

OSU - COLLEGE OF FOOD, AGRICULTURAL AND ENVIRONMENTAL SCIENCES
COMPLIANCE INSPECTION CHECKLIST: Research Stations / Animal Handling Locations

INSPECTED BY: _____ LOCATION: _____

DATE: _____

	YES	NA	NO	COMMENTS
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Recordkeeping / Safety Training

Are all occupational injuries or illnesses, other than minor first aid treatments, being recorded?				
Is one person clearly responsible for overall activities of the safety & health at this location?				
Is there an Emergency Action Plan in place for the location? Are all employees aware or trained on "Emergency Action Procedures" for the area?				
Is a Hazard Communication Plan or Chemical Hygiene Plan w/ SOPS and Chemical Inventory in place?				
Are employees trained on safety related aspects, specific to their job? (shop equipment, tools, procedures, LOTO, ect...)				
Are employees trained on safe operation of equipment, specific to their job? (Tractor, Skidloader, Utility Type Vehicle, ect...)				
Employee safety training records completed, up to date, on file, and accessible?				

Medical and First Aid

Are emergency phone numbers posted ?				
Are first aid kits easily accessible to each work area, with the necessary supplies available?				
Are means provided for a quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?				

Fire Protection

Are fire extinguishers recharged regularly and inspected annually?				
Are employees periodically instructed in the proper use of portable fire extinguishers and fire protection procedures?				

Exiting or Egress

Are all exits marked with an exit sign and illuminated by a reliable light source?				
Are directional exits in place, if not immediately apparent?				
Are all exits kept free from obstructions?				

General Work Environment

Are all work areas clean, sanitary and orderly?				
Are pits and floor openings covered or otherwise guarded?				
Are aisles and passageways kept clear?				
Are aisles and walkways marked as appropriate?				
Are standard guardrails provided wherever aisle or walkway surfaces are elevated?				
Are all work areas adequately illuminated?				
Are step risers on stairs uniform from top to bottom w/ handrails provided on all stairways having 4 or more risers?				
Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?				
Are accumulations of combustible dust routinely removed from the work areas?				
Is there signage in place to warn employees and public of potential hazards? (confined space, restricted areas, electrical hazards, etc...)				

Personal Protective Clothing and Equipment

Is appropriate PPE available to employees?				
Are approved respirators provided as required? Has fit testing been completed for those required to wear respirator?				
Is all PPE maintained in a sanitary condition and ready for use?				

Hazardous and Toxic Substances

Are all hazardous materials stored, labeled, and segregated properly?				
Is proper personnel protective equipment available and utilized to protect employees working with hazardous or toxic materials?				
Are proper containers used for storage and handling of flammable and combustible materials?				
Are Safety Data Sheets (SDS'), available for all hazardous materials in the				

Electrical Requirements

Are electrical panels clean, properly marked, and panel doors shut?				
Is electrical conduit in good condition, with cover plates to prevent exposed wires?				
Are flexible cords free from damage and NOT used in place of fixed wiring?				

Lockout/Tagout Procedures

Is there a Lockout / Tagout program with procedures for safely locking out machinery and equipment prior to repairs, routine maintenance and setup?				
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"SPECIAL CONSIDERATIONS" SELF-INSPECTION CHECKLIST

Applies to specific work areas or lab areas

YES	NA	NO	COMMENTS
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Elevated Surfaces

Is proper railing w/ toegard in place for elevated surfaces?				
Is a fall protection plan in place for all elevated work? Are fall protection systems available or in place?				

Portable Ladders

Are all ladders maintained in good condition?				
Are extension ladders set at 4:1 ratio?				
When portable ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3' above the elevated surface?				

Tools and Equipment

Are all tools, used by the employees at the workplace, in good condition?				
Are tools stored in dry, secure locations where they won't be tampered with?				
Are power tools used with the correct shield, guard or other attachment as recommended by the manufacturer?				
Are effective guards in place over belts, pulleys, chains, sprockets, gears and rotating parts?				
Are fans provided with full guards or screens with openings not larger than 1/2"?				
Is hoisting equipment available with visible ratings and used appropriately? Is hoisting equipment annually inspected by professional company?				
Is the work rest on bench grinders adjusted to within 1/8" of the face of the abrasive wheel? Are top shields in place?				
Is there a power shut-off switch within reach of the operator's station?				
Are all emergency stop buttons colored red?				
Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation?				

Welding, Cutting and Brazing

Are only authorized and trained personnel permitted to use welding, cutting and brazing equipment?				
Are "Hot Work" permits issued when appropriate?				
Is a fire extinguisher in proximity during "Hot Work" operations?				

Compressed Gas Cylinders

Are compressed gas cylinders stored in the upright position and secured to prevent them from being knocked over?				
Are fuel cylinders and oxygen cylinders stored at least 20 feet apart or separated by a at least 5' high partition with a fire rating of at least 1/2 hour?				

Confined Space Entry

Are all confined spaces identified and marked appropriately?				
Is there a plan for assuring the safety and health of employees when they are required to enter into any confined workspace?				
Are "Confined Space" permits issued when appropriate?				
Are employees trained to recognize hazards in confined spaces?				

Livestock Handling / Animal Care

Are good housekeeping practices used in barns / facilities to prevent slips, trips & falls?				
Is proper PPE used to prevent injuries and exposure to potential zoonotic illness?				
Is animal handling equipment / facilities in good condition and have proper escape routes when working on close quarters with large animals?				
Are employees properly trained on species specific animal handling standards, including movements, animal behaviors, and signs of aggression?				

Pesticide Storage / Mixing / WPS

Have all workers had WPS training? Do individuals have Ohio Commercial Applicator License when appropriate?				
Is there a central posting location with appropriate information displayed?				
Is PPE available as required by label? Are decontamination supplies available?				
Is there a current chemical inventory list and proper application records available?				

Misc. Findings / Comments

