

SAFETY SELF-INSPECTION CHECKLISTS

SAFETY AND HEALTH PROGRAM

- Do you have an active safety and health program in place that deals with general safety and health program elements as well as management of hazards specific to your worksite?
- Is one person clearly responsible for the overall activities of the safety and health program?
- Do you have a safety committee or group made up of management and labor representatives that meet regularly and reports, in writing, on its activities?
- Do you have a working procedure for handling in-house employee complaints regarding safety and health issues?
- Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made to assure that your workplace is safe and healthful?
- Have you considered incentives for employees or workgroups who have excelled in reducing workplace injuries/illnesses?

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Are managers assessing the workplace to determine if hazards that require the use of PPE (for example, head, eye, face, hand, or foot protection) are present or are likely to be present?
- Have employees been trained on PPE procedures, i.e., what specific PPE is necessary for a job task, when to use it, and how to properly adjust it?
- Are 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?
- Are hard hats provided and worn where the danger of falling objects exists?
- Is appropriate foot protection required where there is the risk of foot injuries due to hot, corrosive, or poisonous substances, falling objects, or crushing or penetrating actions?
- Are approved respirators provided for regular or emergency use where needed?

LOCKOUT / TAGOUT PROCEDURES

- Is 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?
- Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:
- Are the appropriate electrical enclosures identified?
 - Are means provided to assure the control circuit can also be disconnected and locked-out?

FLAMMABLE AND COMBUSTIBLE MATERIALS

- Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?
- Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?

This information was obtained from www.osha.gov

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SAFETY SELF-INSPECTION CHECKLISTS (CONTINUED)

FLAMABLE AND COMBUSTIBLE MATERIALS (CONTINUED)	
<input type="checkbox"/>	Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?
<input type="checkbox"/>	Are fuel gas cylinders and oxygen cylinders separated by distance and fire-resistant barriers while in storage?
Are fire extinguishers selected and provided specifically for the types of materials used in a certain area?	
<input type="checkbox"/>	Class A Ordinary combustible material fires.
<input type="checkbox"/>	Class B Flammable liquid, gas or grease fires.
<input type="checkbox"/>	Class C Energized-electrical equipment fires.
<input type="checkbox"/>	Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?

PORTABLE, POWER-OPERATED AND POWDER-ACTUATED TOOLS AND EQUIPMENT	
<input type="checkbox"/>	Are grinders, saws and similar equipment provided with appropriate safety guards?
<input type="checkbox"/>	Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?
<input type="checkbox"/>	Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?
<input type="checkbox"/>	Are employees who operate powder-actuated tools trained in their use and do they carry a valid operator's card?
<input type="checkbox"/>	Is each powder-actuated tool stored in its own locked container when it is not being used?
<input type="checkbox"/>	Is a sign that is at least 7"x10" that reads "POWDER-ACTUATED TOOL IN USE" in bold-face type conspicuously posted when the tool is being used?
<input type="checkbox"/>	Are powder-actuated tools left unloaded until they are actually ready to be used?
<input type="checkbox"/>	Are powder-actuated tools inspected for obstructions or defects each day before use?
<input type="checkbox"/>	Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

CONFINED SPACES	
<input type="checkbox"/>	Is either natural or mechanical ventilation provided prior to entry of the confined space?
<input type="checkbox"/>	Are appropriate atmospheric tests to check for oxygen deficiency, toxic substances and explosive concentrations performed prior to entry of the confined space?
<input type="checkbox"/>	Is adequate illumination provided for the work to be performed in the confined space?
<input type="checkbox"/>	Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?
<input type="checkbox"/>	When required, is there an assigned standby safety employee outside of the confined space, whose sole responsibility is to watch the work in progress, sound an alarm and/or render assistance if necessary?

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SAFETY SELF-INSPECTION CHECKLISTS (CONTINUED)

CONFINED SPACES (CONTINUED)

- Is the standby employee appropriately trained and equipped to handle an emergency?
- Is the 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?
- Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

ELECTRICAL

- Are portable electrical tools and equipment grounded or double-insulated?
- Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are flexible cords and cables free of splices or taps?
- Are employees who regularly work on or around energized electrical equipment or lines instructed in cardiopulmonary resuscitation (CPR) methods?

HAZARD COMMUNICATION

- Is there a list of hazardous substances used in your workplace?
- Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?
- Is each container for a hazardous substance (e.g., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- Is there a Material Safety Data Sheet readily available for each hazardous substance used?
- Is there an employee training program for hazardous substances?

WALKING WORK SURFACES

- Is a documented, functioning housekeeping program in place?
- Are all worksites clean, sanitary, and orderly?
- Are work surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant?
- Is combustible scrap, debris and waste stored safely and removed from the worksite properly?
- Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?
- Are aisles and passageways kept clear?

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SAFETY SELF-INSPECTION CHECKLISTS (CONTINUED)

WALKING WORK SURFACES (CONTINUED)	
<input type="checkbox"/>	Are aisles and walkways appropriately marked?
<input type="checkbox"/>	Are wet surfaces covered with non-slip materials?
<input type="checkbox"/>	Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe?
<input type="checkbox"/>	Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?
<input type="checkbox"/>	Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
<input type="checkbox"/>	Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?
<input type="checkbox"/>	Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?
<input type="checkbox"/>	Are standard stair rails or handrails present on all stairways of four or more risers?
<input type="checkbox"/>	Are all stairways at least 22 inches wide?
<input type="checkbox"/>	Do stairs have landing platforms not less than 30 inches in the direction of travel that extend 22 inches in width at every vertical rise that is 12 feet or less?
<input type="checkbox"/>	Do stairs angle no more than 50 and no less than 30 degrees?
<input type="checkbox"/>	Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
<input type="checkbox"/>	Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe boards?
<input type="checkbox"/>	Is a permanent means of access and egress provided to elevated storage and work surfaces?

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