

Work Environment Checklist for all Maintenance, Shops, Warehouses, and Storage shops.

HAND TOOLS & EQUIPMENT	Yes	No	N/A
Are all tools and equipment (both, company and employee-owned) used by employees at their workplace in good condition?			
Are hand tools such as chisels, punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?			
Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?			
Are worn or bent wrenches replaced regularly?			
Are appropriate handles used on files and similar tools?			
Are employees made aware of the hazards caused by faulty or improperly used hand tools?			
Are appropriate safety glasses, face shields, and similar equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?			
Are jacks checked periodically to assure they are in good operating condition?			
Are tool handles wedged tightly in the head of all tools?			
Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?			
Are tools stored in dry, secure location where they won't be tampered with?			
Is eye and face protection used when driving hardened or tempered spuds or nails?			

PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT	Yes	No	N/A
Are grinders, saws, and similar equipment provided with appropriate safety guards?			
Are power tools used with the correct shield, guard or attachment recommended by the manufacturer?			
Are portable circular saws equipped with guards above and below the base shoe?			
Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?			
Are rotating or moving parts of equipment guarded to prevent physical contact?			
Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?			
Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment such as concrete mixers, air compressors, and the like?			
Are portable fans provided with full guards or screens having openings 1/2 inch or less?			
Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?			
Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?			
Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?			

ABRASIVE WHEEL EQUIPMENT GRINDERS	Yes	No	N/A
Is the work rest used and kept adjusted to within 1/8 inch of the wheel?			
Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?			
Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?			
Are bench and pedestal grinders permanently mounted?			
Are goggles or face shields always worn when grinding?			
Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?			
Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?			
Does each grinder have an individual on and off control switch?			
Is each electrically operated grinder effectively grounded?			
Before new abrasive wheels are mounted, are they visually inspected and ring tested?			
Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?			
Are splashguards mounted on grinders that use coolant, to prevent the coolant reaching employees?			
Is cleanliness maintained around grinder?			

MACHINE GUARDING	Yes	No	N/A
Is there a training program to instruct employees on safe methods of machine operation?			
Is there adequate supervision to ensure that employees are following safe machine operating procedures?			
Is there a regular program of safety inspection of machinery and equipment?			
Is all machinery and equipment kept clean and properly maintained?			
Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?			
Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?			
Is there a power shut-off switch within reach of the operator's position at each machine?			
Can electric power to each machine be locked out for maintenance, repair, or security?			
Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?			
Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?			
Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?			
Are all emergency stop buttons colored red?			
Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?			
Are all moving chains and gears properly guarded?			
Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?			
Are 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?			
Are machinery guards secure and so arranged that they do not offer a hazard in their use?			
If special hand tools are used for placing and removing material, do they protect the operator's hands?			
Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?			
Do arbors and mandrels have firm and secure bearings and are they free from play?			
Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?			

Machine Guarding Continued

Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?			
If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?			
Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?			
Are saws used for ripping, equipped with anti-kick back devices and spreaders?			
Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?			

FLAMMABLE & COMBUSTIBLE MATERIALS	Yes	No	N/A
Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and removed from the worksite promptly?			
Is proper storage practiced to minimize the risk of fire including spontaneous combustion?			
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?			
Are all connections on drums and combustible liquid piping, vapor and liquid tight?			
Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans)?			
Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?			
Do storage rooms for flammable and combustible liquids have explosion-proof lights?			
Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation?			
Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?			
Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?			
Are all solvent wastes and flammable liquids kept in fire-resistant covered containers until they are removed from the worksite?			
Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?			
Are fire separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability?			
Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers or other means while in storage?			
Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?			
Class A: Ordinary combustible material fires.			
Class B: Flammable liquid, gas or grease fires.			
Class C: Energized-electrical equipment fires.			
If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?			
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?			
Is the transfer/withdrawal of flammable or combustible liquids performed by trained personnel?			
Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?			

Are employees trained in the use of fire extinguishers?			
Are extinguishers free from obstructions or blockage?			
Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?			
Are all extinguishers fully charged and in their designated places?			
Is a record maintained of required monthly checks of extinguishers?			
Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?			
Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?			
Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?			
Are "NO SMOKING" rules enforced in areas involving storage and use of flammable materials?			
Are safety cans used for dispensing flammable or combustible liquids at a point of use?			
Are all spills of flammable or combustible liquids cleaned up promptly?			
Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?			
Are storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure?			
Are spare portable or butane tanks, which are used by industrial trucks stored in accord with regulations?			

HAZARDOUS CHEMICAL EXPOSURES	Yes	No	N/A
Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, and the like?			
Are employees aware of the potential hazards involving various chemicals stored or used in the workplace--such as acids, bases, caustics, epoxies, and phenols?			
Is employee exposure to chemicals kept within acceptable levels?			
Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?			
Are all containers, such as vats and storage tanks labeled as to their contents--e.g. "CAUSTICS"?			
Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, and respirators)?			
Are flammable or toxic chemicals kept in closed containers when not in use?			
Are chemical piping systems clearly marked as to their content?			
Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipelines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?			
Have standard operating procedures been established and are they being followed when cleaning up chemical spills?			
Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?			
Are respirators intended for emergency use adequate for the various uses for which they may be needed?			
Are employees prohibited from eating in areas where hazardous chemicals are present?			
Is personal protective equipment provided, used and maintained whenever necessary?			
Are there written standard operating procedures for the selection and use of respirators where needed?			
If you have a respirator protection program, are your employees instructed on the correct usage and limitations of the respirators?			
Are the respirators NIOSH approved for this particular application?			
Are they regularly inspected and cleaned sanitized and maintained?			
If hazardous substances are used in your processes, do you have a medical or biological monitoring system in operation?			
Are you familiar with the Threshold Limit Values or Permissible Exposure Limits of airborne contaminants and physical agents used in your workplace?			
Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, and the like?			

Whenever possible, are hazardous substances handled in properly designed and exhausted booths or similar locations?			
Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace?			
Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor decreasing, and is it operating properly?			
Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?			
Is there a dermatitis problem--do employees complain about skin dryness, irritation, or sensitization?			
Have you considered the use of an industrial hygienist or environmental health specialist to evaluate your operation?			
If internal combustion engines are used, is carbon monoxide kept within acceptable levels?			
Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean up?			
Are materials, which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?			

HAZARDOUS SUBSTANCES COMMUNICATION	Yes	No	N/A
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?			
Who is responsible for MSDSs, container labeling, employee training?			
Is each container for a hazardous substance (i.e. vats, bottles, storage tanks,) 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?			
How will you inform other employers whose employees share the same work area where the hazardous substances are used?			
Is there an employee training program for hazardous substances?			
Does this program include:			
An explanation of what an MSDS is and how to use and obtain one?			
MSDS contents for each hazardous substance or class of substances?			
Explanation of "Right to Know"?			
Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?			
The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?			
Details of the hazard communication program, including how to use the labeling system and MSDSs?			
How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?			

ELECTRICAL	Yes	No	N/A
Are your workplace electricians familiar with the Cal/OSHA Electrical Safety Orders?			
Do you specify compliance with Cal/OSHA for all contract electrical work?			
Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?			
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?			
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?			
Are portable electrical tools and equipment grounded or of the double insulated type?			
Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?			
Do extension cords being used have a grounding conductor?			
Are multiple plug adapters prohibited?			
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?			
Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?			
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 clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, and equipment and is the cord jacket securely held in place?			
Are all cord, cable and raceway connections intact and secure?			
In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?			
Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls) determined before digging, drilling or similar work is begun?			

Are metal measuring tapes, ropes, handlines or similar devices with metallic thread woven into the fabric prohibited where they could come in contact with energized parts of equipment or circuit conductors?			
Is the use of metal ladders prohibited in area where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?			
Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?			
Are disconnecting means always opened before fuses are replaced?			
Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?			
Are all electrical raceways and enclosures securely fastened in place?			
Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?			
Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?			
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?			
Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?			
Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating).			
Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?			
Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?			
Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?			
Is 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?			
Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardiopulmonary resuscitation (CPR) methods?			
Are employees prohibited from working alone on energized lines or equipment over 600 volts?			