

## Workplace Safety Survey

Building \_\_\_\_\_ Department \_\_\_\_\_ Room(s) \_\_\_\_\_ Contact Person \_\_\_\_\_

Inspection Performed by \_\_\_\_\_ Date: \_\_\_\_\_

Y N N/A                      Comments                      Page 1 of 6

<b>Abrasive Wheel Grinders</b>				
1	Work rest present and kept within 1/8 inch of wheel.			
2	Tongue on top-side of grinder present and kept within 1/4 inch of wheel.			
3	Side guards cover spindle, nut, flange, and 75% of wheel diameter.			
4	Bench and pedestal mounted grinders permanently mounted.			
5	Proper eye protection available and used.			
6	Cleanliness maintained around grinders.			
<b>Chemical Storage &amp; Safety</b>				
1	All containers properly labeled.			
2	All chemical containers securely closed and stored properly when not in use.			
4	Cryogenic materials stored properly and proper PPE available.			
5	Peroxide formers dated at purchase and again upon opening.			
6	Peroxide fromers disposed of within proper time frames.			
7	Secondary containment used where appropriate.			
8	Vacuum equipment trapped and/or filtered.			
9	Chemical storage areas free of ignition sources.			
10	Refrigerators/Freezers properly labeled.			
11	Refrigerators/Freezers properly rated if flammable liquids are stored within.			
12	Fume hoods and/or biosafety cabinets not used for general storage.			
13	Chemicals segregated and stored by compatibility.			
14	Flammable liquids in containers over 4 L are in approved safety cans.			
15	Flammable storage cabinet used if more than 10 gal of flammables present.			
16	No food or beverages unless adequately separated from chemicals.			
17	Chemicals purchased in amounts that can be used within a reasonable time.			
18	Chemical stocks purged of old, out-dated, and unusable chemicals.			
19	Chemical inventory up to date and copy sent to EH&S.			
<b>Compressed Air and Compressed Gases</b>				
1	Air compressors equipped with pressure gauges and pressure relief valves.			
2	Compressed air piping, hoses and fittings in good condition.			
3	Compressed air 30 psi or less for machine/parts cleaning, 10 psi for clothing.			
4	Compressed air cleaning nozzles with chip/particle deflection device.			

5	Gas cylinders w/30 lb or more water capacity have valve protection capability.				
6	Gas cylinders legibly marked as to their contents.				
7	Gas cylinders stored away from high heat, flames, etc.				
8	Gas cylinders stored in secure area and secured from tipping or falling.				
9	Gas cylinders transported on cylinder carts.				
10	When in use, gas cylinders kept away from elevators, stairs, and ramps.				
11	Valve protectors used when cylinders not in use or when being transported.				
12	Liquefied gas cylinders (acetylene) always shipped and stored valve-end up.				
13	Proper type of regulator used for type of gas cylinder in use.				
14	Gas cylinders, valves, couplings, regulators kept free of oil and grease.				
15	Gas cylinders lacking obvious defects, leaks, damage, etc.				
16	Gas cylinders hydrotested at appropriate intervals.				
17	Empty gas cylinders labeled "Empty," valves closed, and caps on.				
18	Oxygen and Acetylene in storage are separated by 5' noncombustible barrier.				
<b>Electrical Safety</b>					
1	Extension cords are not used as permanent wiring.				
2	Extension cords and power strips not daisy-chained one to another.				
3	Electrical cords not under carpets/rugs, through doorways, or high traffic areas.				
4	Multi-outlet power strips are UL listed and have circuit breakers.				
5	Power cords are in good condition with no splices or broken insulation.				
6	Grounding prongs not removed from 3-way plugs.				
7	Outlet, switch and junction box covers are in place and in good repair.				
8	Circuit breaker panels and emergency shut offs unobstructed and labeled.				
9	Electrical outlets not overloaded with appliances, i.e. splitters used.				
10	Ground Fault Interrupters installed, labeled and operating correctly.				
11	Energized parts, circuits, and equipment guarded against accidental contact.				
<b>Fire Prevention and Protection</b>					
1	Fire extinguishers properly mounted, located, and identified.				
2	Fire extinguishers adequate in number and type.				
3	Fire extinguishers inspected, recharged, and maintained as required.				
4	Fire aisles, exitways, stairways, and fire equipment kept unobstructed.				
5	Exit lights properly illuminated and emergency lighting operable.				
6	Fire doors not blocked open or are on magnets connected to fire alarm system.				
7	Flammable liquids stored in approved safety cans.				

8	Flammable liquid containers kept closed when not in use.				
9	Flammable liquids of 10 gallons or more stored in flammable storage cabinet.				
10	Flammable storage cabinets labeled "Flammable - Keep Fire Away."				
11	Connections on drums and combustible liquid piping leak free.				
12	Flammable liquid drums grounded and bonded to containers when dispensing.				
13	Proper storage of flammable/combustible materials to reduce risk of fire.				
14	Oily/greasy rags placed in proper self-closing oily rag containers.				
15	No penetrations through walls or ceilings and all ceiling tiles are in place.				
16	Sprinkler heads clean and no storage within 18 inches.				
17	Sprinkler heads protected by metal guards when exposed to physical damage.				
<b>General &amp; Miscellaneous Safety</b>					
1	Hand washing soap and towels available				
2	Sink faucets with backflow device or attached hoses above sink rim.				
3	Heavy objects stored below 5 ft. unless secured and stepladder provided.				
4	Stepladder or stepstool available & in good condition for high storage access.				
5	Appropriate signs posted (First aid kit, safety shower, fire extinguisher, etc.).				
6	Proper disposal of broken glass.				
7	Batteries charged in properly ventilated area away from sparks and flames.				
8	Work practices observed during inspection done safety.				
<b>General Work Environment &amp; Indoor Air Quality</b>					
1	All areas properly illuminated.				
2	Noise levels are within acceptable limits or engineering controls established.				
3	Areas with high noise levels posted and hearing protection required to be used.				
4	Work areas clean, sanitary, and orderly. (garbage disposed properly, etc.)				
5	Work area properly ventilated for type of equipment or chemicals in use.				
6	Vacuum systems used when possible instead of blowing or sweeping dusts.				
7	Temperature and humidity seem to be within acceptable ranges.				
8	Areas free of visible fungal/mold growth and associated odors.				
9	Walls ceilings, floors free of signs of mold or moisture damage.				
10	Air intake areas free of odor causing materials or hazardous chemicals.				
<b>Hazard Communication</b>					
1	All hazardous chemical containers marked with contents and hazards.				
2	Material Safety Data Sheets readily available.				
3	Employees know what an MSDS is and how to use and obtain one.				

4	Employees aware of hazards associated with chemicals used in their areas.				
5	Other hazards identified and labeled (electrical rooms, piping, etc.).				
<b>Hazardous Waste &amp; Materials Disposal and Recycling</b>					
1	Waste storage areas (bins, totes) designated.				
2	Waste containers properly labeled (chemical components, amounts, etc.).				
3	Waste containers compatible with waste to be stored.				
4	Only compatible chemical wastes stored in the same container.				
5	Waste containers kept closed except when adding waste.				
6	Waste containers stored compatibly.				
7	Waste generators have received Hazardous Waste Training.				
8	Fluorescent, HID, Mercury vapor lamps recycled properly.				
9	Used oil collected and recycled properly.				
10	Non-alkaline batteries (lead acid, Ni-cad, silver, etc.) managed for recycling.				
11	Mercury containing devices (thermostats, barometers, etc.) properly recycled.				
12	Electronic devices, (monitors, TVs, circuit boards, etc.) managed properly.				
<b>Hoists, Cranes and Slings</b>					
1	Overhead hoists/cranes with limit stop for safe highest and lowest travel.				
2	Hoist/crane will stop & hold 125% of rated load if actuating force removed.				
3	Hoist/crane's rated load legibly marked and visible to operator.				
4	Hoist/crane controls clearly marked to indicate direction of travel or motion.				
5	Hoist/crane drum has minimum of 2 wraps at lowest range of motion.				
6	Hoist/crane chains, ropes (cables), and hooks in good condition.				
7	Competent person inspects slings for damage/defects each day before use.				
8	Damaged/defective slings immediately removed from service.				
9	Slings permanently marked or coded to indicate rated capacity.				
10	Slings not used in excess of rated capacities.				
11	Hoists, cranes, slings inspected per 1910.179 and 1910.184.				
12	Loads not allowed to be carried over people.				
13	Operators trained in the proper operation of hoists/cranes.				
<b>Machine Guarding and Lock Out-Tag Out (LOTO)</b>					
1	Rotating or moving parts (chains, gears, belts, etc) properly guarded.				
2	Machinery guards secure and don't present a hazard in their use.				
3	Fixed machinery guarded to prevent splash, spark, and flying chip injuries.				
4	Equipment and machines securely placed and anchored to prevent moving.				

5	Guards and safety interlocks not removed or defeated.				
6	Equipment and machinery kept clean and properly maintained.				
7	Equipment and machinery have safety inspections completed regularly.				
8	Sufficient clearance around machines for safe operating and servicing.				
9	Power shut-off switch within reach of operator's position at each machine.				
10	Users adequately trained to operate equipment or machines safely.				
11	Adequate supervision to ensure users are following safe procedures.				
12	Manually operated control switches and valves clearly identified & accessible.				
13	Emergency stop buttons available and colored red.				
14	Machines de-energized and locked out for maintenance and repair as required.				
15	Auto-startup after power failure or shut-down is prevented.				
16	Written LOTO program available & employees have been properly trained.				
17	Proper LOTO locks and devices available, which identify employees.				
18	Correct LOTO procedures are in use.				
<b>Material Handling</b>					
1	Safe clearance for equipment through aisles and doorways.				
2	Containers stored, stacked, secured, and of limited height for stability.				
3	Properly rated dock boards used while loading and unloading trailers.				
4	Trucks and trailers secured from movement during loading and unloading.				
5	Shelving and mezzanines properly rated (and marked) for loads.				
6	Manual pallet jacks, hand-trucks and dollies in good condition.				
7	Forklifts and motorized pallet jacks inspected each shift or prior to use.				
8	Forklift and motorized pallet jack operators properly trained.				
9	All equipment unsafe to operate removed from service until properly repaired.				
10	Employees instructed in proper manner of lifting heavy objects.				
<b>Personal Protective Equipment (PPE)</b>					
1	Appropriate eye protection is available and used if hazard present.				
2	Appropriate hand protection is available and used if hazard present.				
3	Appropriate hearing protection available and used if hazard present.				
4	Appropriate foot protection available and used if hazard present.				
5	Protective clothing - coveralls, aprons, gowns, etc. available & used if needed.				
6	Approved respirators available and used if needed.				
7	Respirator users medically certified, properly trained and fit tested.				
8	PPE is properly stored, clean and in good condition.				

<b>Portable Power Tools &amp; Equipment</b>				
1	All tools and equipment used in the workplace in good condition.			
2	Tools and equipment stored in secure, dry location to prevent tampering.			
3	Tools, grinders, saws, etc. provided with appropriate safety guards.			
4	Circular saws with guard above and below the base shoe, and not wedged up.			
5	Constant pressure switches on tools, which will shut off power when released.			
6	All electrical tools/equipment grounded or of double insulated construction.			
7	Electrical cords and pneumatic/hydraulic hoses in good condition.			
<b>Welding, Cutting, or Brazing Operations</b>				
1	Personnel using welding, cutting, brazing equipment trained and authorized.			
2	Hot Work Permit issued for welding and cutting operations.			
3	Red hose used to identify acetylene or other fuel-gas.			
4	Green hose used to identify oxygen.			
5	Black hose used to identify inert gas or air hose.			
6	Only approved apparatuses used (torches, regulators, manifolds, etc.).			
7	Grounding connections on welding machines checked periodically.			
8	Adequate ventilation exists or is provided for welding or cutting operations.			
9	Combustible scrap & debris kept clear of operations and removed promptly.			
10	Welding/Cutting areas posted "No Smoking, Matches or Open Lights, Etc."			
11	As needed, fire watch established & maintained for 30 min. after operations.			