

**OSU - COLLEGE OF FOOD, AGRICULTURAL AND ENVIRONMENTAL SCIENCES
OSHA COMPLIANCE SELF-INSPECTION CHECKLIST**

INSPECTED BY: _____

BUILDING: _____ ROOM: _____

DATE: _____

	YES	NA	NO	COMMENTS
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 program?				
Are all employees aware or trained on "Emergency Action Procedures" for the area? (10 or fewer employees, it can be verbalized)				
Are all employees aware of hazardous chemicals in their work area? "Right to Know"				
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...)				
Are employee safety training records completed, up to date, on file, and accessible?				
Are all operating permits and records up-to-date for such items as elevators, air pressure tanks etc?				
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				
If you have a fire alarm system, is it tested at least annually?				
Are stand pipes, valves and valves houses inspected regularly?				
Are fire doors in good operating condition?				
Are fire doors unobstructed and protected against obstruction, including their counterweights?				
Are fire extinguishers recharged regularly and so noted on the inspection tag?				
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?				
Is the direction to exits, when not immediately apparent, marked with visible signs?				
Are there sufficient exits to permit prompt escape in the event of an emergency?				
Are all exits kept free from obstructions?				
Are doors, passageways or stairways, that are neither exits not access to exits and which could be mistaken for exits, marked "Not An Exit"?				
Exit Doors				
Are doors which are required to serve as exits designed and constructed such that the way of exit is obvious?				
Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort?				
Where exit doors open directly to any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?				
General Work Environment				
Are all work areas clean, sanitary and orderly?				
Are pits and floor openings covered or otherwise guarded?				
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?				
Are all toilets and washing facilities clean and sanitary?				
Are all work areas adequately illuminated?				
Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?				

	YES	NA	NO	COMMENTS
Walkways				
Are aisles and passageways kept clear?				
Are aisles and walkways marked as appropriate?				
Are standard guardrails provided wherever aisle or walkway surfaces are elevated above any floor or ground?				
Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?				
Are spilled materials cleaned up immediately?				
Are wet surfaces covered with a non-slip material?				
Stairs and Stairways				
Are stairway handrails capable of withstanding a load of 200 pounds, in any downward or outward direction?				
Do stairway handrails have at least 3" of clearance between the rail and the wall or surface they are mounted on?				
Are stairways at least 22" wide?				
Are step risers on stairs uniform from top to bottom?				
Are standards stair rails or handrails provided on all stairways having 4 or more risers?				
Personal Protective Clothing and Equipment				
Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries?				
Is protection against occupational noise exposure provided when the sound levels exceed limits?				
Are hard hats provided and worn when there is a danger of falling objects?				
Is appropriate foot protection required where there is a risk of foot injuries from falling objects, or crushing or penetrating injuries?				
Are approved respirators provided for regular or emergency use as required?				
Is all personal protective equipment maintained in a sanitary condition and ready for use?				
Are protective gloves, provided and required where employees could be cut ?				
Flammable & Combustible Materials				
Are proper containers used for storage and handling of flammable and combustible materials?				
Is there a portable fire extinguisher, rated at least 6# BC, located within 75' of any refueling area?				
Hazardous and Toxic Substances				
Are all employees who might be exposed to hazardous materials during the course of their work, properly trained as required by the Worker's Right To Know Law?				
Are all containers of such materials properly labeled to indicate their content?				
Is proper personnel protective equipment available and utilized to protect employees working with hazardous or toxic materials?				
Do employees understand the reasons for use and limitations of the personnel protective equipment?				
Are Materials Safety Data Sheets (MSDS'), available for all hazardous materials used in the facility?				
Electrical Requirements				
Is flexible cord NOT being used in place of required fixed wiring?				
Are flexible cords used free from splices, cracks in insulation and fraying?				
Are disconnects in electrical service panels legibly marked to indicate their purpose?				
Are electrical panels properly marked and panel doors shut				
Are electrical wires run in approved conduit, with cover plates to prevent exposed wires				
Lockout/Tagout Procedures				
Is there a program that describes the procedures for safely locking out machinery and equipment prior to repairs, routine maintenance and setup?				
Are employees properly trained in the correct lockout techniques?				
Does the lockout program include all energy sources such as electrical, pneumatic, hydraulic, and all other stored energy?				

"SPECIAL CONSIDERATIONS" SELF-INSPECTION CHECKLIST

Applies to specific work areas or lab areas	YES	NA	NO	COMMENTS
General Work Environment				
Are paint spray booths, dip tanks and spray areas cleaned regularly?				
Are covered metal waste cans used for oily and paint-soaked rags?				
Floor and Wall Openings				
Are floor openings guarded by a cover, guardrail?				
Are toeboards installed around the edge of permanent floor openings (where persons may pass below the opening)?				
Are unused portions of service pits or pits not in use covered or protected by guardrails or equivalent?				
Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and also provided with self-closing devices?				
Elevated Surfaces				
Are dockboards or bridge plates used when transferring materials between a loading dock and truck or rail car?				
Are signs posted, when appropriate, showing the elevated surface load capacity?				
Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing or rolling?				
Are all surfaces elevated more than 30" above the ground provided with a standard guard?				
Portable Ladders				
Are all ladders maintained in good condition?				
Are non-slip safety feet provided on each ladder?				
Are ladder rungs and steps free from grease or oil?				
Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked, locked or guarded?				
Is it prohibited to place ladders on boxes, barrels, or other unstable bases to gain additional height?				
Are employees instructed to face the ladder while ascending or descending?				
Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, or otherwise defective?				
Are employees instructed not to use the top step of the stepladder as a step? 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?				
Are all ladders inspected periodically for damage?				
Are the rungs of ladders uniformly spaced at 12" center to center?				
Hand Tools and Equipment				
Are all tools, used by the employees at the workplace, in good condition?				
Are hand tools such as chisels, & punches, which may develop mushroomed heads during use, reconditioned or replaced as necessary?				
Are broken or fractured handles on hammers, axes and similar tools replaced immediately?				
Are worn or bent wrenches replaced as necessary?				
Are tools stored in dry, secure locations where they won't be tampered with?				
Are grinders, saws and similar equipment provided with appropriate safety guards?				
Are power tools used with the correct shield, guard or other attachment as recommended by the manufacturer?				
Are portable circular saws equipped with guards above and below the blade?				
Are portable circular saws checked to assure that the guard is not wedged in the up position?				
Are ground fault circuit interrupters provided on all temporary electrical 15 & 20-ampere circuits used during periods of construction?				
Hand Tools and Equipment				
	YES	NA	NO	COMMENTS
Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type.				
Are effective guards in place over belts, pulleys, chains, sprockets, and gears?				
Are portable fans provided with full guards or screens with openings not larger than ½"?				
Is hoisting equipment available and used for lifting heavy objects, and are ratings and characteristics appropriate for that task?				
Are rotating or moving parts of equipment guarded to prevent physical contact?				

Abrasive Wheel Equipment- Grinders

Is the work rest adjusted to within 1/8" of the face of the abrasive wheel?				
Is the adjustable tongue guard on the top side of the grinder used and kept adjusted to within 1/4" of the wheel?				
Do side guards cover the spindle end, nut and flange and 75% of the wheel diameter?				
Before new abrasive wheels are mounted, are they visually inspected and ring tested?				
Are goggles and or face shields worn while 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 supply system with metal conduit or other permanent wiring?				
Does each grinder have it's own on-off control?				
Are bench and pedestal grinders permanently mounted?				

Machine Guarding

Is there a training program to instruct employees on the safe methods of machine operation?				
Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing?				
Is there a power shut-off switch within reach of the operator's station?				
Are all emergency stop buttons colored red?				
Are all non-current carrying metal parts of electrically operated equipment properly grounded?				
Can all power sources to each machine be locked out for safe maintenance or set-up?				
Are machine guards secure and so arranged so that they do not pose a hazard by their use?				
Is there a regular program of inspection to assure the safe operation of machinery and equipment?				
Are radial arm saws so arranged so that the cutting head will gently return to the back of the table when released?				
Are saws used for ripping equipped with an anti-kick back device and spreader bar?				
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 compressed gas cylinders regularly examined for obvious signs of defects, rusting or leakage?				
Are cylinders kept away from heat sources?				
Are valve protection caps in place when cylinders are transported, moved or stored?				
Are electrodes removed from the holder when not in use?				
Are firewatchers assigned when welding or cutting is performed in locations where there is a danger of fires starting?				
Is eye protection worn whenever welding or cutting operations are				

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 non-combustible partition at least 5' high and with a fire rating of at least 1/2 hour?				
Are all hoses, regulators and valves checked periodically for wear or defects?				

Confined Space Entry

Is there a plan for assuring the safety and health of employees when they are required to enter into any confined workspace?				
Are all the provisions of the Confined Space Entry program strictly adhered to by all employees?				
Is documentation kept to assure that the correct procedures have been followed whenever anyone has had to enter into a confined space?				
Are employees trained in the hazards of working in confined spaces?				

Industrial Trucks – Forklifts

Are only trained employees allowed to operate powered industrial trucks?				
Are forklift trucks maintained in good operating condition and are repairs performed in a timely manner?				
Are forklift trucks with extended lifts equipped with an overhead guard?				

