

**Self-Audit Checklist
Employee Safety and Health
Municipal Transfer Stations/Recycling Centers**

This checklist is only a guide to assist you in doing a self-inspection of your transfer station/recycling center. It may not cover **all the standards or regulations** that apply to your facility. **Lab 1403** refers to a section of the administrative rules for the NH Department of Labor and can be found on their website at: www.gencourt.state.nh.us/rules/lab1400.html. Y=Yes, N=No, NA=Not Applicable

Date _____ Audit Performed by _____ Building _____

	Y	N	NA	COMMENTS
Aisles and Passageways (Lab 1403.07)				
Aisles and passageways for mechanical handling equipment have safe clearance, in good repair, and no obstructions				
Permanent aisles and passageways marked with reflective tape or paint				
Covers or guardrails provided for open pits, tanks, vats, and ditches				
Chipguards (Lab 1403.11)				
Protective shields or barriers installed in operations involving cleaning with compressed air				
Compressed Air Use (Lab 1403.12)				
Not to exceed 30 psi except for concrete form or mill scale, or areas where used in a fixed process				
Confined Space Entry (Lab 1403.15)				
Confined spaces identified and danger signs posted				
Assigned two employees when working in a confined space; of which one shall act as an attendant/observer and remain outside of the space for the duration of the entry operation				
Confined spaces tested and monitored for oxygen, flammable gases and vapors, and potential toxic air contaminants				
Established and implemented means, procedures, and practices for making confined space safe for entry operations				
Training provided to all employees involved in confined space entry				
Documentation that above steps were taken prior to entering a confined space				
Cranes and Derricks (Lab 1403.16)				
Complied with manufacturer's specifications and limitations				

	Y	N	NA	COMMENTS
Rated load capacities, recommended operating speeds, and special hazard warnings or instructions conspicuously posted and visible from operator's station				
Equipment inspected by a competent person before and during use, and all deficiencies corrected before further use				
Area within swing radius of the rear of the rotating superstructure is barricaded				
Unless lines have been de-energized or insulating barriers are erected, a crane or its load is not operated within 10 feet of a line rated 50kV or below, within 10 feet +0.4 inches for each 1 kV for lines rated over 50kV, or within twice the length of the line insulator, but not less than 10 feet				
Met the requirements in the ANSI B30.5-1982, Safety Code for Crawler, Locomotive and Truck Cranes, as amended by B30.5a-1984, and B30.5b-1985				
Disposal Chutes (Lab 1403.18)				
Enclosed chute used for drops of more than 20 feet				
Holes in floor used without chutes enclosed with barricades not less than 42 inches high and not less than 6 feet back from edge of opening				
Dockboards (Lab 1403.19)				
Strong enough to carry load imposed on them				
Portable docks are equipped with handholds and anchored or prevented from slipping				
Wheel chocks or similar devices installed on railroad cars while dockboards are in position				
Drinking Water (Lab 1403.20)				
Supply of potable water provided				
Common drinking cup not used				
Unused disposable cups kept in sanitary containers and receptacle provided for used cups				
Electrical Requirements (Lab 1403.21)				
Conductors are spliced or joined with devices suitable for the use or by blazing, welding, or soldering				
All splices, joints and free ends of conductors are covered with insulation equivalent to that of the conductor				
Markings on electrical equipment give voltage, current, wattage, and manufacturer's identification				

	Y	N	NA	COMMENTS
Each service, feeder, and branch circuit at its disconnecting means or overcurrent device is legibly marked unless located and arranged so that the purpose is evident				
Live parts of electrical equipment operating at 50 volts or more are guarded, and entrances to guarded locations containing exposed live parts marked with warning signs				
All metal non-current carrying parts of fixed equipment grounded				
Exposed non-current carrying metal parts of cord and plug connected equipment grounded				
Fixed wiring not replaced by flexible cords				
Flexible cords used in continuous lengths without splices or tape except No. 12 or larger				
Strain relief devices provided to flexible cords				
Flexible cords free of splices, cracks in insulation, and fraying				
Bulbs on temporary lights equipped with guards				
Electric cable passing through work areas covered or elevated				
Ergonomics (Lab 1403.22)				
All incidences of ergonomically related injuries evaluated (repetitive motion, carpal tunnel, etc)				
Training procedures developed for employees subject to ergonomic exposures				
Exits (Lab 1403.24)				
Sufficient exits available to permit the safe escape of occupants in case of emergency				
Exits marked with visible, luminated exit signs				
Doors, passageways, and stairways, that are neither exits nor access to exits and which could be mistaken for exits, marked "Not An Exit"				
Direction to exits, when not immediately apparent, marked with visible signs				
Special precautions taken to protect employees during construction or repair operations Exits discharge directly to the street or other open space				
Exit doors swing in direction of exit travel without the use of a key or any special knowledge or effort				
All exits free from obstructions				
Exit doors that open directly to any street, alley, or other area where vehicles may be operated, have adequate barriers and posted warnings provided to prevent employees from stepping into the path of traffic				

	Y	N	NA	COMMENTS
Doors that swing both directions are provided with viewing ports				
Fall Protection (Lab 1403.25)				
Guardrail systems, safety net systems, or personal fall arrest systems for walking/working surface 10 feet above lower level				
Fan Blades (Lab 1403.26)				
Guards on blades of fan less than 7 feet above the floor				
Fan guards with openings less than ½ inch in their least diameter				
Fire Doors (Lab 1403.27)				
Fire doors labeled as such				
Fire doors not blocked and able to operate as designed				
In the event of a fire, the door will close automatically				
Vent holes installed for tin-clad doors				
Closing device installed for every fire door except elevator and power-operated dumbwaiter doors equipped with electric contacts or interlocks				
Fire Protection (Lab 1403.28)				
Fire extinguishers of the appropriate types are tested annually and testing is documented				
Fire extinguishers located in plain view and not obstructed				
Employees periodically instructed in proper use of fire extinguisher and fire protection procedures				
Flammable and Combustible Liquids (Lab 1403.30)				
Proper containers used for storage and handling of flammable and combustible materials				
Amounts of flammable or combustible liquids stored outside of an inside storage room or cabinet does not exceed legal limits				
Flammable and combustible liquids are drawn from or transferred into containers by a closed piping system, by means of a device drawing through the top, or by gravity through a self-closing valve				
Inside storage rooms are fire resistant with liquid tight construction where walls join the floor, 4 inch sills with self-closing fire doors, ramps or depressed floors or open integrated trench that drains to a safe location, at least 6 air changes per hour, and explosion proof lights and wiring				

	Y	N	NA	COMMENTS
Outside storage areas graded to divert spills away from buildings draining to a safe location for accumulated liquids				
Protected against sources of ignition such as flames, lightning, smoking, static, chemical reactions, etc.				
Fire extinguisher available				
No smoking signs posted				
Floors, General Conditions (Lab 1403.31)				
All floor surfaces clean, dry, and free from hazards and obstructions				
Where practical in wet areas, false floors, platforms, mats, or other dry standing places are provided				
Floor Openings and Open Sides (Lab 1403.32)				
Stairway and ladderway floor openings guarded				
Hatchway and chute floor opening guarded				
Floor holes are guarded.				
Floor hole covers marked with the word "hole" or "cover"				
Forklift Trucks and Powered Industrial Trucks (Lab 1403.33)				
Powered industrial trucks taken out of service when in need of repair, defective, or unsafe				
Only trained employees operate powered industrial trucks				
Forklift trucks with extended lifts equipped with an overhead guard				
Fork trucks equipped with vertical load backrest extension when load presents a hazard to operator				
Highway truck brakes are set and wheel chocks placed under rear wheels while forktrucks enter or leave				
Guards (Lab 1403.34)				
Guards are made of metal or other rigid material				
Hand Tools (Lab 1403.35)				
All hand tools in a safe condition				
Electric power tools either double-insulated, grounded, or used with ground fault interrupters				
Hazardous and Toxic Substances (Lab 1403.36)				
Employees informed of nature and hazards of substances they might be exposed to				NH RSA 277-A "Worker's Right to Know Law"
Protective equipment used to protect employees working with hazardous or toxic materials				
Housekeeping (Lab 1403.38)				

	Y	N	NA	COMMENTS
Debris kept clear from all work areas				
Combustible scrap, debris, and waste removed from work areas				
Trash disposed of at frequent intervals				
Work areas and toilets clean, sanitary, and orderly				
Fixed Ladders (Lab 1403.40)				
All rungs are of proper diameter, minimum of 16 inches in length, and spaced uniformly and no more than 12 inches apart				
Safety devices provided for ladders more than 20 feet in length and landing platforms provided for each 30 feet of travel				
Cages on fixed ladders extend at least 42 inches above top of landing and bottom of cage not less than 7 feet nor more than 8 feet above the base of the ladder				
Side rails extend 3-1/2 feet above the landing				
Portable Ladders (Lab 1403.41)				
Stepladder equipped with metal spreader or locking device of sufficient strength				
Ladders inspected prior to use				
Side rails extend 3 feet above elevated surface				
Top step of stepladder not used				
Metal ladders not used for electrical work				
General Lighting (Lab 1403.43)				
Adequate illumination provided to all areas				
Liquefied Petroleum Gas (Lab 1403.44)				
Each gas system has containers, valves, connectors, manifold valve assemblies, and regulators designed to be used with LP gas				
Every container and vaporizer provided with a safety relief valve or device				
Containers placed upright on firm foundation or otherwise firmly secured				
Portable heaters equipped with automatic shutoff				
No LPG stored within buildings				
One portable fire extinguisher, rated 20#BC				
Lock-Out (Lab 1403.45)				
Machinery and equipment locked-out prior to repairs, routine maintenance, and setup				
Prior to commencement of work, all stored energy hazards released by lock-out or rendered nonhazardous				
Padlocks available for lock-out				
Only individual working on equipment allowed to remove lock-out device				

	Y	N	NA	COMMENTS
Machine Guarding (Lab 1403.46)				
Guards installed to protect employees during operating cycle of machine and not present an accident hazard in itself				
Special hand tools used for placing and removing materials within the danger zone of the machine				
Machinery in a Fixed Location (Lab 1403.47)				
Machines securely anchored				
Mechanical Power Presses (Lab 1403.48)				
Point-of-operation guards provided and used				
Guard placed over treadle of foot-operated press				
Medical Services (Lab 1403.49)				
First aid kit with necessary supplies readily available				
Emergency telephone numbers for ambulance service, hospital, or physician posted throughout the facility				
Mechanized Equipment (Lab 1403.50)				
All construction equipment checked at beginning of shift for defects				
Defects corrected before vehicle placed in service				
Motor vehicle, earthmoving, or compacting equipment having an obstructed view to the rear must have a reverse signal alarm, or backed up when an appointed observer signals it is safe				
Heavy machinery, equipment, or parts thereof that are suspended are blocked when employees work under or between them				
Noise Exposure (Lab 1403.51)				
Noise protection provided when sound levels exceed permissible levels (90 dBA over 8 hours)				
Overheads and Gantry Hoists and Cranes (Lab 1403.52)				
All operating mechanisms of the lifting equipment is visually inspected before each use				
A complete inspection of a crane is done at least once each 12 month interval				
Overhead cranes have stops at the limit of travel of the wheels				
The rated load of the crane is plainly marked on the side of the crane				

	Y	N	NA	COMMENTS
Personal Protective Equipment (Lab 1403.53)				
The employer has assessed the hazards for the job and provides and requires the use of appropriate personal protective equipment based upon that assessment				
The employer assures that personal protective equipment supplied by the employee is adequate and properly maintained				
Where the danger of drowning exists, the employee is provided with a US Coast Guard-approved life vest				
Portable Pneumatic Powered Tools (Lab 1403.55)				
Safety clips or retainers are securely installed and maintained on pneumatic tools				
Hoses and connections are designed for the pressure and service to which they are used				
Power Transmission Equipment Guarding (Lab 1403.57)				
Belts, pulleys, chains, gears, flywheels, etc. within 7 feet of the floor properly guarded				
Couplings with bolts, nuts, or set screws extending beyond flange are guarded by a safety sleeve				
Railings (Lab 1403.59)				
Railings are 42 inches in vertical height and capable of withstanding a 200 pound load in the vertical and horizontal direction				
A toeboard is provided on open-sided floors, platforms, and runways where people may walk under or equipment is located				
Record Keeping (Lab 1403.60)				
Record all occupational injuries or illnesses including the required information-date of injury, name of employee, occupation of employee, description of injury or illness, whether lost time was involved, and date employee returned to work				
Respiratory Protection (Lab 1403.61)				
The respirator is designed for the hazard the employee is exposed to				
The supervisor and workers are instructed in the proper use and maintenance of respirators				
Rollover Protective Structure (ROPS) (Lab 1403.63)				
Rollover protective structures of substantial strength are found on loaders, skid-steers, tractors, etc				

	Y	N	NA	COMMENTS
Stairs (Lab 1403.72)				
Stairs having 4 or more risers are equipped with railings not more than 34 inches nor less than 30 inches from the upper surface of the top rail to the surface of the tread				
Riser height and tread width are uniform				
Fixed stairs are provided for access from one structural level to another where regular travel takes place				
Spiral stairways only allowed for limited usage and secondary access				
Storage (Lab 1403.73)				
Materials stacked in tiers is blocked, interlocked, and limited in height				
Storage areas are free of accumulated materials that pose a hazard				
Sufficient safe clearance is provided through doors, at loading docks, and turns in passageways for mechanical handling equipment				
Toilets (Lab 1403.76)				
Adequate toilet facilities are provided for each sex				
Trash (Lab 1403.78)				
Trash is removed often				
Wall Openings (Lab 1403.80)				
Guards are placed on wall openings with a drop of 6 feet, and the bottom of the opening is less than 3 feet above the working surface				
Washing Facilities (Lab 1403.81)				
Washing facilities are provided in good sanitary condition				
Cleaning agent and provisions for drying are provided				

Fire Protection Checklist

The National Fire Protection Association (NFPA) provides and encourages scientific-based fire codes and standards. New Hampshire has adopted the NFPA 1 fire standards. The following checklist will assist you in checking your facility for fire protection.

	Y	N	NA	COMMENTS
Electrical Equipment				
No makeshift wiring				
Extension cords serviceable				
Motors and tools free of dirt and grease				
Lights clear of combustibles				
Circuits properly fused or otherwise protected				
Equipment approved for use in hazardous areas (if required)				
Ground connections clean and tight and have electrical continuity				
Friction				
Machinery properly lubricated				
Machinery properly adjusted and/or aligned				
Special Fire-Hazard Materials				
Storage of special flammables isolated				
Nonmetal stock free of tramp metal				
Welding and Cutting				
Area surveyed for fire safety				
Combustibles removed or covered				
Permit issued				
Open Flames				
Portable torches clear of flammable surfaces				
No gas leaks				
Portable Heaters				
Set up with ample horizontal and overhead clearances				
Safely mounted on non-combustible surfaces				
Secured against tipping or upset				
Not used as rubbish burners				
Combustibles removed or covered				
Use of steel drums prohibited				
Hot Surfaces				
Hot pipes clear of combustible materials				
Ample clearance around boilers and furnaces				
Soldering irons kept off combustible surfaces				
Ashes in metal containers				
Smoking and Matches				
"No Smoking" clearly marked				

	Y	N	NA	COMMENTS
All employees instructed that smoking in area prohibited				
Spontaneous Ignition				
Flammable waste material in closed, metal containers				
Piled material, cool, dry, and well ventilated				
Flammable waste material containers emptied frequently				
Trash receptacles emptied daily				
Static Electricity				
Flammable liquid dispensing vessels grounded or bonded				
Proper humidity maintained				
Moving machinery grounded				
Housekeeping				
No accumulation of rubbish				
Safe storage of flammables				
Passageways clear of obstacles				
Automatic sprinklers unobstructed				
Premises free of unnecessary combustible materials				
No leaks or dripping of flammables and floor free of spills				
Fire doors unblocked and operating freely with fusible links intact				
Extinguishing Equipment				
Proper type				
In working order				
In proper location				
Service date current				
Access unobstructed				
Personnel trained in use of equipment				
Clearly marked				

Safety Programs and Joint Loss Management Committees

New Hampshire requires that all employers with 10 or more employees prepare a current written safety program. The program (Safety Summary Form) is filed biennially with the Department of Labor by January 1st. In addition, every employer with 5 or more employees will have a working joint loss management committee of equal numbers of employer and employee representatives. For more information see Chapter Lab 600 at: www.gencourt.state.nh.us/rules/lab600.html.

	Y	N	NA	COMMENTS
Safety Program (Lab 602)				
Current written safety program				
Filed Safety Summary Form biennially to Department of Labor by January 1 st				
Joint Loss Management Committee (Lab 603)				
Established working committee				
Meets quarterly and keeps minutes of meetings				
Disseminates to all employees a committee policy statement				
Provides for annual health and safety inspections				
Ensures that required and necessary safety and health training is provided for employees				

Required Posters

The New Hampshire Legislature has mandated that employers post the following posters in the work place:

- ✓ Workers' Compensation Law
- ✓ Protective Legislative Law
- ✓ New Hampshire Minimum Wage Law
- ✓ The Whistleblowers' Protection Act
- ✓ The Workers' Right to Know
- ✓ Unemployment Notice
- ✓ Employment Discrimination
- ✓ Occupational Safety and Health Act – OSHA
- ✓ Federal Minimum Wage Notice
- ✓ Employee Polygraph Protection Notice
- ✓ Equal Employment Opportunity Commission/Age Discrimination

Self-Audit Checklist
US Department of Labor
Occupational Safety & Health Administration
OSHA Standards

The N.H. Department of Labor (DOL) regulates health and safety in the workplace for public and private facilities in New Hampshire. The U.S. Department of Labor, Occupational Safety & Health Administration (OSHA) regulates private facilities in New Hampshire. To assure compliance, an operator of a public facility should be familiar with both DOL and OSHA standards and meet the strictest standard. OSHA has developed several self-audit checklists that may be useful and are found on the website: www.osha.gov/. The following table includes many of the OSHA requirements for health and safety in the workplace.

	Y	N	NA	COMMENTS
Employee Posting				
The required OSHA workplace poster displayed in a prominent location where all employees are likely to see it				
Emergency telephone numbers posted where they can be readily found in case of emergency				
Appropriate information concerning employee access to medical and exposure records and "Material Safety Data Sheets" posted or otherwise made readily available to affected employees				
Signs concerning "Exiting from buildings," room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate				
The Summary of Occupational Illnesses and Injuries (OSHA Form 200) posted in the month of February				
All occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log				
Employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards				
Employee training records kept and accessible for review by employees, when required by OSHA standards				
Maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years)				
Operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks				

	Y	N	NA	COMMENTS
Safety And Health Program				
An active 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				
One person clearly responsible for the overall activities of the safety and health program				
A safety committee or group made up of management and labor representatives that meets regularly and report in writing on its activities				
A working procedure for handling in-house employee complaints regarding safety and health				
Medical Services And First Aid				
If medical and first-aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid (4 minute response time)				
Provide a post-exposure medical evaluation and follow up for employees who have had an exposure incident involving bloodborne pathogens				
Emergency phone numbers posted				
First-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed				
Means provided for quick drenching or flushing of the eyes (tempered water) and body in areas where corrosive liquids or materials are handled				
Fire Protection				
Local fire department well acquainted with your facilities, its location and specific hazards				
Fire alarm system certified as required				
Fire alarm system tested at least annually				
Interior stand pipes and valves inspected regularly				
Fire doors and shutters in good operating condition				
Portable fire extinguishers provided in adequate number and type				
Fire extinguishers mounted in readily accessible locations				
Fire extinguishers recharged regularly and noted on the inspection tag				
Employees periodically instructed in the use of extinguishers and fire protection procedures				
Personal Protective Equipment And Clothing				
Assess 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				

	Y	N	NA	COMMENTS
Employers select and have affected employees use properly fitted personal protective equipment suitable for protection from hazards				
Employee trained on personal protective equipment (ppe) procedures, i.e. what ppe is necessary for a job tasks, when they need it, and how to properly adjust it				
Protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials				
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				
Protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials				
Hard hats provided and worn where danger of falling objects exists				
Appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions				
Approved respirators provided for regular or emergency use where needed				
All protective equipment maintained in a sanitary condition and ready for use				
Eye wash facilities and a quick Drench Shower (tempered water) in the work area for employees exposed to injurious corrosive materials				
Protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard				
General Work Environment				
All worksites clean, sanitary, and orderly				
Combustible scrap, debris and waste stored safely and removed from the worksite promptly				
Minimum number of toilets and washing facilities provided				
Toilets and washing facilities clean and sanitary				
All work areas adequately illuminated				
Pits and floor openings covered or otherwise guarded				
Confined spaces been evaluated for compliance with 29 CFR 1910.146				
Walkways				
Aisles and passageways kept clear				

	Y	N	NA	COMMENTS
Aisles and walkways marked as appropriate				
Wet surfaces covered with non-slip materials				
Holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe				
Safe clearance for walking in aisles where motorized or mechanical handling equipment is operating				
Materials or equipment stored in such a way that sharp projectives will not interfere with the walkway				
Spilled materials cleaned up immediately				
Changes of direction or elevations readily identifiable				
Aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards				
Adequate headroom provided for the entire length of any aisle or walkway				
Standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches (76.20 centimeters) above any adjacent floor or the ground				
Bridges provided over conveyors and similar hazards				
Floor And Wall Openings				
Floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)				
Toeboards installed around the edges of permanent floor opening (where persons may pass below the opening)				
Skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds (90 kilograms)				
Glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use				
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				
Unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent				

	Y	N	NA	COMMENTS
Manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds (9000 kilograms) when located in roadways and subject to vehicle traffic				
Floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate				
Stairs And Stairways				
Standard stair rails or handrails on all stairways having four or more risers				
All stairways at least 22 inches (55.88 centimeters) wide				
Stairs have landing platforms not less than 30 inches (76.20 centimeters) in the direction of travel and extend 22 inches (55.88 centimeters) in width at every 12 feet (3.6576 meters) or less of vertical rise				
Stairs angle no more than 50 and no less than 30 degrees				
Stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material				
Step risers on stairs uniform from top to bottom				
Steps on stairs and stairways designed or provided with a surface that renders them slip resistant				
Stairway handrails located between 30 (76.20 centimeters) and 34 inches (86.36 centimeters) above the leading edge of stair treads				
Stairway handrails have at least 3 inches (7.62 centimeters) of clearance between the handrails and the wall or surface they are mounted on				
Stairway platform onto which doors or gates open directly are large enough so the swing of the door does not reduce the width of the platform to less than 21 inches (53.34 centimeters)				
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				
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				
Stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway				

	Y	N	NA	COMMENTS
The vertical distance between stairway landings limited to 12 feet (3.6576 centimeters) or less				
Elevated Surfaces				
Signs posted, when appropriate, showing the elevated surface load capacity				
Surfaces elevated more than 30 inches (76.20 centimeters) above the floor or ground provided with standard guardrails				
All elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch (10.16 centimeters) toeboards				
A permanent means of access and egress provided to elevated storage and work surfaces				
Required headroom provided where necessary				
Material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading				
Dock boards or bridge plates used when transferring materials between docks and trucks or rail cars				
Exiting Or Egress				
All exits marked with an exit sign and illuminated by a reliable light source				
The directions to exits, when not immediately apparent, marked with visible signs				
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.				
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 1/2-inch (1.2700 centimeters) wide				
Exit doors side-hinged and kept free of obstructions				
At least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances				
Sufficient exits to permit prompt escape in case of emergency				
Number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load				

	Y	N	NA	COMMENTS
Ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot (0.3048 meters) vertical and 12 feet (3.6576 meters) horizontal				
Exit Doors				
Doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct				
Windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings				
Exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied				
Panic hardware is installed on a required exit door, allowing the door to open by applying a force of 15 pounds (6.75 kilograms) or less in the direction of the exit traffic				
Exit doors that 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				
Doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door				
Portable Ladders				
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				
Non-slip safety feet provided on each ladder				
Employees instructed not to use the top step of ordinary stepladders as a step				
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				
The rungs of ladders uniformly spaced at 12 inches, (30.48 centimeters) center to center				
Hand Tools And Equipment				
All tools and equipment (both company and employee owned) used by employees at their workplace in good condition				
Appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage				
Eye and face protection used when driving hardened or tempered spuds or nails				

	Y	N	NA	COMMENTS
Portable (Power Operated) Tools And Equipment				
Power tools used with the correct shield, guard, or attachment, recommended by the manufacturer				
All cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type				
Effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors				
Pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage				
Machine Guarding				
A training program to instruct employees on safe methods of machine operation				
A regular program of safety inspection of machinery and equipment				
All machinery and equipment kept clean and properly maintained				
Sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal				
Equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury				
A power shut-off switch within reach of the operator's position at each machine				
Electric power to each machine be locked out for maintenance, repair, or security				
All emergency stop buttons colored red				
All pulleys and belts within 7 feet (2.1336 meters) of the floor or working level properly guarded				
All moving chains and gears properly guarded				
Methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks				
Machinery guards secure and so arranged that they do not offer a hazard in their use				
Provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown				
Air pressure is controlled when machinery is cleaned and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury				

	Y	N	NA	COMMENTS
Lockout/Tagout Procedures				
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				
The lock-out procedure requires that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs				
Appropriate employees provided with individually keyed personal safety locks				
Employees required to keep personal control of their key(s) while they have safety locks in use				
A sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency				
Welding, Cutting And Brazing				
Only authorized and trained personnel permitted to use welding, cutting or brazing equipment				
Each operator have a copy of the appropriate operating instructions and are they directed to follow them				
Compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage				
Care used in handling and storing cylinders, safety valves, and relief valves to prevent damage				
Precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch				
Only approved apparatus (torches, regulators, pressure reducing valves, acetylene generators, manifolds) used				
Cylinders kept away from sources of heat				
Empty cylinders appropriately marked and their valves closed				
Signs reading: DANGER—NO SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent, posted				
Care taken not to drop or strike cylinders				
Red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose				
Pressure-reducing regulators used only for the gas and pressures for which they are intended				
Used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors				

	Y	N	NA	COMMENTS
Eye protection helmets, hand shields and goggles meet appropriate standards				
Employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing				
A check made for adequate ventilation in and where welding or cutting is performed				
Compressors And Compressed Air				
Compressors equipped with pressure relief valves, and pressure gauges				
Compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor				
Air filters installed on the compressor intake				
Compressors operated and lubricated in accordance with the manufacturer's recommendations				
Safety devices on compressed air systems checked frequently				
Repair work is done on the pressure system of a compressor with the pressure bled off and the system locked-out				
Signs posted to warn of the automatic starting feature of the compressors				
Belt drive system totally enclosed to provide protection for the front, back, top, and sides				
Strictly prohibited to direct compressed air towards a person				
Employees prohibited from using highly compressed air for cleaning purposes				
Employees wear protective chip guarding and personal protective equipment when using compressed air for cleaning				
Safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard				
Compressors Air Receivers				
Receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves				
The total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent				
Every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water				

	Y	N	NA	COMMENTS
Compressed air receivers periodically drained of moisture and oil				
Safety valves tested frequently and at regular intervals to determine whether they are in good operating condition				
Compressed Gas Cylinders				
Cylinders with a water weight capacity over 30 pounds (13.5 kilograms), equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve				
Cylinders legibly marked to clearly identify the gas contained				
Compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines				
Cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons				
Cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling				
Valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job				
Low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service				
Industrial Trucks—Forklifts				
Only trained personnel allowed to operate industrial trucks				
Substantial overhead protective equipment provided on high lift rider equipment				
The required lift truck operating rules posted and enforced				
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				
The brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded				
Industrial trucks' parking brake effectively prevent the vehicle from moving when unattended				
Industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations				

	Y	N	NA	COMMENTS
Industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes				
Entering Confined Spaces				
Confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry				
All lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry				
All impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard				
Either natural or mechanical ventilation provided prior to confined space entry				
Appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry				
Adequate illumination provided for the work to be performed in the confined space				
Atmosphere inside the confined space frequently tested or continuously monitored during conduct of work				
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				
Standby employee appropriately trained and equipped to handle an emergency				
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 an emergency				
Approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable				
All portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection				
Provisions made to ensure that exhaust gases are vented outside of the enclosure when combustion-type equipment is used in a confined space				
Each confined space checked for decaying vegetation or animal matter which may produce methane				

	Y	N	NA	COMMENTS
Confined space checked for possible industrial waste which could contain toxic properties				
Environmental Controls				
All work areas properly illuminated				
Employees instructed in proper first-aid and other emergency procedures				
Employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.				
Employee exposure to chemicals in the workplace kept within acceptable levels				
The carbon monoxide levels are kept below maximum acceptable concentration when forklifts and other vehicles are used in buildings or other enclosed areas				
There has been a determination that noise levels in the facilities are within acceptable levels				
Personal protective equipment provided, used and maintained wherever required				
Written standard operating procedures for the selection and use of respirators where needed				
Restrooms and washrooms kept clean and sanitary				
Water provided for drinking, washing, and cooking potable				
Employees instructed in the proper manner of lifting heavy objects				
Flammable And Combustible Materials				
Combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly				
Approved containers and tanks used for the storage and handling of flammable and combustible liquids				
All connections on drums and combustible liquid piping, vapor and liquid tight				
All flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)				
Liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards				
“NO SMOKING” signs posted on liquefied petroleum gas tanks				
Liquefied petroleum storage tanks guarded to prevent damage from vehicles				
Gas and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage				

	Y	N	NA	COMMENTS
Fire extinguishers selected and provided for the types of materials in areas where they are to be used				
Appropriate fire extinguishers mounted within 75 feet (2286 meters) of outside areas containing flammable liquids, and within 10 feet (3.048 meters) of any inside storage area for such materials				
Extinguishers free from obstructions or block-age				
Extinguishers serviced, maintained and tagged at intervals not to exceed 1 year				
Electrical				
Employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines				
Electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible				
Electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible				
Flexible cords and cables free of splices or taps				
Wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected				
Use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors				
All disconnecting switches and circuit breakers labeled to indicate their use or equipment served				
All energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures				
Sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance				
Electrical enclosures such as switches, receptacles, and junction boxes, provided with tight fitting covers or plates				
The controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves				
Noise				
Determine areas in the workplace where continuous noise levels exceed 85dBA				

	Y	N	NA	COMMENTS
Ongoing preventive health program to educate employees in: safe levels of noise, exposures; effects of noise on their health; and the use of personal protection				
Noise levels being measured using a sound level meter or an octave band analyzer and are records being kept				
Approved hearing protective equipment (noise attenuating devices) available to every employee working in noisy areas				
Employees properly fitted and instructed in use of ear protectors				
Employees in high noise areas given periodic audiometric testing to ensure that you have an effective hearing protection system				
Fueling				
Prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running				
Fueling operations done in such a manner that likelihood of spillage will be minimal				
Spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine				
Fuel tank caps replaced and secured before starting the engine				
Always metal contact between the container and the fuel tank during fueling operations				
Fueling hoses of a type designed to handle the specific type of fuel				
Prohibited to handle or transfer gasoline in open containers				
Open lights, open flames, sparking, or arcing equipment prohibited near fueling or transfer of fuel operations				
Smoking prohibited in the vicinity of fueling operations				
Fueling operators prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose				
Fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type				
Identification Of Piping Systems				
Nonpotable water piped through a facility has outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or personal use				

	Y	N	NA	COMMENTS
Material Handling				
Safe clearance for equipment through aisles and doorways				
Aisleways designated, permanently marked, and kept clear to allow unhindered passage				
Motorized vehicles and mechanized equipment inspected daily or prior to use				
Vehicles shut off and brakes set prior to loading or unloading				
Containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability				
Dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks				
Trucks and trailers secured from movement during loading and unloading operations				
Dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading				
Hand trucks maintained in safe operating condition				
Chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off				
Chutes and gravity roller sections firmly placed or secured to prevent displacement				
Delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials				
Pallets usually inspected before being loaded or moved				
Hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks				
Securing chains, ropes, chockers or slings adequate for the job to be performed				
Provisions made to assure no one will be passing under the suspended loads				
Material safety data sheets available to employees handling hazardous substances				
Transporting Employees And Materials				
Employees who operate vehicles on public thoroughfares have valid operator's licenses				
Operator's license appropriate for the class of vehicle being driven				
Employees prohibited from riding on top of any load which can shift, topple, or become unstable				

	Y	N	NA	COMMENTS
Sanitizing Equipment And Clothing				
Personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected				
Employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned				
Machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage				
Employees prohibited from smoking or eating in any area where contaminants that could be injurious if ingested are present				
Clean change room with separate storage facility for street and protective clothing provided when employees are required to change from street clothing into protective clothing				
Tire Inflation				
A safe practice procedure posted and enforced when tires are mounted and/or inflated on drop center wheels				
A safe practice procedure posted and enforced when tires are mounted and/or inflated on wheels with split rims and/or retainer rings				
Each tire inflation hose has a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge				
Tire inflation control valve automatically shuts off the air flow when the valve is released				
A tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings				
Employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated				