

DEPARTMENT WORKSITE SAFETY CHECKLIST

To be completed for on the 1st and 15th of every month for every worksite associated with the Department.
For any items found to be deficient, follow up with the Department Head. Note all corrections on this form.

Department:

Worksite Location:

Today's Date:

Use the back of this form to note any accidents or incidents or to make additional comments.

GENERAL

- See to it that the *Safety Poster* is completed and displayed.
- See to it that any required OSHA signs are posted.
- Conduct crew safety meetings when appropriate to notify the crew of any potential hazards, including unfamiliar equipment or chemical-containing products. Document the safety meetings on **(Form 7) Tool Box Talk/Safety Meeting Report**.
- Distribute *AMPTP Safety Bulletins* or *Codes of Safety Practices* when appropriate.
- General housekeeping in good order.
- Fire extinguishers marked & accessible.
- Appropriate safety and Personal Protective Equipment available and in use.
- Aisles and passageways and free of hazards.
- Gas cylinders appropriately secured and braced.
- Pits and floor openings covered or otherwise guarded.
- All exits free of obstructions, including ladders, lifts and platforms.
- Directions to exits, when not immediately apparent, marked with visible signs.
- Standard stair rails or handrails on all stairways having four or more risers.

AERIAL PLATFORMS AND LADDERS

- Only trained and authorized personnel allowed to operate aerial platforms.
- Aerial platform operating rules posted and enforced.
- Approved safety harnesses and lanyards worn when using the aerial platform.
- All ladders maintained in good condition. (Take note of joints between steps and side rails, all hardware and fittings, and movable parts.)

PAINTS AND CHEMICAL PRODUCTS

- Combustible materials (paint, adhesives, solvents, rags, etc.) properly stored.
- Covered metal cans used for paint and paint-soaked waste.
- Portable eye wash station present.
- Each container for a hazardous substance (vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning.
- Hazardous areas properly identified/painted.
- Pressure vessels/cylinders properly stored.
- All propane has been removed from the stage for storage.

SURVEYED BY: (print name)

TITLE:

SIGNATURE: