

GENERAL CHECKLIST FOR FACILITY DEPARTMENTS

Check in the boxes to the right of those items you want to include in your audit checklist. It is strongly recommended that you include opportunities for listing observed unsafe practices, with comments, with each category grouping you establish in your own list.

Many of the following items will be appropriate for nearly any operation, though some of them will not be applicable across the board. By the same token, the nature of your own operation may dictate that you include some specific items in your own checklist that have not been suggested here. The point is to provide your auditors/inspectors with an aid to observation that is specifically tailored to the work your organization does and the safety record it has amassed.

GENERAL CONDITIONS

FLOORS

- No slip, trip, or fall hazards
- Apertures or openings enclosed or covered
- Clean, orderly, and free of oil or grease hazards
- No standing water on floors
- Grates over floor drains
- Nonslip surfaces wherever possible
- Any unsafe practices observed?

Comment:

AISLES

- Clearly marked
- Unobstructed
- Corners unobstructed to offer clear view
- Sufficiently wide for material handling
- Any unsafe practices observed?

Comment:

STAIRS

- Uniform height and tread depth
- Grating-type tread on exterior stairs
- Platform levels to break long flights of stairs
- At least 22 inches wide
- Sturdy railings on all open sides
- No storage of material on stairs
- Proper lighting on stair areas
- No worn or damaged stair treads
- Any unsafe practices observed?

Comment:

LADDERS

- Safety feet in good operable condition
- Clean rungs, unpainted
- No splinters on wood ladders
- No metal or aluminum ladders in electrical areas
- Only one person on a ladder at a time
- Tied at top and properly positioned
- If used above roof, 3-foot extension above roof level
- Danger tags available for defective ladders
- Any unsafe practices observed?

Comment:

SCAFFOLDS or PLATFORMS

- Nonskid flooring
- Level and plumb
- Safe access to platforms
- 4-inch toeboard around all four sides of platform
- Working platforms at least 2 feet wide
- All access gates self-closing and locking
- No accumulation of tools and materials
- Any unsafe practices observed?

Comment:

LIGHTING

- Illumination level sufficient for work performed
- Emergency lighting adequate and operating
- Task lighting on close-vision jobs
- Emergency lighting of all exit routes
- Any unsafe practices observed?

Comment:

EXITS and EMERGENCY PREPAREDNESS

- Adequate number of exits for emergency escape
- No locked or barred exits restricting escape
- Emergency exits adequately illuminated
- Exterior exit surfaces clear for prompt exit
- Flammable materials removed from exit areas
- Exterior exit doors open outward to flat surface
- Written and posted emergency evacuation plan with exit map for all areas
- Any unsafe practices observed?

Comment:

VENTILATION

- Adequate ventilation for the process
- Hoods properly connected to exhaust system
- Hoods draw air away from people
- Clean-out ports for ducts provided
- Maintenance clean-out schedule observed
- Fans properly guarded
- Any unsafe practices observed?

Comment:

NOISE CONTROL

- Engineering controls applied where feasible
- Engineering controls in operation
- Administrative controls applied where feasible
- Administrative controls and regulations observed
- Hearing protection provided where sound levels exceed standard
- Employees have a choice of approved hearing protectors
- Employees wearing approved hearing protection
- Employees wearing approved hearing protection properly inserted in the ear canal
- Any unsafe practices observed?

Comment:

HAND and PORTABLE TOOLS AND EQUIPMENT

Electrically grounded	<input type="checkbox"/>
Good condition of connecting cords, tools, and air hoses	<input type="checkbox"/>
Guards and safety fixtures safe and operable	<input type="checkbox"/>
Correct load rating for work performed	<input type="checkbox"/>
Constant pressure switches on power tools	<input type="checkbox"/>
Tradespeople, mechanics, and helpers properly trained in operation of equipment	<input type="checkbox"/>
Electrical extension cords in good condition	<input type="checkbox"/>
Any unsafe working practices observed?	<input type="checkbox"/>
Comment:	
MACHINE TOOLS	
Guarding of power transmission equipment	<input type="checkbox"/>
Guarding of pinch points, in-running points, and points of operation	<input type="checkbox"/>
Interlock guards in operation	<input type="checkbox"/>
Eye protection available where needed	<input type="checkbox"/>
Operating controls locked when not in use	<input type="checkbox"/>
Emergency stop buttons readily accessible and operable	<input type="checkbox"/>
Guards or deflect devices provided for chips/sparks from rotating equipment	<input type="checkbox"/>
Machine tool operators properly trained in operation of equipment	<input type="checkbox"/>
Any unsafe working practices observed?	<input type="checkbox"/>
Comment:	

POTENTIALLY HAZARDOUS CHEMICALS	
Up-to-date chemical inventory completed and available for review	<input type="checkbox"/>
MSDS available for all chemicals or federally listed hazardous materials	<input type="checkbox"/>
Written plant hazard communication program prepared and available	<input type="checkbox"/>
Employees trained in proper handling of each chemical	<input type="checkbox"/>
Labels on all supplier drums and chemicals	<input type="checkbox"/>
Labels on in-plant transfer containers	<input type="checkbox"/>
Adequate storage cabinets provided with proper venting	<input type="checkbox"/>
Proper absorbent materials on hand for spills	<input type="checkbox"/>
Drums or tanks properly bonded and grounded	<input type="checkbox"/>
Containers inspected for corrosion	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	
HOISTING and LIFTING EQUIPMENT	
Load capacity identified	<input type="checkbox"/>
Overhead guards in place	<input type="checkbox"/>
Limit stops working effectively	<input type="checkbox"/>
Special area for refueling and recharging of batteries	<input type="checkbox"/>
All hand and foot controls operational	<input type="checkbox"/>
Full, unrestricted view for operator	<input type="checkbox"/>
Operators properly trained in the use of the equipment	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	
RECEIVING AND IN-PLANT MATERIALS HANDLING	
Dock boards available	<input type="checkbox"/>

- Trailer truck wheel chocks available in receiving/shipping areas
- Pallets and skids in good repair
- Special storage area for unused skids and pallets
- Procedure to set aside broken skids and pallets
- Paths, aiseways, and stairways clear of obstructions
- Proper drainage to prevent accumulation of water or solvents
- Any unsafe work practices observed?

Comment:

COMPRESSED GASES

- Special storage area away from heat sources
- Stored upright and chained to prevent falling over
- Contents legibly marked and segregated by item
- Caps hand-tight
- Mechanics and tradespeople properly trained in operation of equipment
- Any unsafe work practices observed?

Comment:

POWER SYSTEMS - MECHANICAL

- Proper guarding of any nip points, rotating collars, cams, chucks, couplings, clutches, shafts, flywheels, spindles, bolt ends, key ends
- Emergency stops fully operational
- Adequate arrangements for oiling and greasing
- Correct adjustment of work rest device on grinding wheels
- Vent hood in place and ventilation operational for grinding wheels
- Mechanics, tradespeople and helpers trained in correct grinding methods
- Grinding wheel surface not damaged or worn
- Mechanics and tradespeople properly trained in the operation of these systems
- Any unsafe practices observed?

Comment:

POWER SYSTEMS - HYDRAULIC

- Pressure lines clearly identified
- Check maintenance procedures for nicks, dents, and wearing in lines
- Pressure regulated within limits
- Emergency stops fully operational
- Mechanics and tradespeople properly trained in the operation of equipment
- Any unsafe work practices observed?

Comment:

POWER SYSTEMS - ELECTRICAL

- Electrical control panels clearly identified and secured
- Only certified electrical specialists to have access to panels
- Grounding tested
- Explosion-proof fixtures in designated areas
- Any exposed conductors at rear of switchboard
- Flexible extension cords fray-free and absence of splices
- Electrical specialists trained in the operation/maintenance of this equipment

Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	
MACHINE GUARDING	
Guard or safety device at each point of operation	<input type="checkbox"/>
Guard fully prevents operator from reaching around guard	<input type="checkbox"/>
Guards are totally effective and unable to be bypassed	<input type="checkbox"/>
Mechanics are the only persons authorized to remove guards	<input type="checkbox"/>
Mechanics held responsible to replace guards after completing repairs	<input type="checkbox"/>
START and STOP controls within easy reach of operator	<input type="checkbox"/>
Operators can see entire operation	<input type="checkbox"/>
Controls clearly labeled	<input type="checkbox"/>
Two-hand trips on hand-fed power presses	<input type="checkbox"/>
Machinery can be oiled and greased without removing guards	<input type="checkbox"/>
All controls, including foot controls, guarded against accidental start-up	<input type="checkbox"/>
Emergency stop controls clearly identified and readily accessible	<input type="checkbox"/>
Adjusting or oiling procedures of moving machinery followed	<input type="checkbox"/>
No bypassing or removing guards	<input type="checkbox"/>
No operating equipment at unsafe speed	<input type="checkbox"/>
Lockout and tagout procedures implemented	<input type="checkbox"/>
Personal protective equipment is used	<input type="checkbox"/>
Mechanics or adjusters properly trained	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	
INDUSTRIAL TRUCKS	
All operators trained and licensed	<input type="checkbox"/>
Checklist for start of shift	<input type="checkbox"/>
Load capacity labeled	<input type="checkbox"/>
Overhead guards in place and load backrest extension in place	<input type="checkbox"/>
Speed posted	<input type="checkbox"/>
Vehicle driven backward with awkward or bulky loads	<input type="checkbox"/>
Slow-down ramps	<input type="checkbox"/>
Forks placed evenly across load	<input type="checkbox"/>
No riders	<input type="checkbox"/>
Railroad tracks crossed diagonally	<input type="checkbox"/>
Pedestrians given the right of way	<input type="checkbox"/>
Dockboards properly secured	<input type="checkbox"/>
Trailer truck or boxcar floors checked for safety of load	<input type="checkbox"/>
Key from truck removed when out of operation	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	

EMPLOYEE WORK PRACTICES	
Loose hair or employee clothing	<input type="checkbox"/>
Employee overexertion	<input type="checkbox"/>
Potential for repetitive-motion injury	<input type="checkbox"/>
Sturdy shoes suitable for the work environment	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	

EMPLOYEE TRAINING

- New employee basic safety orientation
- New employees trained in safe work practices of their jobs
- Transferred employees trained in the safe work practices of their jobs
- Checklist completion on safety orientation of new and transferred employees
- Any unsafe work practices observed?

Comment:

LOCKOUT, TAGOUT SYSTEMS

- Positive lockout systems provided for all power equipment
- Written local policy signed by each person so trained
- Personalized locks with individual keys given to each mechanic/electrician
- Personalized danger tags provided to each such person
- Only authorized persons allowed to perform this procedure
- Prominent tags indicate use of the lockout system
- Lockout system will reduce power to zero energy state
- Any unsafe work practices observed?

Comment:

BLOODBORNE PATHOGENS

- A BBP coordinator designated
- Written exposure control plan prepared
- Employee training program developed
- Information available on the types, use, location, removal and handling of personal protective equipment
- Emergency contact person designated
- Information available on post-exposure follow-up following an accident
- Training records retained
- Hand-washing facilities available
- Work practices reviewed to reduce exposures
- Disposable and reusable sharps placed in a puncture-resistant, leak-proof container with BIOHAZARD label
- Arrangements made to clean and launder non-disposable items
- Disposal containers available for disposable PPE
- Employees instructed in proper way to remove gloves to minimize contamination
- Health care workers and others who work with blood have been offered HBV vaccination
- Bins, pails, cans and other receptacles intended for reuse decontaminated on a regular schedule
- Training of new or transferred employees held at time of initial assignment

PROCESS SAFETY MANAGEMENT

- Chemicals used in the process and their maximum inventory listed
- MSDS readily available on all chemicals
- Written information, diagrams, and original equipment manuals collected on process equipment and intermediates
- Management has consulted with employees (and their representatives) in developing a program

- Analysis team understands methodology to be used in the process
- hazard analysis adapted to the facility
- Operating practices reviewed, consistent with known hazards of the
- chemicals in the process
- Goals for training sessions detailed in writing in clear terms
- Hands-on training provided at simulator
- Training sessions documented
- Screening process developed to hire safe-operating contractors
- Contractor and personnel advised of known hazards at facility
- Emergency action plan reviewed with contractor personnel
- Mechanical integrity program includes 'Second line of defense'
- Hazards involved in nonroutine work communicated to operators
- and to maintenance personnel
- Work authorization permit system in effect outlining approvals
- required to do the job
- Management policy prepared and communicated that all incidents
- will be formally investigated
- Written instructions and training developed for emergency
- evacuation plans
- Disabled employees identified; they will receive assistance to
- evacuate to a safe zone
- Mutual aid agreement reached with outside assistance under
- HAZWOPER standard
- Facility emergency control center established in a safe zone at the
- facility
- Compliance with the OSHA standard audited by a trained team
- FIRE PROTECTION**
- Written fire-training plan
- Fire brigade appointed and trained
- Date of last fire drill
- Fire hoses checked, readily accessible, and inspected monthly
- Fire equipment of proper type and size
- Fire equipment clearly marked
- Availability of a welding curtain
- Fusible links intact at fire doors
- Sprinkler heads have adequate clearance from stacked materials
- or equipment
- Master control valves for sprinklers locked open and easily
- accessible
- Regular fire drills held—date of most recent:
- Any unsafe work practices observed?
- Comment:
- PERSONAL PROTECTIVE EQUIPMENT**
- Gloves or palm guards properly chosen for each job
- Eye or face protection properly selected for each job
- Head protection properly selected for each job
- Foot protection properly selected for each job
- Apron or protective clothing properly selected for each job
- Respiratory protection properly selected if necessary for the job
- Hearing protection selected for areas above noise standard
- Safety belts properly chosen for the job if required

Eye baths and showers readily available and accessible	<input type="checkbox"/>
Proper signs and instructions at eye baths	<input type="checkbox"/>
Adequate emergency rescue equipment available	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	
FIRST AID and MEDICAL SERVICES	
Adequate materials and equipment available	<input type="checkbox"/>
Clear instructions on contacting outside medical resources	<input type="checkbox"/>
Provisions for transportation to outside medical services	<input type="checkbox"/>
OSHA 300 log book near first-aid station	<input type="checkbox"/>
Two persons trained in posting of OSHA 300 log	<input type="checkbox"/>
Trained first-aiders with recent recertification	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	

WASTE DISPOSAL	
Special containers provided for different types of waste—oily rags, chemicals, scrap paper and corrugated, garbage, medical waste, bloodborne pathogens waste, etc.	<input type="checkbox"/>
Food waste handled separately	<input type="checkbox"/>
Where required, waste properly labeled	<input type="checkbox"/>
Satisfactory external cartage and disposal arrangements	<input type="checkbox"/>
Approved disposal arrangements for hazardous waste	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	
BUILDING EXTERIOR	
No defective overhanging cornices, parapets, gutters, or tiling	<input type="checkbox"/>
No loose bricks on chimneys or stacks	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	
YARD and ROADS	
No obstructions or broken surfaces on roads	<input type="checkbox"/>
Good housekeeping in yard areas	<input type="checkbox"/>
No possibly combustible materials stored in direct sunlight	<input type="checkbox"/>
No uneven or broken sidewalk surfaces	<input type="checkbox"/>
Appropriate traffic signs and markers	<input type="checkbox"/>
Rail siding beds in good repair and free of obstruction	<input type="checkbox"/>
Areas of dry grass kept in check so they aren't a safety hazard	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>
Comment:	
CONFINED SPACE ENTRY	
Persons trained who must work in confined spaces	<input type="checkbox"/>
Permit-required spaces identified	<input type="checkbox"/>
Permit-required space entry procedures in place	<input type="checkbox"/>
Annual retraining	<input type="checkbox"/>
Confined space purged with fresh air	<input type="checkbox"/>
Written confined space entry program developed	<input type="checkbox"/>
Lifelines, harness apparatus and respirators in place	<input type="checkbox"/>
Involved employees informed of entry procedures	<input type="checkbox"/>
Any unsafe work practices observed?	<input type="checkbox"/>

Comment:

ELEVATORS

- Motors properly protected from dirt and steam
- Electrical wiring in good repair
- Fire extinguisher available
- Protection for electrical control panels
- Hoistway interlocks operating and protected
- Elevator pit in good condition and well lit
- Safe load capacity of elevator marked
- Emergency exit provided
- Safety devices tested and working properly
- Elevator inspected
- Any unsafe work practices observed?

Comment:

OFFICES

- Floors have no slippery surfaces due to excessive polish or wax
- No holes or depressions in floors
- Rugs in hallways or offices are free from holes, tears
- Aisles free of obstructions, including electric cords and outlets
- Stairwells and exits properly lighted
- No unsafe ladders or trolleys
- General housekeeping is good
- No top-heavy filing cabinets (either by loading or drawer opening)
- Lifting, including opening of windows, is performed safely
- Correct use of pins, knives, scissors, or staplers
- Fire escape doors unlocked and unobstructed for exit
- Glass doors either frosted or with lettering or decals
- Switch and cover plates in place
- No splinters in furniture or accessories
- No running or crowding or jamming revolving doors
- No fire hazards from cigarette butts
- Safe storage of flammables
- Persons trained in requirements of Hazard Communication Standard
- Correct type and placement of fire extinguishers
- First-aid facilities available
- Electric fans properly guarded
- Adequate ventilation
- Any unsafe work practices observed?

Comment: