

Worksite: _____ Instructor: _____ Date/Time: _____

Topic C382: Daily Inspections Checklists

Introduction: A daily inspection checklist is a useful tool in helping to identify hazards in your workplace. Your self-inspection checklists should address the most common hazards found in your workplace and cover issues that need to be addressed to prevent accidents and decrease costs resulting from occupational injuries, illnesses, fatalities, equipment failures, job coordination errors, and maintenance oversight.

Required Daily Inspections – Many types of equipment, systems, and areas are required by federal regulations to be inspected daily, and record kept of such inspections. Other items and areas are required by regulation to be inspected before each use. Following is a partial list of some common areas, equipment, and systems which require inspections:

The most important aspect of reviewing your daily inspection checklist is that it will help prevent common accidents in your job.

- Cranes and derricks (controls, rigging, structure, etc.)
- Hazardous material storage
- Excavations (shoring and general conditions)
- Personal protective equipment (PPE)
- Fall protection systems
- Machine guards
- Required posting of notices
- Guarding floor and wall openings
- Stairs and ladders
- Emergency exits and exit routes
- Flammable/combustible material storage
- Sanitation
- Confined and hazardous spaces
- Lockout/tagout procedures
- Walking/working surfaces
- Medical and first aid equipment
- Fire protection
- Material handling equipment (forklifts, hoists, etc.)
- Tools and power tools
- Generators
- Electrical safety devices/systems
- Vehicles

It is essential for safety in any workplace, and for the efficient operation of any job, that a competent person perform inspections daily to assess hazards which exist. In addition your daily inspection sheet will provide documentation proving that the company is doing its part to ensure a safe worksite.

Regardless of your level of competence, no one can remember everything. An inspection checklist can help a busy worker remember important safety issues, and verify information essential to perform your job and safeguard employees such as:

- Equipment safety requirements (crane/derrick inspections, vehicle roadworthiness, etc.)
- Hazard assessment (have workplace conditions changed presenting new hazards?)
- Routine and periodic scheduled maintenance
- Required permits (confined space entry, welding – hot work, DOT permits, etc.)
- Material handling schedules (stacking schedules, overhead hoisting, material deliveries, etc.)
- Emergency evacuation plans
- Fall protection systems (movement, testing, and positioning)
- Personal protective equipment testing

Conclusion: As helpful a tool as an inspection checklist is, it does no good if it is left unused in your office or locker. Unfortunately the same types of accidents which could be addressed using a checklist continue to cause fatalities and injuries in the workplace. The most important aspect of reviewing your daily inspection checklist is that it will help prevent these common accidents in your job.

Employee Attendance: (Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
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These guidelines do not supersede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.