

JOB OPTIONS, INC.
SITE INSPECTION – SAFETY CHECKLIST

Site: _____

Date: _____

Time: _____

Project Manager: _____

Inspector(s): _____

EMPLOYER POSTINGS / RECORD-KEEPING:

YES **NO** **N/A**

- 1. OSHA Poster “**Safety & Health Protection on the Job**” displayed.
- 2. **Emergency phone numbers** posted where they can be found in case of emergency.
- 3. **Material Safety Data Sheets** and copy of **Hazard Communication Program** in binder and available for employees.
- 4. “**Days Since Accident**” sign up and up-to-date.
- 5. Safety Concern Cards displayed and stocked.
- 6. **OSHA Form 300A**, Summary of Work-Related Injuries & Illnesses posted Feb 1st thru April 30th.
- 7. **Safety Binder** on-site, well-organized & replenished with appropriate reporting forms.
- 8. Procedures for **Reporting an Injury/Incident** displayed.

MEDICAL SERVICE & FIRST AID:

YES **NO** **N/A**

- 1. Occupational Health clinic and hospital locations displayed.
- 2. First aid kit easily accessible.
- 3. First aid kit well supplied and in good condition.
- 4. Eye wash station provided in areas where corrosive chemicals are handled.
- 5. Eye wash station has proper signs and instructions for use and in clean condition.

FIRE PROTECTION:

YES **NO** **N/A**

- 1. Fire extinguishers provided in adequate number and type.
Class A (Ordinary combustible material fires)
Class B (Flammable liquid, gas, or grease fires)
Class C (Energized electrical equipment fires)
- 2. Fire extinguishers mounted in accessible locations and properly marked.
- 3. Fire extinguishers are fully charged and the annual date of recharge is noted on the inspection tag.
- 4. All exits free of obstruction and easily accessible.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

YES **NO** **N/A**

- 1. PPE (gloves, goggles, etc.) available to employees when using corrosive liquids or chemicals.
- 2. Appropriate foot protection worn where necessary.
- 3. Protection against the effects of occupational noise available (ear plugs) where necessary.
- 4. Hard hats (where necessary) inspected periodically for damage to the shell and suspension system.

GENERAL WORK ENVIRONMENT:

YES **NO** **N/A**

- 1. All work areas are clean and orderly.
- 2. All work areas are properly illuminated. Light switches and cover plates in place.
- 3. Aisles and passageways kept clear.
- 4. Materials/equipment stored in a manner to prevent sharp projections from interfering the walkway.
- 6. Floors are clean, orderly and free of oil, grease or other hazard.
- 7. Wet floor signs are properly displayed.
- 8. Contents of filing cabinets arranged so that they are not top-heavy.
- 9. Material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading.
- 10. Employee restrooms are clean and sanitary.
- 11. Employee lounge and/or kitchen areas are clean and sanitary.

HAZARD COMMUNICATION (EMPLOYEE RIGHT-TO-KNOW):

YES **NO** **N/A**

- 1. Material Safety Data Sheets readily available for each hazardous substance used.
- 2. All hazardous substance containers are labeled with product identity and hazards warning.
- 3. Employees aware of safe handling practices of hazardous chemicals present at site.

LADDERS / STEP STOOLS:

YES **NO** **N/A**

- 1. All ladders/step stools maintained in good condition.
- 2. Non-slip safety feet are on each ladder/step stool.
- 3. Non-slip safety treads are on each step of the ladder/step stool.
- 4. Employees prohibited from using ladders/step stools that are faulty.

MACHINE GUARDING:

YES **NO** **N/A**

- 1. Emergency stop buttons colored red.
- 2. Power shut-off switch within reach of the operator's position at each machine.
- 3. Provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown.
- 4. Training program to instruct employees on safe methods of machine operation.
- 5. Written process in place for regular safety inspection of machinery and equipment.
- 6. All equipment kept clean and properly maintained.
- 7. All moving chains and gears properly guarded.
- 8. Equipment securely placed or anchored to prevent tipping or other movements that could result in personal injury.

