SAFETY INSPECTION

This form is designed to assist safety coordinators to perform effective safety inspections. Please review both sides of the form prior to conducting an inspection. The numbered headings below are explained in further detail on the reverse side of this page. Please record any unsafe conditions. If possible, correct any unsafe conditions while performing the investigation. Any pending items should be corrected promptly.

Be alert to the following conditions:

1. **VOLUNTEER HABITS AND ACTIONS**
2. **LOCKOUT/TAGOUT**
3. **PERSONAL PROTECTIVE EQUIPMENT**
4. **EQUIPMENT SAFEGUARDS**
5. **HAND AND POWER TOOLS**
6. **HEAVY EQUIPMENT/MATERIALS HANDLING**
7. **ERGONOMICS**
8. **PERSONAL SAFETY/PASSERSBY HAZARDS**
9. **HAZARDS** (CHEMICAL, ELECTRICAL, ENVIRONMENTAL, FIRE, ETC.)
10. **EMERGENCY RESPONSE**
11. **FALL PREVENTION**
12. **LADDERS**
13. **HOUSEKEEPING/STORAGE METHODS**
14. **BUILDING INTEGRITY**

Area inspected: _____ Date: _____

Specific Location		Describe Unsafe Condition and Recommended Solution	Corrected	
1			Date:	Initials:
2			Date:	Initials:
3			Date:	Initials:
4			Date:	Initials:
5			Date:	Initials:
6			Date:	Initials:
7			Date:	Initials:
8			Date:	Initials:
9			Date:	Initials:
10			Date:	Initials:

Coordinator: _____ Assisted by: _____
(Sign and print name) (Sign and print name)

CONDITIONS TO LOOK FOR WHILE CONDUCTING A SAFETY INSPECTION

1. **VOLUNTEER HABITS AND ACTIONS:** Have volunteers been given adequate training for the job? Are unsafe actions of any kind visible? Is anyone cleaning near moving machinery? Are proper material-handling methods and lifting techniques being used? Has any risk-taking or horseplay been noted, or is it known of? Is proper respect shown for others, for equipment, and for machinery? Do entrants and attendants have a written permit for confined space work?

2. **LOCKOUT/TAGOUT:** Are personal lockout devices being used? Are write-ups posted or readily available? Are lockout or tagout steps followed properly? Have pressure lines been bled down? Are valve blocks in place? Are blocks for gravity restraint in place? Are circuit breaker lockout devices in use? Have valve handles been removed or chained in the "off" position? Are cords and plugs under worker control?

3. **PERSONAL PROTECTIVE EQUIPMENT:** Are respirators provided and used? Are gloves, safety shoes, and hard hats in use? Is protective clothing available? Is eye protection used? Is hearing protection worn as needed? Are welding helmets and aprons in use as needed?

4. **EQUIPMENT SAFEGUARDS:** Are all guards in place? Are necessary guards provided, and are pinch points protected? Are compressors and other fixed-place machinery securely anchored? Are breakdowns promptly reported? Is machinery safety-checked before being put into use? Is machinery designed for its present use? Is machinery well maintained? Are guards durable and strong? Are all shafts, chains, and belts guarded?

5. **HAND AND POWER TOOLS:** Are tools in good condition? Are cords and extension cords in good shape with no damage to insulation or plug? Do chisels have mushroomed heads? Have tools been safety-checked before using? Are the proper tools provided? Are they stored properly? Are tools being used for the intended purpose? Is the policy for repair/replacement of damaged tools known to all?

6. **HEAVY EQUIPMENT/MATERIALS HANDLING:** Are operators maintaining adequate distance from other workers? Is the equipment in good repair? What about footholds, handholds, windshields, seats, tires, hydraulic equipment, backup alarms, rollover protection, lights? Are trenches properly sloped, shielded, and barricaded? Are materials properly tied down during transport?

7. **ERGONOMICS:*** Does the nature of the work require highly repetitive movements? Are workers required to use excessive force or to place themselves in awkward positions or postures? Are workplaces and job layouts designed to prevent undue stress on wrists, knees, and shoulders? Are workers on highly routine jobs rotated periodically to maintain alertness? Do workers obtain sufficient rest, or are they overly fatigued?

8. **PERSONAL SAFETY/PASSERSBY HAZARDS:** Do trip hazards or dangers from sharp objects exist? Is there sufficient overhead clearance? Are railings, "Warning" signs, or "Danger" signs needed? Are flagmen needed? Are dangerous areas barricaded or roped off? Is anything loose on parapets or ledges? Are restraining devices needed? Are tiebacks in place? Are sidewalks and private roadways in good repair? Are pedestrians alert to moving vehicles?

9. **HAZARDS** (chemical, electrical, environmental, fire, etc.)**:** Is there excessive dust, noise, fumes, heat, or vibration? Is there adequate ventilation and illumination? Is the physical environment in the work area acceptable? Are respiratory protection write-ups posted or readily available? Are fire extinguishers charged and in good condition? Are they checked monthly and marked? Are rags and other combustibles stored properly? Is there a danger of spontaneous combustion? Are flammable or explosive materials used? Is their use controlled? Are personnel trained to handle special hazard exposures? Are emergency procedures understood? Is an eyewash station nearby? Are MSDS sheets accessible? Is all electrical equipment properly grounded? Are all panels readily accessible and identified? Is the wiring in good condition?

10. **EMERGENCY RESPONSE:** Are emergency phone numbers posted (on a wall or other known location) for first aid, fire, chemical, and electrical emergencies? Do workers know whom to call? Are any needed supplies on hand?

11. **FALL PREVENTION:** Is scaffolding level? Are all legs bearing a load, with none floating? Are leveling jacks being used? (No unsecured wood, concrete blocks, or other debris are permitted as substitutes.) Do dangers exist for persons below? Is safety netting needed? Are toeboards needed? Are baseplates or casters used? Are casters locked? Are safety pins installed? Are outriggers needed? Should staging be tied into the building? Are decks/planks tied down? Are there any gaps in the working platform? Is the platform free of trip hazards? Are safety rails attached? Are safety gates being used? Are floor openings covered? Are catwalks and elevated walkways in good condition? Are handrails sturdy? Is everything secure from wind? Is there sufficient lighting? Are safety lines and harnesses needed?

12. **LADDERS:** Are they in good condition? Is the top being used for standing or for holding materials? Is anyone overreaching or carrying materials that should be hoisted? Are stepladders of adequate height? (Extension ladders must lean with the extension side out. No metal ladders can be used for electrical work. Stationary ladders must extend three feet above the roof.) Are safety belts needed if both hands need to be free?

13. **HOUSEKEEPING/STORAGE METHODS:** Are areas free of clutter, dirt, and spills? Do they reflect orderliness, with a place for everything and everything in its place? Are materials stacked and stored properly? Are heavy objects on lower shelves? Are aisles, catwalks, and walkways well defined and unobstructed? Are storage piles stable? Are they too high? Is there any unusual congestion? Is the pallet storage acceptable? Are items exposed to weather?

14. **BUILDING INTEGRITY:** Is the building in good condition? Is the use of the building consistent with its design? Is there any unusual erosion or corrosion? Is there any unusual buildup of dust/debris? Are any collapse hazards evident? Are coping and facades in good condition? Are all exits locked? If work is being performed, is the door under surveillance? Are designated brothers contacted if needed? Is there an arrangement in place to keep the building secure?

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* "Ergonomics" refers to the scientific discipline concerned with understanding the interactions among humans and other elements in the environment around them with the goal of creating a healthy work environment compatible with the needs, abilities, and limitations of people.