

Plant & Job site Safety Inspection Check List

Safety Inspection Check List

Check () the boxes of those items you want to include in your checklist. Many of the following terms will be appropriate for any work site although some of them will not be applicable across-the-board. It is recommended the Lead add unique items that need inspection for their operations.

FLOORS

- No slip, trip, or fall hazards []
- Apertures or openings enclosed or covered []
- Clean, orderly, and free of all grease hazards []
- Grates over floor drains []
- Non-slip surfaces wherever possible []
- Any unsafe practices observed? []

Comment:

AISLES

- Clearly marked []
- Unobstructed []
- Sufficiently wide for material handling []
- Any unsafe practices observed? []

Comment:

STAIRS

- Uniform height and tread depth []
- Grating-type tread on exterior stairs []
- Platform levels to break long flights of stairs []
- At least 22 inches wide []
- Sturdy railings on all open sides []
- No storage of material on stairs []
- Proper lighting on stair areas []
- No worn or damages stair treads []
- Any unsafe practices observed? []

Comment:

LIGHTING

- Illumination level sufficient for work performed []
- Emergency lighting adequate and operating []
- Emergency lighting of all exit routes []
- Any unsafe practices observed? []

Comment:

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EXITS AND EMERGENCY PREPAREDNESS

- Adequate number of exits for emergency escape []
- No locked or barred exits restricting escape []
- Emergency exits adequately illuminated []
- Exterior surfaces clear for prompt exit []
- Flammable materials removed from exit areas []
- Exterior doors open outward to flat surface []
- Written and posted emergency evacuation plan []
- Exit map for all locations []

Comment:

EMPLOYEE TRAINING

- New employees basic safety orientation []
- New employees trained in safe work practices for their jobs []
- Transferred employees trained in safe work practices for their jobs []
- WHMIS training given to all employees []
- Any unsafe practices observed? []

Comment:

EMPLOYEE WORK PRACTICES

- Loose hair or clothing []
- Employee overexertion observed []
- Potential for repetitive-motion injury []
- Sturdy shoes suitable for work environment []
- Any unsafe practices observed? []

Comment:

FIRE PROTECTION

- Written fire training plan []
- Fire brigade appointed and trained []
- Date of last fire drill []
- Fire hose checked, readily accessible and inspected monthly []
- Fire equipment of proper type and size []
- Fire equipment clearly marked []
- Fusible links intact at fire doors []
- Sprinkler heads have adequate clearance from stacked materials or equipment []
- Master control valves for sprinklers locked open and easily accessible []

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Fire equipment is clear of any blockage []
Fire extinguishers are charged []
Any unsafe practices observed? []

Comment:

FIRST AID AND MEDICAL SERVICES

Adequate materials and equipment available []
Electrical safety items included in high-voltage area []
Clear instructions posted on contacting outside medical resources []
Provisions for transportation to outside medical services []
Medical or first aid log book near station []
Trained first aiders with recent re-certification []
First aid boxes clearly marked and accessible []

Comment:

COMPRESSED GASES (when in a specific type plant)

Special storage area away from heat sources []
Stored upright and chained to prevent falling over []
Contents legibly marked and segregated by item []
Caps hand-tight []
Mechanics and trades people properly trained in operation of equipment []
Any unsafe practices observed? []

Comment:

HOISTING AND LIFTING EQUIPMENT

Identified load capacity []
Overhead guards in place []
Limit stops working effectively []
Special area for refueling and recharging of batteries []
All hand and foot controls operational []
Full, unrestricted view for operator []
Operators properly trained in use of equipment []
Chains and slings in good condition and properly maintained []
Any unsafe practices observed? []

Comment:

LADDERS

Safety feet in good operating condition []
Clean rungs, unpainted []
No metal or aluminum ladders in electrical areas []
Only one person on ladder at a time []

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Tied at top and properly positioned []
If used above roof, 3 foot extension above roof level []
Danger tags available for defective ladders []
Any unsafe practices observed? []

Comment:

SCAFFOLD OR PLATFORMS

Non-skid flooring []
Level and plumb []
Safe access to platforms []
4 inch toe board around all four sides of platform []
Working platforms at least 2 feet wide []
All access gates self-closing and locking []
No accumulation of tools and materials []
Any unsafe practices observed? []

Comment:

ELEVATORS

Motors properly protected from dirt and steam []
Electrical wiring in good repair []
Fire extinguisher available []
Protection for electrical panel []
Hoist way interlocks operating and protected []
Elevator pit in good condition and well lit []
Safe load capacity of elevator marked []
Emergency exit provided []
Safety devices tested and working properly []
Elevator inspected []

Comment:

INDUSTRIAL TRUCKS

All operators trained and licensed []
Checklist for start of shift []
Load capacity labeled []
Overhead guards in place and load backrest extension in place []
Speed posted []
Vehicle driven backward with awkward or bulky loads []
Slow-down ramps []
Forks placed evenly across load []
No riders []
Railroad tracks crossed diagonally []

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Pedestrians given right of way []
Duckboards properly secured []
Trailer truck or boxcar floors checked for safety of load []
Key removed from truck when out of operation []
Head protection used when operating []
Any unsafe practices observed? []

Comment:

IN-PLANT MATERIALS HANDLING

Dock boards available []
Trailer truck wheel chocks available in receiving/shipping area []
Pallets and skids in good repair []
Special storage area for unused skids and pallets []
Procedure to set aside broken skids and pallets []
Paths, aisle ways, and stairs clear of obstructions []
Proper drainage to prevent accumulation of water or solvents []
Any unsafe practices observed? []

Comment:

POTENTIALLY HAZARDOUS MATERIALS

MSDS available for all chemicals or listed hazardous materials []
Written plant hazard communication program prepared and available []
Employees trained in proper handling of each chemical []
Labels on supplier drums and chemicals []
Labels on in-plant transfer containers []
Adequate storage cabinets provided with proper venting []
Proper absorbent materials on hand for spills []
Drums or tanks properly bonded and grounded []
Containers inspected for corrosion []
Chemical inventory list readily available []
Any unsafe practices observed? []

Comment:

PERSONAL PROTECTIVE EQUIPMENT

Gloves or palm guards properly chosen for each job []
Eye or face protection properly selected for each job []
Head protection properly selected for each job []
Apron or protective clothing properly selected for each job []
Respiratory protection properly selected, if necessary, for each job []
Hearing protection selected for areas above noise standard []
Safety belts properly chosen for job, if required []

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Proper signs and instructions at eye baths []
Adequate emergency rescue equipment available []
Any unsafe practices observed? []
Comment:

VENTILATION

Adequate ventilation for the process []
Hoods properly connected to exhaust system []
Hoods draw air away from people []
Clean-out ports for ducts provided []
Maintenance clean-out schedule observed []
Fans properly guarded []
Any unsafe practices observed? []
Comment:

CONFINED SPACE ENTRY

Person trained who must work in confined spaces []
Annual retraining []
Confined space purged with fresh air []
Lifelines and harness apparatus and respirators in place []
Any unsafe practices observed []
Comment:

NOISE CONTROL

Engineering controls applied where feasible []
Engineering controls in operation []
Administrative controls applied where feasible []
Administrative controls and regulations observed []
Hearing protection provided where sound levels exceed standard []
Employees wearing approved hearing protection []
Any unsafe practices observed? []
Comment:

HAND AND PORTABLE TOOLS AND EQUIPMENT

Electrically grounded []
Good condition of connecting cords, tools, and air hoses []
Guards and safety fixtures safe and operable []
Correct load rating for work performed []
Constant pressure switches on power tools []
Trades people, and helpers properly trained []

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in operation of equipment (Zoom Boom Genie etc)

Any unsafe practices observed? []

Comment:

MACHINE TOOLS

Guarding to power transmission equipment []

Guarding to pinch points, in-running points, and points of operation []

Interlock guards in operation []

Eye protection available where needed []

Operating controls locked when not in use []

Emergency stop buttons readily accessible and operable where required []

Guards or deflect devices provided for chips/sparks
from rotating equipment []

Machine tool operators properly trained in operation of equipment []

Any unsafe practices observed? []

Comment:

MACHINE GUARDING

Guard or safety device at each point of operation []

Guard fully prevents operator from reaching around guard []

Guards are totally effective and unable to be bypassed []

Mechanics are only persons authorized to remove guards []

Mechanics held responsible to replace guards after
completing repairs []

START and STOP controls within easy reach of operator []

Operators can see entire operation []

Controls clearly labelled []

Two-hand trips on hand-fed power presses []

Machinery can be oiled and greased without removing guards []

Emergency stop controls clearly identified and readily accessible []

Adjusting or oiling procedures of moving machinery followed []

No bypassing or removing guards []

No equipment operating at unsafe speed []

Lockout and tagout procedures implemented []

Personal protective equipment is used properly []

Mechanics and adjusters properly trained []

Any unsafe practices observed? []

Comment:

WASTE DISPOSAL

Special containers provided for different
types of waste -- oily rags, chemicals, scrap, garbage, etc. []

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Food waste handled separately []
Where required, waste properly labeled []
Satisfactory external cartage and disposal arrangements []
Approved disposal arrangement for hazardous wastes []
Any unsafe practices observed? []
Comment:

POWER SYSTEMS - HYDRAULIC

Pressure lines clearly identified []
Check maintenance procedures for nicks, dents,
and wearing in lines []
Pressure regulated within limits []
Emergency stops fully operational []
Mechanics and trades people properly trained in
operation of equipment []
Any unsafe practices observed? []
Comment:

POWER SYSTEMS - MECHANICAL

Proper guarding of any nip points, rotating collars,
cams, chucks, couplings, clutches, []
shafts, flywheels, spindles, bolt ends, key ends
Emergency stops fully operational []
Adequate arrangements for oiling and greasing []
Correct adjustment of work rest device on grinding wheels []
Vent hood in place and ventilation operational for grinding wheels []
Mechanics, trades people, and helpers trained in correct
methods and operation []
Grinding wheel surface not damaged or worn []
Any unsafe practices observed? []
Comment:

POWER SYSTEMS - ELECTRICAL

Electrical control panels clearly identified
and secured []
Only certified electrical specialists to have access to panels []
Grounding tested []
Explosion-proof fixtures in designated areas []

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Any exposed conductors at rear of switchboard []
Flexible extension cords fray-free and without splices []
Electrical specialists properly trained in operation/maintenance of equipment []
Any unsafe practices observed? []
Comment:	

LOCKOUT, TAGOUT SYSTEMS (when electricians on site)

Positive lockout systems provided for all power equipment []
Written local policy signed by each person so trained []
Personalized locks with individual keys given to each mechanic/electrician []
Personalized danger tags provided to each such person []
Only authorized persons allowed to perform this system []
Prominent tags indicate use of the lockout system []
Lockout system will reduce power to zero energy state []
Any unsafe practices observed? []
Comment:	

OFFICES

Floors have no slippery surfaces due to excessive polish or wax []
No holes or depressions in floors []
Rugs are free from holes and tears []
Aisles free of obstructions, including electrical cords and outlets []
Stairwells and exits properly lighted []
No unsafe ladders or trolleys []
General housekeeping is good []
No top-heavy filing cabinets (either by loading or drawer opening) []
Lifting, including opening of windows is performed safely []
Correct use of pins, knives, scissors, or staplers []
Fire escape doors open and free for exit []
Glass doors either frosted or with lettering or decals []
Switch and cover plates in place []
No splinters in furniture or accessories []
No running or crowding or jamming revolving doors []
No fire hazards from cigarette butts []
Safe storage of flammables []
Correct type and placement of fire extinguishers []
First aid facilities available []

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Electric fans properly guarded []
Adequate ventilation []
Any unsafe practices observed? []

Comment:

BUILDING EXTERIOR

No defective overhanging cornices, parapets, gutters, or tiling []
No loose bricks on chimneys or stacks []
Any unsafe practices observed? []

Comment:

YARDS AND ROADS

No obstructions or broken surfaces on roads []
Good housekeeping in yard areas []
No possible combustibles stored in direct sunlight []
No uneven or broken sidewalk surfaces []
Appropriate traffic signs and markers []
Rail siding beds in good repair and free of obstruction []
Salt/sand available and used for slippery walkways []
Any unsafe practices observed? []

Comment:

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DEPARTMENT SAFETY MEETING RECORD

DEPARTMENT: _____ DATE: _____

NAMES OF EMPLOYEES PRESENT

- | | |
|-----------|-----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |
| 9. _____ | 10. _____ |
| 11. _____ | 12. _____ |
| 13. _____ | 14. _____ |
| 15. _____ | 16. _____ |
| 17. _____ | 18. _____ |
| 19. _____ | 20. _____ |

ITEMS DISCUSSED

1. MSDS

2. _____

3. _____

4. _____

Signature of Supervisor/Team Leader _____