**Annex D**

**City of San Angelo**

**Safety Review Checklists**

**\***Reviewed and Updated August 2016

**Annex D**

**City of San Angelo**

**Safety Review Checklists**

 **Purpose**

 One of the major goals of Risk Management is to reduce or eliminate workplace hazards and accidents. One of the most widely accepted ways to identify these workplace hazards is conduct Safety and Health Inspections. The only way that you can be certain of the actual situation is for each Department Director/Division Manager to look at their area’s operations on a periodic basis.

 Conducting a Safety and Health Inspection by each Division Director/Division Manager is a must if they are to know where probable hazards exist and whether they are under control.

 The Safety Checklists (Figure D1-D48 at the end of this section) are designed to assist each Department Director/Division Manager in this fact finding task. Conducting these inspections will give each Department Director/Division Manager some indication of where they should begin to make it a safer and more healthful worksite for all of their employees.

 Each Department Director/Division Manager may wish to assign this task to a Supervisor who will then be responsible for conducting these self-inspections on a scheduled, periodic basis and then report the results to the Department Director/Division Manager.

 Each Department/Division shall keep a record of the self-inspection reports in order to track items that need to be corrected. These records will also give each Department/Division a task checklist of identifying hazards so that each Department/Division can institute corrective control procedures.

 These checklists are by no means all-inclusive. Each Department/Division may wish to add to them or delete portions that do not apply to them. Carefully consider each item to see if it really applies to the Department/Division’s operations.

 Additionally, these self-inspection checklists will be used by Risk Management in conducting their yearly Safety Inspections.

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**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Safety**

\_\_\_\_\_ Have personnel received an on-site safety orientation?

\_\_\_\_\_ Are employees trained on other subjects such as proper lifting, hazard recognition, hazard reporting, safety considerations of walking and sitting, ergonomics, etc?

\_\_\_\_\_ Are proper rules for lifting observed by employees when handling bulky office supplies and materials?

\_\_\_\_\_ Are hazardous parts of electric office machines and equipment effectively guarded?

\_\_\_\_\_ Are electrical cords in use?

\_\_\_\_\_ Are electrical cords of the approved heavy duty type?

\_\_\_\_\_ Is electrical equipment properly grounded to guard against the possibility of such and fire?

\_\_\_\_\_ Are circuits overloaded by plugging too many appliances into outlets?

\_\_\_\_\_ are aisles free of tripping hazards such as telephone cords, packages, wastepaper baskets, open file drawers, etc?

\_\_\_\_\_ Are only trained and qualified personnel permitted to operate office machines?

\_\_\_\_\_ Are chair mats in use?

\_\_\_\_\_ Do chair mats lay flat and not present a tripping hazard?

\_\_\_\_\_ Is suitable office equipment provided for stamping, sharpening and cutting operations?

\_\_\_\_\_ Are the use of makeshift tools, such as unprotected razor blades and pins, prohibited?

\_\_\_\_\_ Is the office furniture in good condition?

\_\_\_\_\_ Has broken equipment been tagged and removed from service?

\_\_\_\_\_ Are projections on bookcases, filing cabinets and desks removed or guarded?

\_\_\_\_\_ Are floors kept clean and free from dirt and debris?

\_\_\_\_\_ Are torn carpets and/or rough, splintered, uneven or other flooring defects repaired or has the hazard been suitably marked?

\_\_\_\_\_ Are stairs free of obstacles?

\_\_\_\_\_ Are stair steps in good condition?

\_\_\_\_\_ Are handrails available and in good condition?

\_\_\_\_\_ During inclement weather, are storm mats placed near entrances and are floors mopped frequently?

\_\_\_\_\_ Are extension cords, that are used for things like electric fans, disconnected from the power source at the end of each work day?

\_\_\_\_\_ Are electric fans adequately guarded?

Figure D1-1

**Office Safety (continued)**

\_\_\_\_\_ Are only non-flammable wastebaskets used?

\_\_\_\_\_ Are only approved cleaning materials/supplies used to clean office equipment?

\_\_\_\_\_ Are only small amounts of cleaning supplies/chemicals kept on hand?

\_\_\_\_\_ Are chairs, boxes or other objects used as substitutes for ladders?

\_\_\_\_\_ Are file cabinets and bookcases restrained from tipping by bolting several together or attaching them to the wall or floor?

\_\_\_\_\_ Are heavier objects placed in lower drawers/shelves and lighter items in upper ones?

\_\_\_\_\_ Do all employees open only one file cabinet drawer at a time?

\_\_\_\_\_ Do employees keep file cabinet drawers closed when not in use?

Figure D1-2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Posters**

\_\_\_\_\_ Are the required workplace poster(s) displayed in a prominent location where all employees are likely to see them?

\_\_\_\_\_ Are emergency phone numbers posted where they can be readily found in case of emergency?

\_\_\_\_\_ In locations where employees may be exposed to any hazardous materials, has the appropriate information concerning employee access to medical and exposure records, Safety Data Sheets (SDS), etc been posted or otherwise made readily available to affected employees?

\_\_\_\_\_ Are signs concerning exiting the building, room capacities, floor loading, exposure to x-ray, microwave or other harmful radiation and/or bloodborne pathogens posted where appropriate?

Figure D2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Record Keeping**

\_\_\_\_\_ Are employee medical, safety, hazardous communication, bloodborne pathogens and/or other training records up to date?

\_\_\_\_\_ Are records maintained for the required period of time (some medical and other records must be maintained for up to 30 years)?

\_\_\_\_\_ Are operating permits and records up to date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc?

Figure D3

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Safety Program**

\_\_\_\_\_ Does this Department/Division have an active safety program?

\_\_\_\_\_ Are records of safety meetings and lists of topics covered on file?

\_\_\_\_\_ Is there one person who is clearly responsible for the overall safety program in your Department/Division?

\_\_\_\_\_ Is there a safety committee or group of employees that meet regularly to discuss safety related items?

\_\_\_\_\_ Is there a working procedure/plan for handling in-house employee complaints regarding safety issues?

\_\_\_\_\_ Are employees kept advised of any safety related items/problems that are being solved/fixed and/or the time frame for successful completion?

**First Aid**

\_\_\_\_\_ Are emergency numbers posted for easy access?

\_\_\_\_\_ Are first aid kits easily available in each work area and are they periodically inspected and replenished as needed?

\_\_\_\_\_ Have first aid kit supplies and contents been approved by Risk management?

\_\_\_\_\_ Are eyewash stations available if required?

\_\_\_\_\_ Are body showers available if required?

Figure D4

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fire Protection**

\_\_\_\_\_ Is the fire alarm system certified?

\_\_\_\_\_ Is the fire alarm system tested at least annually?

\_\_\_\_\_ If there are interior stand pipes and valves, are they inspected regularly?

\_\_\_\_\_ Are all fire doors in good operating condition?

\_\_\_\_\_ Are fire doors unobstructed and protected against obstruction?

\_\_\_\_\_ Are sprinkler heads protected by metal guards, when exposed to potential physical damage?

\_\_\_\_\_ Is the proper clearance maintained below sprinkler heads?

\_\_\_\_\_ Are portable fire extinguishers provided in adequate number and type?

\_\_\_\_\_ Are fire extinguishers mounted in readily accessible locations?

\_\_\_\_\_ Are fire extinguishers checked/recharged regularly and noted on the inspection tags?

\_\_\_\_\_ Are employees periodically instructed in the use of fire extinguishers and fire protection procedures?

Figure D5

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Protective Equipment (PPE)**

\_\_\_\_\_ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?

\_\_\_\_\_ Are approved safety glasses required to be worn at all times in areas where there is any danger of flying particles or corrosive materials?

\_\_\_\_\_ Are employees who need corrective lenses (glasses or contacts) required to wear ONLY approved safety glasses, protective goggles or other medically approved precautionary procedures when working in environments that may have harmful exposure hazards?

\_\_\_\_\_ Are protective gloves, aprons, shields or other means/methods provided in order to protect against cuts, corrosive liquids and/or chemicals?

\_\_\_\_\_ Are hard hats provided and worn where danger of falling objects exists?

\_\_\_\_\_ Is appropriate foot protection required and worn where there is potential risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating hazards?

\_\_\_\_\_ Are approved respirators provided for regular or emergency use where needed?

\_\_\_\_\_ Are all types of PPE maintained in a sanitary condition and ready for use?

\_\_\_\_\_ Are there eyewash stations and quick drench showers where needed?

\_\_\_\_\_ Is special equipment for electrical workers available, where needed?

\_\_\_\_\_ Where lunches are eaten on the premises, are they eaten in an area where there is no exposure to toxic materials or other health hazards?

\_\_\_\_\_ Is protection against the effects of occupational noise exposure provided when sound levels exceed OSHA permissible levels?

\_\_\_\_\_ Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

Figure D6

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Work Environment**

\_\_\_\_\_ Are all worksites kept clean and orderly?

\_\_\_\_\_ Are all work surfaces kept dry or are appropriate measures taken to assure that the surfaces are slip-resistant?

\_\_\_\_\_ Are all spilled materials or liquids cleaned up immediately?

Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

\_\_\_\_\_ Are accumulations of combustible dust routinely removed from elevated surfaces?

\_\_\_\_\_ Is combustible dust cleaned up with a vacuum system in order to prevent the dust going into suspension?

\_\_\_\_\_ Are covered metal waste cans used only for oily or paint soaked materials?

\_\_\_\_\_ Are paint spray booths, dip tanks, etc cleaned regularly?

\_\_\_\_\_ Are all toilets and washing facilities clean and sanitary?

\_\_\_\_\_ Are paint spray booths, dip tanks, etc cleaned regularly?

\_\_\_\_\_ Are all work areas adequately lighted?

\_\_\_\_\_ Are pits and floor openings covered or otherwise guarded?

Figure D7

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Walkways**

\_\_\_\_\_ Are aisles and passageways kept clear?

\_\_\_\_\_ Are aisles and walkways marked as needed?

\_\_\_\_\_ Are wet surfaces covered with non-slip materials?

\_\_\_\_\_ Are holes in the floor, sidewalk or other walking surfaces repaired properly, covered or otherwise made safe?

Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?

\_\_\_\_\_ Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?

\_\_\_\_\_ Are spilled materials cleaned up immediately?

\_\_\_\_\_ Are changes of direction or in elevation readily identifiable?

\_\_\_\_\_ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so that employees will not be subjected to a potential hazard?

\_\_\_\_\_ Is adequate headroom provided for the entire length of any aisle or walkway?

\_\_\_\_\_ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?

\_\_\_\_\_ Are bridges provided over conveyors and similar hazards?

Figure D8

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Floor and Wall Openings**

\_\_\_\_\_ Are floor openings guarded by a cover, a guardrail or equivalent on all sides (except at an entrance to stairways or ladders)?

\_\_\_\_\_ Are toe-boards installed around the edges of permanent floor opening(s), where persons may pass below the openings?

\_\_\_\_\_ Is the glass in the windows, doors, glass walls and etc, which are subject to human impact, of sufficient thickness and type for the condition of use?

\_\_\_\_\_ Are grates or similar type covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

\_\_\_\_\_ Are unused portions of service pits, and pits not actually, in use either covered or protected by guardrails or equivalent?

Figure D9

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stairs and Stairways**

\_\_\_\_\_ Are standard stair rails or handrails on all stairways having four or more risers available?

\_\_\_\_\_ Are all stairways at least 22 inches wide?

\_\_\_\_\_ Do stairs/stairways have at least 6 foot 6 inches (6’ 6”) of clearance?

\_\_\_\_\_ Do stairs/stairways angle no more than 50 degrees and no less than 30 degrees?

\_\_\_\_\_ Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7 ½ inches?

\_\_\_\_\_ Are steps on the stairs/stairways designed, or provided with, a surface that renders them slip resistant?

\_\_\_\_\_ Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?

\_\_\_\_\_ Do stairway handrails have at least 1 ½ inches of clearance between the handrail and the wall or surface that they are mounted on?

\_\_\_\_\_ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?

\_\_\_\_\_ Where stairs/stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

\_\_\_\_\_ Do stairway landings have a dimension measured, in the direction of travel, of at least equal to the width of the stairway?

\_\_\_\_\_ Is the vertical distance between stairway landings limited to 12 feet or less?

Figure D10

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Elevated Surfaces**

\_\_\_\_\_ Are signs posted, when appropriate, showing the elevated surface load capacity?

\_\_\_\_\_ Are surfaces that are elevated more than 30 inches above the floor or ground provided with standard guardrails?

\_\_\_\_\_ Are all elevated surfaces, beneath which people of machinery could be exposed to falling objects, provided with standard 4 inch toe-boards?

\_\_\_\_\_ Is a permanent means of access and egress provided to elevated storage and work surfaces?

\_\_\_\_\_ Is required headroom provided where necessary?

\_\_\_\_\_ Is material on elevated surfaces piled, stacked or racked in a manner that prevents it from tipping, falling, collapsing, rolling or spreading?

\_\_\_\_\_ Are dock boards or bridge plates used when transferring material between docks and trucks or rail cars?

Figure D11

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exiting or Egress**

\_\_\_\_\_ Are all exits marked with an exit sign and illuminated by a reliable light source?

\_\_\_\_\_ Are the directions to exits, when not immediately apparent, marked with visible signs?

\_\_\_\_\_ Are doors, passageways or stairways, that are neither exits nor access to exits and which could not be mistaken for exits, appropriately marked “NOT AN EXIT”, “TO BASEMENT”’ “TO STOREROOM”, etc?

\_\_\_\_\_ Are exit signs provided with the word “EXIT” in lettering at least 5 inches high and the stroke of the lettering is at least ½ inch wide?

\_\_\_\_\_ Are all exit doors side hinged?

\_\_\_\_\_ Are all exit doors kept free of obstructions?

\_\_\_\_\_ Are there at least two (2) means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable or explosive substances?

\_\_\_\_\_ Are there sufficient exits to permit prompt escape in case of an emergency?

\_\_\_\_\_ Are special precautions taken to protect employees during construction or repair operations?

\_\_\_\_\_ Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?

\_\_\_\_\_ Are exit stairways, which are required to be separated from other parts of the building, enclosed by at least two (2) hour fire-resistant construction in buildings more than four (4) stories in height, and not less than one (1) hour fire-resistant construction elsewhere?

\_\_\_\_\_ Where ramps are used as part of the required exiting from a building, is the ramp slope limited to one (1) foot vertical and 12 feet horizontal?

\_\_\_\_\_ Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc, are the doors fully tempered and meet the safety requirements for human impact?

Figure D12

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exit Doors**

\_\_\_\_\_ Are doors which are required to serve as exits designed and constructed so that the way of travel is obvious and direct?

\_\_\_\_\_ Are windows, which could be mistaken for doors, made inaccessible by means of barriers or railings?

\_\_\_\_\_ Do exit doors open from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

\_\_\_\_\_ Are revolving, sliding or overhead doors prohibited from serving as a required exit door?

\_\_\_\_\_ When panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?

\_\_\_\_\_ Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it is padlocked or otherwise locked on the outside?

\_\_\_\_\_ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

\_\_\_\_\_ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

Figure D13

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Portable Ladders**

\_\_\_\_\_ Are all ladders maintained in good condition, joints between steps and slide rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?

\_\_\_\_\_ Are non-slip safety feet provided on each metal ladder?

\_\_\_\_\_ Are non-slip safety feet provided on each metal or rung ladder?

\_\_\_\_\_ Are ladder rungs and steps free of grease and/or oil?

\_\_\_\_\_ Is it prohibited to place a ladder in front of doors that open toward the ladder except when the door is blocked open, locked or guarded?

\_\_\_\_\_ Is it prohibited to place ladders on boxes, barrels or other unstable bases in order to obtain additional height?

\_\_\_\_ Are employees instructed to face the ladder when ascending or descending a ladder?

\_\_\_\_\_ Are employees prohibited from using ladders that are broken, missing steps, rungs, cleats, have broken side rails or other faulty parts/equipment?

\_\_\_\_\_ Are employees instructed to not use the top step of ordinary stepladders as a step?

\_\_\_\_\_ When portable rung ladders are used to gain access to elevated platforms, roofs, etc, does the ladder always extend at least three (3) feet above the elevated surface?

\_\_\_\_\_ When portable rung or cleat-type ladders are used is the base placed so that slipping will not occur or has it been lashed/otherwise held in place?

\_\_\_\_\_ Are portable metal ladders legibly marked with signs reading “CAUTION-DO NOTUSE AROUND ELECTRICAL EQUIPMENT” OR EQIVALENT WORDING?

\_\_\_\_\_ Are employees prohibited from using ladders as guys, braces, skids, gin poles or for other than their intended purposes?

\_\_\_\_\_ Are employees instructed to only adjust an extension ladder while standing at the base (not while standing on the ladder or from a position above the ladder)?

\_\_\_\_\_ Are metal ladders inspected for damage on a daily basis?

\_\_\_\_\_ Are the rungs of a ladder uniformly spaced at twelve inches (12”)?

Figure D14

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hand Tools and Equipment**

\_\_\_\_\_ Are all tools and equipment used by employees at their workplace in good operating condition?

\_\_\_\_\_ Are hand tools such as chisels, punches, etc, which develop mushroom heads during use, reconditioned or replaced as necessary?

\_\_\_\_\_ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?

\_\_\_\_\_ Are worn out and bent wrenches replaced regularly?

\_\_\_\_\_ Are appropriate handles used on files, rasps and similar tools?

\_\_\_\_\_ Are employees made aware of the hazards caused by faulty or improperly used hand tools?

\_\_\_\_\_ Are appropriate safety glasses, face shields, etc, used while using hand tools or equipment which might produce flying materials or be subject to breakage?

\_\_\_\_\_ Are jacks checked periodically to ensure that they are in good operating condition?

\_\_\_\_\_ Are tool handles wedged tightly in the head of all tools?

\_\_\_\_\_ Are tool cutting edges kept sharp so that the tool will move smoothly without binding or skipping?

\_\_\_\_\_ Are tools stored in dry, secure locations where they won’t be tampered with?

\_\_\_\_\_ Is eye and/face protection used when driving hardened or tempered spuds or nails?

Figure D15

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Portable (Power Operated) Tools and Equipment**

\_\_\_\_\_ Are grinders, saws and similar equipment provided with appropriate safety guards?

\_\_\_\_\_ Are power tools used with the correct shield, guard or attachment as recommended by the manufacturer?

\_\_\_\_\_ Are portable circular saws equipped with guards above and below the base shoe?

\_\_\_\_\_ Are circular saw guards checked to assure that they are not wedged up, thereby 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 and/or are they the approved double-insulated type?

\_\_\_\_\_ Are effective guards in place over belts, pulleys, chains and/or sprockets on equipment such as concrete mixers, air conditioners, etc?

\_\_\_\_\_ Are portable fans provided with full guards or screens having openings of ½ inch or less?

\_\_\_\_\_ Is lifting/hoisting equipment available and used for lifting heavy equipment or objects and are the hoist ratings appropriate for the tasks?

\_\_\_\_\_ Are ground-fault circuit interrupters (GFCI) provided on all temporary electrical 15 and 20 amp circuits that are used during periods of construction?

\_\_\_\_\_ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

Figure D16

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Abrasive Wheel Equipment-Grinders**

\_\_\_\_\_ Is the work rest used and kept adjusted to within 1/8 inch of the grinding wheel?

\_\_\_\_\_ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within ¼ inch of the wheel?

\_\_\_\_\_ Do side guards cover the spindle, nut and flange and 75% of the wheel diameter?

\_\_\_\_\_ Are bench and pedestal grinders permanently mounted?

\_\_\_\_\_ Are goggles and/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 splash guards mounted on grinders that use coolant in order to prevent the coolant from reaching employees?

\_\_\_\_\_ Is cleanliness maintained around grinders?

Figure D17

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Power Actuated Tools**

\_\_\_\_\_ Are employees who operate power-actuated tools trained in their use and carry a valid operator’s card?

\_\_\_\_\_ Is each power-actuated tool stored in its own locked container when not being used?

\_\_\_\_\_ Is a sign at least seven (7) inches by ten (10) inches, with bold-faced type, reading “POWER ACTUATED TOOL IN USE” conspicuously posted when the tool is being used?

\_\_\_\_\_ Are power-actuated tools left unloaded until they are actually ready to be used?

\_\_\_\_\_ Do power-actuated tool operators have and use appropriate PPE such as hard hats, safety goggles, safety shoes/boots and ear protection?

Figure D18

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Machine Guarding**

\_\_\_\_\_ 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?

\_\_\_\_\_ Are the noncurrent-carry 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 color coded red?

\_\_\_\_\_ Are pulleys and belts that are within seven (7) feet of the floor or working level properly guarded?

\_\_\_\_\_ Are all moving chains and gears properly guarded?

\_\_\_\_\_ Are splash guards 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?

\_\_\_\_\_ When 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?

Figure D19-1

**Machine Guarding (continued)**

\_\_\_\_\_ 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?

\_\_\_\_\_ 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 the air pressure controlled and PPE or other safeguards utilized to protect operators and other workers from eye and/or body injury?

\_\_\_\_\_ Are fan blades protected with a guard that have openings no larger than ½ inch, when operating within seven (7) feet of the floor?

\_\_\_\_\_ Are saws used for ripping, equipped with anti-kickback devices and spreaders?

\_\_\_\_\_Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

Figure D19-2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lockout/Tag-out Procedures**

\_\_\_\_\_ Is all machinery and/or equipment capable of movement, required to be de-energizes or disengaged and blocked or locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?

\_\_\_\_\_When disconnecting power for equipment does not also disconnect the electrical control circuit, are the appropriate electrical enclosures identified and are there ways provided to assure that the control circuit can also be disconnected and locked-out?

\_\_\_\_\_ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?

\_\_\_\_\_ Are all equipment control valve handles provided with a means of locking-out?

\_\_\_\_\_ Does the lockout/tag-out procedure require that stored energy (mechanical, hydraulic, air, etc) be released or blocked before equipment is locked-out for repairs?

\_\_\_\_\_ Are appropriate employees provided with individually keyed personal safety locks?

\_\_\_\_\_ Are employees required to keep personal control of their keys while they have safety locks in use?

\_\_\_\_\_ Is it required that the only employees exposed to the hazard, place or remove the safety locks?

\_\_\_\_\_ Is it required that employees check the safety of the lockout by attempting a start up after making sure that no one is exposed?

\_\_\_\_\_ Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?

\_\_\_\_\_ Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?

\_\_\_\_\_ Are a sufficient number of accident prevention signs or tags and safety padlocks provided for any reasonably foreseeable repair or emergency?

\_\_\_\_\_ When machine operations, configuration or size requires the operator to leave his/her control station to install tools or perform other operations, and that part of the machine could move if accidently activated, is such element required to be separately locked or tagged-out?

\_\_\_\_\_ In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

Figure D20

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Welding, Cutting and Brazing**

\_\_\_\_\_ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?

\_\_\_\_\_ Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

\_\_\_\_\_ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting or leakage?

\_\_\_\_\_ Is care used in handling and storage of cylinders, safety valves, relief valves, etc, so as to prevent damage?

\_\_\_\_\_ Are precautions taken to prevent the mixing of air or oxygen with flammable gases, except at a burner or standard touch?

\_\_\_\_\_ Are only approved apparatus (torches, regulators, pressure reducing valves, acetylene generators, manifolds) used?

\_\_\_\_\_ Are cylinders kept away from elevators, stairs or gangways?

\_\_\_\_\_ Is it prohibited to use cylinders as rollers or supports?

\_\_\_\_\_ Are empty cylinders appropriately marked and their valves closed?

\_\_\_\_\_Are signs reading “DANGER-NO SMOKING, MATCHES OR OPEN LIGHTS” or the equivalent posted?

\_\_\_\_\_ Are cylinders, cylinder valves, couplings, regulators, hoses and apparatus kept free of oily and/or greasy substances?

\_\_\_\_\_ Is care taken not to drop or strike cylinders?

\_\_\_\_\_Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?

\_\_\_\_\_ Are liquefied gases stored and shipped valve-end up with valve covers in place?

\_\_\_\_\_ Are provisions made to never crack/vent a fuel-gas cylinder valve near sources of ignition?

\_\_\_\_\_ Before a regulator is removed, is the valve closed and gas released from the regulator?

\_\_\_\_\_ Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen and black for inert gas and air hose?

\_\_\_\_\_ Are pressure-reducing regulators used only for the gas and pressures for which they are intended?

\_\_\_\_\_ Is open circuit (no-load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limit?

\_\_\_\_\_ Under wet conditions, are automatic controls for reducing no-load voltage used?

\_\_\_\_\_ Are electrodes removed from the holders when not in use?

Figure D21-1

**Welding, Cutting and Brazing (continued)**

\_\_\_\_\_ Is it required that electric power to the welder be shut off when no one is in attendance?

\_\_\_\_\_ Is suitable fire extinguishing equipment available for immediate use?

\_\_\_\_\_ Is the welder forbidden to coil or loop welding electrode cable around his body?

\_\_\_\_\_ Are wet machines thoroughly dried and tested before being used?

\_\_\_\_\_ Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?

\_\_\_\_\_ Do means for connecting cable lengths have adequate insulation?

\_\_\_\_\_ When the object being welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks and slag?

\_\_\_\_\_ Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?

\_\_\_\_\_ Are combustible floors kept wet, covered by damp sand or protected by fire-resistant shields?

\_\_\_\_\_ When welding is done on metal walls, are precautions taken to protect combustibles on the other side?

\_\_\_\_\_ Before hot work is started, are used drums, barrels, tanks and other containers so thoroughly cleaned that no substances remain that could explode, ignite or produce toxic vapors?

\_\_\_\_\_ Is it required that eye protection, helmets, hand shields and goggles meet appropriate standards?

\_\_\_\_\_ Are employees exposed to the hazards created by welding, cutting or brazing operations protected with PPE or appropriate clothing?

\_\_\_\_\_ Is a check made for adequate ventilation in and where welding or cutting is performed?

\_\_\_ When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

Figure D21-2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Compressors and Compressed Air**

\_\_\_\_\_ Are compressors equipped with pressure relief valves and pressure gauges?

\_\_\_\_\_Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?

\_\_\_\_\_ Are air filters installed on the compressor intake?

\_\_\_\_\_ Are compressors operated and lubricated in accordance with the manufacturer’s recommendations?

\_\_\_\_\_ Are safety devices on compressed air systems checked frequently?

\_\_\_\_\_ Before any repair work is started on the pressure system of a compressor, is the pressure bled off and the system locked-out?

\_\_\_\_\_ Are signs posted to warn of the automatic starting features of the compressors?

\_\_\_\_\_ Is the belt drive system totally enclosed to provide protection for the front, back, top and sides?

\_\_\_\_\_ Is it strictly prohibited from using highly compressed air for cleaning purposes?

\_\_\_\_\_ If compressed air is used for cleaning off clothing off clothing, is the pressure reduced to less than 10psi?

\_\_\_\_\_ When using compressed air for cleaning, do employees wear protective chip guarding and PPE?

\_\_\_\_\_ Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?

\_\_\_\_\_ Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?

\_\_\_\_\_ When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?

\_\_\_\_\_ When compressed air is used to inflate auto tires is a clip-on chuck and an inline regulator preset at the 40psi required?

\_\_\_\_\_ Is it prohibited to use compressed air to clean up or move combustible dust in the air and thereby create a potential fire or explosion hazard?

Figure D22

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Compressor Air Receivers**

\_\_\_\_\_ Is every receiver equipped with a pressure gauge and one or more automatic, spring-loaded safety valves?

\_\_\_\_\_ Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than ten (10) percent?

\_\_\_\_\_Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?

\_\_\_\_\_ Are compressed air receivers periodically drained of moisture and oil?

\_\_\_\_\_ Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?

\_\_\_\_\_ is the inlet of air receivers and piping systems kept free of accumulated oil?

Figure D23

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Compressed Gas Cylinders**

\_\_\_\_\_ Are cylinders with a water weight capacity over 30 pounds equipped with means for connecting a valve protector device or with a collar or recess to recess to protect the valve?

\_\_\_\_\_ Are cylinders legibly marked to clearly identify the gas contained?

\_\_\_\_\_ Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs or high temperature lines?

\_\_\_\_\_ Are cylinders located or stored in areas such as flame they will not be damaged by passing or falling objects or subjected to tampering by unauthorized persons?

\_\_\_\_\_ Are cylinders stored or transported in a manner that will prevent them from creating a hazard by tipping, falling or rolling?

\_\_\_\_\_Are cylinders containing liquefied fuel gas stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?

\_\_\_\_\_ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

\_\_\_\_\_Are all valves closed off before a cylinder is moved, when the cylinder is empty and at the completion of each job?

\_\_\_\_\_Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks or any other defect that might indicate a weakness or render it unfit for service?

\_\_\_\_\_ Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinder bottom?

Figure D24

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hoist and Auxiliary Equipment**

\_\_\_\_\_ Are only employees who have been trained in the proper use of hoists allowed to operate them?

\_\_\_\_\_ Is each overhead hoist with a limit device to stop the hook travel at its highest and lowest point of safe travel?

\_\_\_\_\_ Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed?

\_\_\_\_\_ Is the rated load of each hoist legibly marked and visible to the operator?

\_\_\_\_\_ Are stops provided at the safe limits of travel for trolley hoists?

\_\_\_\_\_ Are the controls of hoists plainly marked to indicate the direction of travel or motion?

\_\_\_\_\_ Is each cage-controlled hoist equipped with an effective warning device?

\_\_\_\_\_ Are close-fitting guards or other suitable devices installed on hoists to assure hoist ropes will be maintained in the sheave groves?

\_\_\_\_\_ Are the hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two (2) full wraps on the drum at all times?

\_\_\_\_\_ Are nip points or contact points between hoist ropes and sheaves which are permanently located within seven feet of the floor, ground or working platform, guarded?

\_\_\_\_\_ Is it prohibited to use chains or rope slings that are kinked or twisted?

\_\_\_\_\_ Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling
\_\_\_\_\_ Is the operator instructed to avoid carrying loads over people?

Figure D25

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Industrial Trucks-Forklifts**

\_\_\_\_\_ Are only trained personnel allowed to operate industrial trucks/forklifts?

\_\_\_\_\_ Is substantial overhead protective equipment provided on high lift rider equipment?

\_\_\_\_\_ Are the required lift truck operating rules posted and enforced?

\_\_\_\_\_ Is directional lighting provided on each industrial truck/forklift that operates in an area with low general lighting?

\_\_\_\_\_ Does each industrial truck/forklift have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated?

\_\_\_\_\_ Are the brakes on each industrial truck/forklift capable of bringing the vehicle to a complete and safe stop when fully loaded?

\_\_\_\_\_ Will the industrial truck/forklift parking brake effectively prevent the vehicle from moving when unattended?

\_\_\_\_\_ Are industrial trucks/forklifts operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?

\_\_\_\_\_ Are motorized hand and/or hand/rider trucks so designed that the brakes are applied and power to the drive motor shuts off when the operator releases his/her grip on the devise that controls the travel?

\_\_\_\_\_ Are industrial trucks/forklifts with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure that such operations do not cause harmful concentration of dangerous gases or fumes?

Figure D26

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Spraying Operations**

\_\_\_\_\_ Is adequate ventilation assured before spray operations are started?

\_\_\_\_\_ Is mechanical ventilation provided when spraying operations?

\_\_\_\_\_ When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?

\_\_\_\_\_ Is the spray area free of hot surfaces?

\_\_\_\_\_ Is the spray area at least twenty (20) feet from flames, sparks, operating electrical motors and other sources of ignition?

\_\_\_\_\_ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?

\_\_\_\_\_ Is approved respiratory equipment provided and used when appropriate during spraying operation?

\_\_\_\_\_ Do solvents used for cleaning have a flash point that is 100degrees or more?

\_\_\_\_\_ Are fire control sprinkler heads kept clean?

\_\_\_\_\_ Are “NO SMOKING’ signs posted in spray areas, paint rooms, paint booths and storage areas?

\_\_\_\_\_ Is the spray area kept clean of combustible residue?

\_\_\_\_\_ Are spray booths constructed of metal, masonry or other substantial noncombustible material?

\_\_\_\_\_ Are spray booth floors and baffles noncombustible and easily cleaned?

\_\_\_\_\_ Is infrared drying apparatus kept out of the spray area during spraying operations?

\_\_\_\_\_ Is the spray booth completely ventilated before using the drying apparatus?

\_\_\_\_\_ Is the electric drying apparatus properly grounded?

\_\_\_\_\_ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?

\_\_\_\_\_ Are the electric motors for exhaust fans placed outside booths or ducts?

\_\_\_\_\_ Are belts and pulleys inside the booth fully enclosed?

\_\_\_\_\_ Do ducts have access doors to allow cleaning?

\_\_\_\_\_ Do all drying spaces have adequate ventilation?

Figure D27

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Entering Confined Spaces**

\_\_\_\_\_ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

\_\_\_\_\_Are all lines to a confined space, containing inert, toxic, flammable or corrosive materials valves off and blanked or disconnected and separated before entry?

\_\_\_\_\_ Is it required that all impellers, agitators or other moving equipment inside confined spaces be locked-out if they present a hazard?

\_\_\_\_\_ Is either natural or mechanical ventilation provided prior to confined space entry?

\_\_\_\_\_ Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?

\_\_\_\_\_ Is adequate illumination provided for the work to be performed in the confined space?

\_\_\_\_\_ Is the atmosphere inside the confined space frequently tested or continually monitored while work is being performed?

\_\_\_\_\_ Is there an assigned safety standby employee outside of the confined space, when required, whose sole responsibility is to watch the work in progress, sound an alarm if necessary and to render assistance?

\_\_\_\_\_ 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 questions as to the cause of an emergency?

\_\_\_\_\_ Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?

\_\_\_\_\_ Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protections?

\_\_\_\_\_ Before gas welding or burning is started in a confined space, are hoses checked for leaks, are compressed gas bottles forbidden inside of the confined space, are torches lighted only outside of the confined area where it has been tested for an explosive atmosphere each time, before a lighted torch is to be taken into the confined space?

\_\_\_\_\_ If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc, in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration below 19.5 percent by volume?

\_\_\_\_\_ Whenever combustion-type equipment is used in a confined space, are provisions made to ensure that the exhaust gasses are vented outside of the enclosure?

Figure D28-1

**Entering Confined Spaces (continued)**

\_\_\_\_\_ Is each confined space checked for possible industrial waste which could contain toxic properties?

\_\_\_\_\_ If the confined space is below the ground and near areas where motor vehicles will be operating, is it possible for vehicle exhaust or carbon monoxide to enter the space?

Figure D28-2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Environmental Controls**

\_\_\_\_\_ Are all work areas properly illuminated?

\_\_\_\_\_ Are hazardous substances identified which may cause harm by inhalation, ingestions, skin absorption or contact?
\_\_\_\_\_ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc?

\_\_\_\_\_ Is employee exposure to chemicals in the workplace kept within acceptable levels?

\_\_\_\_\_Could a less harmful method or product be used?

\_\_\_\_\_ Is the work area’s ventilation system appropriate for the work being performed?

\_\_\_\_\_ Are spray painting operations done in spray rooms or booths that are equipped with an appropriate exhaust system?

\_\_\_\_\_ Is employee exposure to welding fumes controlled by ventilation, use of respirators, exposure time or other means?

\_\_\_\_\_ Are welders and other workers nearby provided with flash shields during welding operations?

\_\_\_\_\_If forklifts and/or other vehicles are used in buildings or other enclosed areas, are the carbon monoxide levels kept below maximum acceptable levels?

\_\_\_\_\_ Has there been a determination that noise levels in the facilities are within acceptable levels?

\_\_\_\_\_ Are steps being taken to use engineering controls to reduce excessive noise level?

\_\_\_\_\_ Are proper precautions being taken when handling asbestos and/or other fibrous materials?

\_\_\_\_\_ Are caution labels and signs used to warn of asbestos?

\_\_\_\_\_ Are wet methods used, when practicable, to prevent the emission of airborne asbestos fibers, silica dust and similar hazardous materials?

\_\_\_\_\_ Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping?

\_\_\_\_\_Are grinders, saws and/or other machines that produce breathable dusts vented to an industrial collector or central exhaust system?

\_\_\_\_\_ Are all local exhaust ventilation systems designed and operating properly such as air flow and volume necessary for the application, and are ducts not plugged or belts slipping?

\_\_\_\_\_ Is PPE provided, used and maintained wherever required?

Figure D29-1

**Environmental Controls (continued)**

\_\_\_\_\_ Are there written standard operating procedures for the selection and use of respirators where needed?

\_\_\_\_\_ Are restrooms and washrooms kept clean and sanitary?

\_\_\_\_\_ Is all water provided for drinking, washing and cooking potable?

\_\_\_\_\_ Are all outlets for water not suitable for drinking clearly identified?

\_\_\_\_\_ Are employee physical capacities assessed before being assigned to jobs requiring heavy lifting?

\_\_\_\_\_ When/where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?

\_\_\_\_\_ Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?

Are employees working on streets and roadways, where they are exposed to the hazards of traffic, required to wear bright colored (safety orange or green) warning vests?

\_\_\_\_\_ Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within a building or other enclosed area?

\_\_\_\_\_ Is equipment producing ultra-violet radiation properly shielded?

Figure D29-2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Flammable and Combustible Materials**

\_\_\_\_\_ Are combustible scrap, debris and waste materials (oily rags, etc) stored in covered metal receptacles and removed from the worksite promptly?

\_\_\_\_\_ Is proper storage practiced in order to minimize the risk of fire, including spontaneous combustion?

\_\_\_\_\_ Are approved containers and tanks used for the storage and handling of flammable and combustible?

\_\_\_\_\_ Are all connections on drums and combustible liquid piping, vapors and liquids tight?

\_\_\_\_\_ Are all flammable liquids kept in closed containers when not in use (parts cleaning tanks, pans, etc)?

\_\_\_\_\_ 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 liquid petroleum gas stored, handled and handled and used in accordance with safe practices and standards?

\_\_\_\_\_ Are “No Smoking” signs posted on liquid petroleum gas tanks?

\_\_\_\_\_ Are liquid petroleum storage tanks guarded in order 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 when collecting combustible dust?

\_\_\_\_\_ Are firm separators placed between containers of combustibles or flammables, when they are stacked one upon another, in order to assure their support and stability?

\_\_\_\_\_ Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc, while in storage?

\_\_\_\_\_ Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

1. Class A- Ordinary combustible material (wood, paper, cloth) fires
2. Class B- Flammable liquid, gas or grease fires
3. Class C- Energized-electrical equipment fires
4. Class D- Combustible metals and hazardous metals

Figure D30-1

**Flammable and Combustible Materials (continued)**

\_\_\_\_\_ 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?

\_\_\_\_\_ Are all extinguishers free of obstructions or blockage?

\_\_\_\_\_ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one (1) year?

\_\_\_\_\_ Are all extinguishers fully charged and in their designated places?

\_\_\_\_\_Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?

\_\_\_\_\_Are “NO SMOKING’ signs posted where appropriate in areas where flammable or combustible materials are used or stored?

\_\_\_\_\_Are safety cans used for dispensing flammable or combustible liquids at point of use?

\_\_\_\_\_ Are all spill of flammable or combustible liquids cleaned up promptly?

\_\_\_\_\_ Are storage tanks adequately vented in order to prevent the development of excessive vacuum or pressure as a result of filling, emptying or from atmosphere temperature changes?

\_\_\_\_\_ Are storage tanks equipped with emergency venting that will relieve internal pressure caused by fire exposure?

\_\_\_\_\_ Are ‘NO SMOKING’ rules enforced in areas involving storage and use of hazardous materials?

Figure D30-2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hazardous Chemical Exposure**

\_\_\_\_\_ Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc?

\_\_\_\_\_ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc?

\_\_\_\_\_ Is employee exposure to chemicals kept within acceptable levels?

\_\_\_\_\_ Are eye wash fountains and safety showers kept within acceptable levels?

\_\_\_\_\_ Are all containers, such as vats, storage tanks, etc, labeled as to their contents?

\_\_\_\_\_ Are all employees required to use appropriate PPE when handling chemicals (gloves, eye protection, respirators, etc)?

\_\_\_\_\_ 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 pipe lines, 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 PPE provided, used and maintained whenever possible?

\_\_\_\_\_ Are there written standard operating procedures for the selection and use of respirators where needed?

\_\_\_\_\_ Are you familiar with the Threshold Limit values or Permissible Exposure Limits of airborne contaminants and physical agents use in your workplace (SDS)?

\_\_\_\_\_ Have control procedures been instituted for hazardous materials, where appropriate, such as respirators, ventilation systems, handling practices, etc?

\_\_\_\_\_ Whenever possible are hazardous substances handled in properly designed and exhausted booth or similar locations?

\_\_\_\_\_ Do you use general dilution or local exhaust ventilation systems to control dusts, vapors, gases, fumes smoke, solvents or midst which may be generated in your workplace?

Figure D31-1

**Hazardous Chemical Exposure (continued)**

\_\_\_\_\_ Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting and/or vapor degreasing, and is it operating properly?

\_\_\_\_\_ If internal combustion engines are used, is carbon monoxide monitored and exhausted outside?

\_\_\_\_\_ Is vacuuming used rather that blowing or sweeping dusts whenever possible?

\_\_\_\_\_ Are materials which give off toxic asphyxiant, suffocating or anesthetic fumes, stored in remote or isolated locations when not in use?

Figure D31-2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hazardous Substance Communication**

\_\_\_\_\_ Is there a workplace list of hazardous substances in the workplace?

\_\_\_\_\_ Is there a written Hazardous Communication Program that deals with Safety Data Sheets (SDS), labeling and employee training?

\_\_\_\_\_ Is each container for a hazardous substance (vats, bottles, storage tanks, etc) labeled with product identity ad a hazardous warning (communication of the specific health and physical hazards)?

\_\_\_\_\_ Is there a SDS readily available for each hazardous substance used?

\_\_\_\_\_ Is there an employee training program for hazardous substances?

\_\_\_\_\_ Does the training program include:

1. An explanation of what a SDS is and how to obtain and use one.
2. SDS contents for each hazardous substance or class of substances.
3. Explanation of “Right to Know”.
4. Identification of where an employee can see the employer’s written hazard communication program and where hazardous substances are present in their work areas.
5. The physical health hazards of substances in the work area and specific protective measures to be used.
6. Details of the hazard communication program, including how to use the labeling system and SDS.
7. Is a “Right to Know” poster displayed in the work area?

Figure D32

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Electrical**

\_\_\_\_\_ Are all employees required to report, as soon as practical, any obvious hazards 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-out?

\_\_\_\_\_ Are portable electrical tools and equipment grounded or of the double insulated type?

\_\_\_\_\_ Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc, grounded?

\_\_\_\_\_ Do extension cords being used have a grounding conductor?

\_\_\_\_\_ Are multiple plug adapters prohibited?

\_\_\_\_\_ Are ground fault circuit interrupters (GFCI) installed on each temporary 15 or 20 amp, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or evacuations are being performed?

\_\_\_\_\_ Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?

\_\_\_\_\_ Are there electrical installations in dust or vapor areas? Is so, do they meet the National Electrical Code (NEC) for hazardous locations?

\_\_\_\_\_ 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, equipment, etc, 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 and/or otherwise protected?

\_\_\_\_\_ Is the location of electrical power lines and cables (overhead, underground, under-floor, other than side walls, etc) determined before digging, drilling or similar work is begun?

\_\_\_\_\_ Are metal measuring tapes, ropes, hand-lines 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?

Figure D33-1

**Electrical (continued)**

\_\_\_\_\_ Is the use of metal ladders prohibited in areas 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 so as to indicate their use or the equipment served?

\_\_\_\_\_ 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 around electrical equipment so as 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 (2) horsepower (hp) capable of opening the circuit when the motor is in a stalled condition, without exploding (switches must be hp 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 probable injury from inadvertent startup?

\_\_\_\_\_ 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 2 hp equal to or in excess of the rating of the motor it serves?
\_\_\_\_\_ Are employees prohibited from working alone on energized lines or equipment over 600 volts?

Figure D33-2

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Noise**

\_\_\_\_\_ Are there areas in the workplace where continuous noise levels exceed 90dBA?

\_\_\_\_\_ Is there an ongoing preventative health program to educate employees in safe levels of noise, exposures, and effects of noise on their health as well as the use of PPE?

\_\_\_\_\_ Have work areas where noise levels make voice communication between employees difficult been identified and posted?

\_\_\_\_\_ Are noise levels being measured using a sound level meter or an octave band analyser and records being kept?

\_\_\_\_\_ Have engineering controls been used to reduce excessive noise levels?

\_\_\_\_\_ Where engineering controls are determined to not be feasible, are administrative controls (i.e. worker rotation, etc) being used to minimize individual employee exposure to noise?

\_\_\_\_\_ Is approved hearing protective equipment available to every employee working in noisy areas?

\_\_\_\_\_ If you use ear protectors, are employees properly fitted and instructed in their use?

\_\_\_\_\_ Are employees in high noise areas given periodic audiometric testing to ensure that they are using an effective hearing protection system?

Figure D34

 **City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fueling**

\_\_\_\_\_ Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running and are appropriate signs posted?

\_\_\_\_\_ Are fueling operations done in such a manner that likelihood of spillage will be minimal?

\_\_\_\_\_ When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated or other measures taken to control vapors before restarting the engine?

\_\_\_\_\_ Are fuel tank caps replaced and secured before starting the engine?

\_\_\_\_\_ In fueling operations, is there always a metal contact between the container and the fuel tank?

\_\_\_\_\_ Are fueling hoses of a type designed to handle the specific type of fuel?

\_\_\_\_\_ Is it prohibited to handle or transfer gasoline in open containers?
\_\_\_\_\_ Are open lights, open flames, sparking or acing equipment prohibited near fueling or transfer of fuel operations?

\_\_\_\_\_ Is smoking prohibited in the vicinity of fueling operations and are appropriate signs posted?

\_\_\_\_\_ Are fueling operations prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose?

\_\_\_\_\_ Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

Figure D35

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Identification of Piping Systems**

\_\_\_\_\_ When non-potable water is piped through a facility, are outlets and/or taps posted in order to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?

\_\_\_\_\_When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?

\_\_\_\_\_ When pipelines are identified by color painting, are all visible parts of the line so identified?

\_\_\_\_\_ When pipelines are identified by color painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve or valve connection?

\_\_\_\_\_ When pipelines are identified by color, is the color code posted at all locations where confusion could introduce hazards to employees?

\_\_\_\_\_ When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?

\_\_\_\_\_ When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?

\_\_\_\_\_ When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves and/or other serviceable parts of the system?

Figure D36

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Material Handling**

\_\_\_\_\_ Is there safe clearance for equipment through aisles and doorways?

\_\_\_\_\_ Are aisleways designated, permanently marked and kept clear in order to allow unhindered passage?

\_\_\_\_\_ Are motorized vehicles and mechanized equipment inspected daily prior to use?

\_\_\_\_\_ Are vehicles shut off and the brakes set prior to loading or unloading?

\_\_\_\_\_ Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?

\_\_\_\_\_ Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?

\_\_\_\_\_ Are trucks and trailers secured from movement during loading and/or unloading operations?

\_\_\_\_\_ Are dock plates and loading ramps constructed and maintained with sufficient strength to support imposed loading?

\_\_\_\_\_ Are hand-trucks maintained in safe operating condition?

\_\_\_\_\_ Are chutes equipped with sideboards of sufficient height to prevent the materials being handled from falling off?

\_\_\_\_\_ Are chutes and gravity roller sections firmly placed or secured so as to prevent displacement?

\_\_\_\_\_ At the delivery end of the rollers or chutes, are provisions made to brake the movement of the handled materials?

\_\_\_\_\_ Are pallets usually inspected before being loaded or moved?

\_\_\_\_\_ Are hooks with safety latches, or other arrangements, used when hoisting materials so that slings or load attachments won’t accidentally slip off the hoist hooks?

\_\_\_\_\_ Are securing chains, ropes, chocks or slings adequate for the job to be performed?

\_\_\_\_\_When hoisting material or equipment, are provisions made to assure no one will be passing under the suspended load?

\_\_\_\_\_ Are SDS available to employees handling hazardous substances?

Figure D37

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transporting Employees and Materials**

\_\_\_\_\_ Do all employees who operate vehicles on public roads have a valid operator’s license?

\_\_\_\_\_ When 15 or more employees are regularly transported in a van, bus or truck, is the operator’s license appropriate for the class of vehicle being driven?

\_\_\_\_\_Is each van, bus or truck that is regularly used to transport employees, equipped with an adequate number of seats and seat belts?

\_\_\_\_\_ When employees are transported by a truck, are provisions provided to prevent their falling from the vehicle?

\_\_\_\_\_ Are vehicles used to transport employees equipped with headlights, brakes, horn, mirrors, windshield and turn signals that are in good working order?

\_\_\_\_\_ Are transport vehicles provided with handrails, steps, stirrups, or similar devices, that are so placed or arranged that employees can safely mount and/or dismount?

\_\_\_\_\_ Are employee transport vehicles equipped, at all times, with at least two (2) reflective type flares?

\_\_\_\_\_ Is a fully charged fire extinguisher, in good condition, with at least a BC rating, maintained in each employee transport vehicle?

\_\_\_\_\_ When cutting tools, or tools with sharp edges, are carried in passenger compartments of employee transport vehicles, are they placed in closed boxes or containers which are secured in place?

\_\_\_\_\_ Are employees prohibited from riding on top of any load which can shift, topple, or otherwise become unstable?

Figure D38

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Control of Harmful Substances by Ventilation**

\_\_\_\_\_ Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gasses to be controlled and to convey them to a suitable point of disposal?

\_\_\_\_\_ Are exhaust inlets, ducts and plenums designed, constructed and supported so as to prevent collapse of failure of any part of the system?

\_\_\_\_\_ Are clean-out ports or doors provided at intervals not to exceed twelve (12) feet in all horizontal runs of exhaust ducts?

\_\_\_\_\_ Where two (2) or more different types of operations are being controlled through the same exhaust system, will the combination of substances being controlled constitute a fire, explosion or chemical reaction hazard in the duct?

\_\_\_\_\_ Is adequate makeup air provided to areas where exhaust systems are operating?

\_\_\_\_\_ Is the source point for makeup air located so that only clean, fresh air, which is free of contaminates, will enter the work environment?

\_\_\_\_\_ Where two (2) or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

Figure D39

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sanitizing Equipment and Clothing**

\_\_\_\_\_ Is PPE/clothing that employees are required to wear/use capable of being cleaned easily and disinfected?

\_\_\_\_\_ Are employees prohibited from interchanging PPE/clothing, unless it has been properly cleaned?

\_\_\_\_\_ Are machines and equipment which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage?

\_\_\_\_\_ Are employees prohibited from smoking or eating in any area where contaminates that could be injurious to employees if ingested are present?

\_\_\_\_\_ When employees are required to change from street clothing into protective clothing, is a clean change room with separate storage facility for street and protective clothing provided?

\_\_\_\_\_ Are employees required to shower and wash their hair as soon as possible after a known contact has occurred with a hazardous substance?

Figure D40

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tire Inflation**

\_\_\_\_\_ Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced?

\_\_\_\_\_ Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced?

\_\_\_\_\_ Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and in-line hand valve and gauge?

\_\_\_\_\_ Does the tire inflation control valve automatically shut-off the air flow when the valve is released?

\_\_\_\_\_ Is a tire restraining device such as a cage, rack or other effective used while inflating tires mounted on split rims or rims using retainer rings?

\_\_\_\_\_ Are employees strictly forbidden from taking a position directly over in front of a tire while it’s being inflated?

Figure D41

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Motor Vehicle Maintenance Shop**

\_\_\_\_\_ Are adequate safety standards prescribed and observed by all shop personnel?

\_\_\_\_\_ Is painting, welding and battery work carried on in separate parts of the shop?

\_\_\_\_\_ Are shops adequately lighted?

\_\_\_\_\_ Are explosion proof fixtures and equipment in use in the vehicle paint shop?

\_\_\_\_\_ Is electrically powered machinery effectively guarded?

\_\_\_\_\_ Is flame producing equipment restricted to the welding shop?

\_\_\_\_\_ Are fire extinguishers conveniently located throughout the maintenance shop?

\_\_\_\_\_ Are un-purged fuel tanks permitted in the vehicle maintenance shops?

\_\_\_\_\_ Are “hot” operations performed on un-purged vehicles?

\_\_\_\_\_ Are special exhaust systems provided in battery rooms, painting booths and for confined welding jobs?

\_\_\_\_\_ Is flexible tubing available and utilized to carry carbon monoxide fumes directly outside the shop?

\_\_\_\_\_ Are shop floors maintained clean and free of oil, grease, gasoline, water or other hazardous and slippery materials?

\_\_\_\_\_ Are grease traps cleaned out on a regular basis?

\_\_\_\_\_ Is PPE available, worn properly and used correctly?

\_\_\_\_\_ Is shop machinery such as lathes, abrasive wheels and portable electric tools adequately guarded?

\_\_\_\_\_ Are vehicle lifts equipped with a safety device to prevent unintentional and/or accidental lowering?

\_\_\_\_\_ Are air-oil operated hydraulic lifts equipped with a lock which prevents raising by air if the oil supply is low?

\_\_\_\_\_ Are makeshift devices used for chassis and axle supports?

\_\_\_\_\_ Are guard cages used when inflating tires?

\_\_\_\_\_ After a vehicle has been raised by a jack, is it securely blocked to prevent its falling?

\_\_\_\_\_ Are hand tools and power tools maintained in good condition?

\_\_\_\_\_ Are appropriate traffic signs posted at entrances and exits of the shop?

\_\_\_\_\_ Do vehicles entering or leaving the shops signal with their horns?

\_\_\_\_\_ Is safe use of compressed air in effect?

Figure D42

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vehicle Operations**

\_\_\_\_\_ Are all drivers aware that they are responsible for the safe loading of their vehicles?

\_\_\_\_\_ Is cargo loaded in such a way that it will not shift or fall from the vehicle?

\_\_\_\_\_ Are red flags or lights used when loads project more than four feet beyond the tailgate or bed edge of a vehicle?

\_\_\_\_\_ Do drivers permit the truck cab to be overloaded with extra passengers?

\_\_\_\_\_ Are personnel allowed to ride in cargo spaces when there is danger of falling, rolling or shifting loads?

\_\_\_\_\_ Do drivers observe all traffic laws and signs?

\_\_\_\_\_ Do drivers operate their vehicles at speeds which will give them complete control under all circumstances?

\_\_\_\_\_ Do drivers give appropriate signals well in advance before making a turn?

\_\_\_\_\_ When parking, do drivers turn off the ignition and apply the parking brake?
\_\_\_\_\_ Does the driver make a positive check for clearance to the rear before backing his/her vehicle?

\_\_\_\_\_ Do drivers use spotters, when available, for backing?

\_\_\_\_\_ Are safe following distances always maintained behind the vehicle ahead in accordance with the speed and traffic conditions?

\_\_\_\_\_ Are windshields kept clean at all times in order to allow for good visibility?

\_\_\_\_\_ Are fogged, frozen or snow covered windshields and windows cleared and kept clean while operating the vehicle?

\_\_\_\_\_ Are exhaust systems inspected regularly to prevent carbon monoxide leakage?

\_\_\_\_\_ Does the driver always yield the right of way to pedestrians even though traffic signals may be in his/her favor?

\_\_\_\_\_ When driving in fog, do drivers use the low headlight beam rather than the high beam?

\_\_\_\_\_ Are drivers aware of the distance required to stop at various speeds and road conditions?

\_\_\_\_\_ Is the ignition always turned off before refueling the vehicle?

\_\_\_\_\_ Have all drivers taken the Defensive Driving Course in the last three (3) years?

Figure D43

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vehicle Towing**

\_\_\_\_\_ Are proper towing vehicles used to tow a disabled vehicle?

\_\_\_\_\_ Is a commercial towing company used when vehicle maintenance does not have a proper towing vehicle?

\_\_\_\_\_ Is a tow bar used when appropriate?

\_\_\_\_\_ Are chains used to tow vehicles?

\_\_\_\_\_ Do tow vehicle drivers use appropriate lights and signs when towing?

\_\_\_\_\_ Do tow vehicle drivers lower their speed to accommodate for road and traffic conditions?

Figure D44

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Knives**

\_\_\_\_\_ Are personnel who use knives instructed in their safe use?

\_\_\_\_\_ Are knives equipped with hand shields or sure grip handles to keep user’s hands from slipping down on the blades?

\_\_\_\_\_ Do workers always cut away from their bodies when using knives?

\_\_\_\_\_ When not in use, are knives kept in racks with their edges guarded or stored in safe places/sheaths?

Figure D45

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mowing Operations**

\_\_\_\_\_ Is roll bar protection installed on/used on riding mowers and tractors?

\_\_\_\_\_ Are seatbelts provided?

\_\_\_\_\_ Do employees use the seatbelts that are provided?

\_\_\_\_\_ Are slow moving vehicles provided with “Slow Moving Vehicle” emblems?

\_\_\_\_\_ Are employees trained on proper steering, tip-over control, slope identification and PPE that is to be used when operating riding movers/tractors?
\_\_\_\_\_ Do operators leave the mowers/tractors running and unattended?

\_\_\_\_\_ Are hardhats, ear protection and eye protection used when operating riding mowers/tractors?

\_\_\_\_\_ Are safety orange or green vests used by mower/tractor operators?

\_\_\_\_\_ Are flags and/or flashers provided on all mowers/tractors?

\_\_\_\_\_ Are screens, chains or other material used as guards on mowers/tractors?

\_\_\_\_\_ Do operators “police the area” to be mowed and pick up foreign objects and identify potential trouble spots?

\_\_\_\_\_ Are operators instructed to move slowly in tall weeds?

\_\_\_\_\_ Are operators instructed to avoid sharp turns?

\_\_\_\_\_ Do operators avoid mowing wet slopes?

\_\_\_\_\_ Are operators instructed on how to mow on slopes?

\_\_\_\_\_ Before starting any activity off of the mower/tractor, does the operator insure that the engine is off and the blades stopped?

\_\_\_\_\_ Are operators instructed not to clear clogged blades with their hands?

\_\_\_\_\_ Are operators instructed on proper furling procedures?

\_\_\_\_\_ Are operators instructed on traffic safety while on public streets?

Figure D46

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**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Swimming Pool Safety**

\_\_\_\_\_ Is the pool enclosed by a fence or other barrier

\_\_\_\_\_ Is depth conspicuously marked on the sides of the pool?

\_\_\_\_\_ If a diving board is used, is the depth in the diving area adequate for the height of the diving board?

\_\_\_\_\_ Is the pool adequately lighted?

\_\_\_\_\_ Is the water tested for contaminations?

\_\_\_\_\_ Is the water continuously circulated, filtered and treated?

\_\_\_\_\_ Are life rings and shepherd’s crooks provided?

\_\_\_\_\_ Are trained lifeguards always on duty when the pool is open?

\_\_\_\_\_ Does the lifeguard on duty stay by the pool?
\_\_\_\_\_ Is an attendant always on duty when the pool is open?
\_\_\_\_\_ Are unattended children allowed to use the pool?

\_\_\_\_\_ Are pool rules posted?

\_\_\_\_\_ Is the surface around the pool of a non-slip material?

\_\_\_\_\_ Is the pool and pool area free of trash, broken bottles or other hazardous materials?
\_\_\_\_\_ Are drinks dispensed only in paper or plastic cups/containers?

Figure D47

**City of San Angelo**

**Safety Inspection Checklist**

Department/Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exposure Control for BBP and Other Infectious Materials**

\_\_\_\_\_ Is a copy of the Exposure Control Plan available to employees?

\_\_\_\_\_ Are “universal (standard) precautions” always used by employees?

\_\_\_\_\_ Is PPE provided to employees?

\_\_\_\_\_ Do employees use their PPE?

\_\_\_\_\_ Are BBP and other infectious materials cleaned up properly when there is a spill?

\_\_\_\_\_ Are clean-up kits available?

\_\_\_\_\_ Are the HBV vaccination and biohazard signs properly posted?

\_\_\_\_\_ Are biohazard disposal receptacles available and used?

\_\_\_\_\_ Are biohazards disposed of properly?

\_\_\_\_\_ Is the Exposure Control Officer (Risk Manager) identified in writing?

\_\_\_\_\_ Does the Exposure Control Officer (Risk Manager) investigate all suspected exposures and provide a written report?

\_\_\_\_\_ Is the Training/Development Specialist identified in writing?

\_\_\_\_\_ Are training topics appropriate for the department?

\_\_\_\_\_ Are training records maintained?

\_\_\_\_\_ Are medical records maintained and kept in a locked file cabinet?

\_\_\_\_\_ Are Job Description lists maintained for each task in the department?

\_\_\_\_\_ Are employees properly trained when they move to a new job or task?

Figure D48