

The purpose of a monthly self-inspection program is to identify unsafe conditions in the work environment and unsafe employee actions. Management can then correct these safety hazards, reducing the potential for accidents and employee injury. Monthly self-inspections should be planned, thorough, and cover all areas of the facility. The following checklist is to be used as a guide by the person performing the self-inspection to assist in identifying safety hazards.

Building and Premises

Walking and Working Surfaces

- Are walkways properly identified and clear of obstruction?
- Are exterior walkways clear and in good condition?
- Are floor openings, floor holes, wall openings, and skylights covered or guarded?
- Are gratings, mats, and other floor coverings in good condition?
- Are hatches, manholes, and other floor openings protected with adequate covers?
- Are open-sided floors, platforms, and runways over four feet in height guarded and protected with toe boards?
- Do railways and toe boards meet the standard, and are they in good condition?
- Are elevated load-bearing floors and roofs marked with safe load limit signs?
- Are load-bearing surfaces (crane operator cabs, duck boards, tops of ovens, etc.) properly installed, in good condition, and have signs communicating load capacities?

Illumination

- Is the lighting in work and storage areas adequate?
- Is lighting in non-work areas adequate?
- Is explosion-proof lighting adequate?
- Is temporary lighting adequate and properly guarded with protective light bulb covers?

Stairs and Stairways

- Are stairs, elevator landings, and escalators clear and in good condition?
- Are handrails and guardrails adequate and are surfaces not slippery?

Ladders and Scaffolding

- Are ladders equipped with safety pads on each leg?
- Are ladders in good condition?
- Are precautions taken not to use metal ladders if there is an electric shock hazard?

Ventilation

- Is there exposure to smoke, dust, or fumes?
- Is the temperature and air movement in work areas adequate?

Life Safety

- Is there emergency lighting and are units functional?
- Are there at least two emergency exits for each work area in the event of a fire? Are the exits accessible?



- Are exits properly illuminated by exit signs?
- Is the exit path clear and unobstructed?
- Do exit doors open outward in the direction of exit travel?
- Are the exit doors equipped with panic hardware and no other locks?

Fire Suppression Equipment

- Are portable fire extinguishers properly located?
- Are fire extinguishers tagged with current service tags?
- Are fire extinguishers located within 75 feet of maximum travel distance and within 50 feet of maximum travel distance for hazardous areas?
- Is the proper type of extinguishing equipment provided for hazards in the area?
- Is a 36-inch clearance maintained between sprinkler deflectors and the top of material storage?
- Does the fire hose appear to be in good condition and have current inspection tags?
- Are manual fire alarms accessible within a travel distance of 200 feet?
- Are sources of fire such as gases, vapors, fumes, and dust adequately controlled?

Electrical Wiring and Equipment

- Are entrances to electrical stations, transformer rooms, etc. posted as restricted areas?
- Are extension cords and temporary wiring free from cracks in insulation, taped repairs, and defects?
- Do all wiring systems have grounded conductors? Are they identified?
- Is electrical equipment operating at 50 to 600 volts protected against accidental contact by persons or conducting objects?
- Are insulating mats and protective gear available in areas with 150 volts to ground when exposed within eight feet from the floor?
- Is there access and working space around all electrical equipment?
- Are outlet boxes provided with adequate covers?
- Are disconnection instructions attached to all electrical motors and appliances?
- Are portable power tools all equipped with hand switches which must be manually held in the closed position?
- Are electrical hand tool cords in good condition?
- Are enclosed motors suitable for use in locations where dust collects?
- Have provisions been made to prevent accumulation of gas in battery rooms?

Boilers, Heating, and Cooling Equipment

- Is the boiler room clean with adequate ventilation?
- Is the boiler room fire door kept closed?
- Are salamander heaters or other unapproved heaters in use?

Pressure Vessels/Piping

- Are accessible steam and hot water pipes covered or guarded to prevent contact?
- Are piping systems color coded?

Elevators

- Are inspection certificates and capacity plates posted in the cars?
- Are passengers permitted on freight elevators?



Sanitation

- Are toilet facilities adequate?
- Are dressing rooms clean?
- Is the lavatory area clean?
- Are drinking fountains adequate?
- Are outlets for non-potable water clearly marked?
- Are waste receptacles adequate?
- Is the lunchroom clean and food properly stored?

Medical Facilities

- Are first aid supplies adequate?
- Are trained personnel available and current in first aid/CPR certifications?
- Is a bloodborne pathogen program for first responders in place?

Equipment and Operations

Material Handling

- Are fiber ropes and rope slings in good condition?
- Are wire ropes and rope slings in good condition?
- Are chain slings and fastenings in good condition?
- Do chains have current inspection tags?
- Are records of tests available on all hooks and rings in service?
- Are cranes and hoists in good condition and servicing records up to date?
- Are warning devices on industrial trucks working?
- Are there overhead guards on all industrial trucks?
- Are industrial trucks fueled in a safe area?
- Are LP-powered trucks stored away from shafts or underground entrances?
- During refueling, is the engine stopped and the "No Smoking" rule observed?
- Is ventilation adequate in battery recharging areas?
- Is the fire extinguisher in working order on each industrial truck?
- Is the load capacity indicated on each industrial truck?
- Do brakes operate effectively on hand trucks when the tongue is in a vertical position?
- Are conveyor systems in good operating condition? Are clearances adequate, and are there sufficient stopping devices?

Portable Hand and Power Tools

- Are hand tools and portable power tools in good condition?
- Are tools equipped with electrical ground pins and is the wiring satisfactory?
- Are guards in good condition and adequate?
- Is compressed air used for cleaning regulated to 30 psi maximum?
- Is chip guarding and personal protective equipment provided for all air cleaning?
- Are impact tools in good condition?



Machine Guarding

- Is the point of operation adjusted to $\frac{1}{8}$ inch opening? If it is larger is it properly guarded?
- Are lock out procedures used when servicing machines and equipment?
- Is illumination adequate?
- Are interlock mechanisms working properly?
- Are two hand controls, light curtains, and other sensors designed to keep the operator out of the point of operation working properly?
- Is the noise level safe?

Material Storage

- Are gases, liquids, etc. properly labeled and stored?
- Are areas where hazardous materials stored restricted?
- Are employees properly protected from x-rays and radioactive materials?
- Are hazardous areas posted with “No Smoking” signs?
- Are adequate eye wash fountains and deluge showers provided where caustics and corrosives are used?
- Are flammable and combustible materials properly stored?
- Is material storage on the exterior of the building at least 15 feet from the building?
- Is the outside storage area free of tall grass, weeds, and overgrown brush?

Surface Preparation, Finishing, and Preservation

- Are spray painting facilities properly shielded and ventilated? Is explosive-atmosphere electrical equipment used?
- Is the spray booth in good condition and free of paint accumulation? Is construction adequate and clearances satisfactory?
- Are dipping operations equipped with an automatic fire extinguishing system, and is there adequate, additional fire extinguishing equipment in the area?
- Is the drying equipment in good operating condition and is venting adequate?

Personal Protective Equipment

- Is personal protective equipment in use where required?
- Is personal protective equipment in good condition?

Welding, Cutting, and Brazing

- Are compressed gas cylinders properly stored?
- Are welding operations properly screened?
- Are fire watchers used where needed?

Manual Material Handling/Ergonomics

- Are workers trained in safe material handling?
- Are cranes, hoists, lift tables, etc. used where there is excessive material handling and lifting exposures?
- Are workstations and equipment designed to accommodate various sizes of employees?
- Is job rotation or other controls used to reduce ergonomic exposures in highly repetitive jobs?



Environmental Controls

Periodic surveys should be made to check potential exposures that could cause environmental health problems for employees or the community. Once an exposure is recognized, qualified technicians should take the measurements to determine the degree of hazard.

Noise

- Is personal protective equipment being worn where required?
- Does the noise seem too high in any of the work areas?

Dust/Fumes

- Are there any areas or operations that have dust or fume emissions?
- Is air dusty or vision obscured by haze?

Vapor/Gases

- Are there any areas or operations that have excessive vapors or gases?
- Any odors noticed?

Liquids

- Any accumulations of process compounds that constitute a hazard?
- Any evidence of excessive vapors or mist?

Exhaust Ventilation

- Do ventilation systems appear to be free of obstructions and damaged or missing piping?
- Any maintenance problems?

Confined Spaces

- Have all confined spaces been identified?
- Have assessments of potential hazards in each confined space been conducted?
- Have confined space entry policies and procedures been implemented?
- Have employees been properly trained in the hazards associated with the confined space?
- Have employees been properly trained in the procedures to control exposure to hazardous materials?

Water Pollution

- Any discharge of chemicals or residues into drains, streams, lakes, etc.?
- Any other potential sources of water contamination such as holding ponds, etc.?
- Are oily wastes, acids, and other hazardous materials properly disposed?
- Are spent drums stored to prevent seepage into drains?

Atmospheric Conditions

- Any evidence of emissions from smoke stacks on the roof or premises?

Outside General Conditions

- Is disposal of trash and garbage satisfactory?

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