (where required)

## ● Safety & Health Program

- Written safety program developed
- Employee safety training completed / records maintained

## ● Medical and First Aid

- Emergency medical services identified
- First aid kits readily accessible
- Eye wash / showers available (where necessary)
- Claim reporting procedures
- Return to Work program
- Bloodborne Pathogens program / training

## ● Fire Protection

- Fire extinguishers mounted & readily accessible
- Fire extinguishers inspected at least annually
- Fire alarm tested at least annually (where present)

## ● Personal Protective Equipment (PPE)

- Employees have been trained in PPE procedures
- PPE is maintained in sanitary condition
- Hazards identified in the workplace requiring PPE

## ● Work Environment

- Work areas clean, sanitary and orderly
- Wet surfaces covered with non-slip materials
- Walking surfaces in good condition
- Spilled materials cleaned up immediately

## ● Walkways

- Guardrails provided for elevated areas > 30"
- Adequate headroom provided in aisles
- Safe clearance for walking near equipment

## ● Floor and Wall Openings / Elevated Surfaces

- Floor openings protected or guarded on all sides
- Signs posted showing elevated surface load capacity
- 4" toeboard where falling object exposure exists
- Material piled, stacked or racked to prevent falling
- Pits not in use covered or protected

## ● Stairs and Stairways

- Handrails on all stairways of 4 or more risers
- Steps provided with a slip resistant surface

## ● Exiting or Egress / Exit Doors

- Exits marked with exit sign and properly illuminated
- Exits kept free from obstructions
- Sufficient exits to permit prompt emergency escape
- Inside door release on cold storage rooms

## ● Portable Ladders

- Inspect and maintain ladders in good condition
- Non-slip safety feet provided on each ladder
- Employees face ladder when ascending or descending with 3 points of contact
- Prohibit use of ladders that are broken or damaged
- Instruct not to use top step of stepladder as a step
- Extend ladder at least 3' above elevated surface

## ● Hand / Portable Power Tools and Equipment

- Broken, damaged, bent tools removed / replaced
- Proper eye and face protection worn, as needed
- Safety guards provided on grinders, saws, etc.
- Power tools grounded or double insulated
- Full guards or screens provided on portable fans
- Ground fault circuit interrupters (GFCI) used

## ● Abrasive Wheel Equipment

- Work rest used and kept adjusted to 1/8 inch
- Side guards cover spindle, nut and flange
- Bench and pedestal grinders permanently mounted
- Goggles / face shields worn when grinding

## ● Machine Guarding

- Employees trained in safe methods of operation
- Machinery and equipment kept clean and maintained
- Shut-off switch within reach of operator's position
- Each machine provided with lock out for maintenance
- Belts, pulleys, chains and gears properly guarded
- Point of operation guarded or protection provided

## ● Lockout / Tagout

- Machinery deenergized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, when required
- Stored energy released or blocked before lock-out
- Employees provided individually keyed safety locks
- Employee exposed to the hazard is the only one to place or remove a safety lock

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### ● Welding, Cutting & Brazing

- Only authorized and trained personnel use welding, cutting or brazing equipment
- "DANGER – NO SMOKING, MATCHES OR OPEN LIGHTS" properly posted
- Regulators removed and valve caps in place before moving cylinders
- Electrodes removed from arc welders when not in use
- Fire extinguishers available for immediate use
- Eye protection helmets, hand shields and goggles meet appropriate standards
- Employees exposed to the hazards of welding, cutting, or brazing protected with PPE and clothing
- Ventilation adequate in and where welding or cutting is performed

### ● Compressors & Compressed Air

- Compressors include pressure relief valves and gauges
- Safety devices on systems checked frequently
- Belt drive system totally enclosed
- Employees prohibited from using highly compressed air for cleaning
- PPE worn when using compressed air for cleaning
- Pressure reduced to < 10 psi for cleaning clothes

### ● Compressed Gas Cylinders

- Cylinders marked to clearly identify the gas
- Cylinders stored away from external heat sources
- Valve protectors placed on cylinders when not in use
- Valves closed before moving or when cylinder is empty
- Store oxygen and fuel gas cylinders separated by a minimum of 20' or by a noncombustible barrier at least 5' high

### ● Hoist & Auxiliary Equipment

- Load rate of each hoist is legibly marked and visible
- Stops provided at safe limits of travel for trolley hoist
- Use of kinked or twisted chains or rope slings prohibited
- Carrying suspended loads over people prohibited

### ● Industrial Trucks / Forklifts

- Only trained personnel allowed to operate trucks
- Lift truck operating rules posted and enforced
- Each truck equipped with warning horn, whistle, gong or other device that can be clearly heard

### ● Spraying Operations

- Adequate ventilation before starting spray operations
- Spray rooms or booths equipped with exhaust system
- Spray area free of hot surfaces
- Approved respiratory equipment provided and used
- "NO SMOKING" signs posted in spray areas, paint rooms, paint booths and paint storage areas

### ● Environmental Controls

- Work areas properly illuminated
- Restrooms and washrooms kept clean and sanitary
- Water provided for drinking, washing and cooking
- Water not suitable for drinking clearly identified
- Physical capabilities assessed prior to assigning jobs requiring heavy work
- Employees instructed in lifting of heavy objects
- Heat illness training provided where required
- Warning vests worn when working on or near streets and roadways

### ● Flammable and Combustible Liquids

- Approved containers / tanks used for storage
- Flammable liquids kept in closed containers
- Safety cans used at point of use
- Storage rooms have explosion-proof lights and mechanical or gravity ventilation

### ● Hazard Communications

- Hazardous substances have been identified
- Written hazard communication program developed
- Safety Data Sheets (SDS) readily available
- Employee training completed & documented

### ● Electrical

- Extension cords have grounding conductor
- Multiple plug adapters prohibited
- Wiring and cords with frayed or deteriorated insulation repaired or replaced
- Unused openings in electrical enclosures closed with appropriate covers, plugs or plates

### ● Noise

- Noise levels exceed 85dBA in working areas
- Noise levels measured and records kept
- Areas identified where voice communication is difficult due to noise levels
- Engineering or administrative controls used to reduce employee exposure to noise
- Approved hearing protection available in noisy areas

### ● Material Handling

- Trucks and trailers secured during loading / unloading
- Dock plates and loading ramps of sufficient strength to support loads
- Safe clearance for equipment through aisles / doorways

### ● Transporting Employees and Materials

- Employees who operate vehicles have valid operator's license
- Pre or post trip inspections completed by operators
- Seat belts required for operators and passengers
- Use of cell phones and other devices prohibited