

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Departmental Safety Inspection Checklists

Information

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Abrasive Wheel Machinery and Tools

Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards 29 CFR 1910.215 and 1910.243 and the construction standards 29 CFR 1926.303. It applies to fixed and portable abrasive wheel machinery. Natural sandstone wheels and metal, wooden, cloth, or paper discs, with a layer of abrasive on the surface are not covered by this checklist. **This checklist must be used in conjunction with the [Machines--General Requirements](#) checklist.** The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. An answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.

This checklist does not address extensive specifications for design of guards and flanges included in 29 CFR 1910.215. Consult the OSHA regulations for additional details.

Please Circle

General Requirements

- | | Y N N/A ?? |
|---|-------------------|
| 1. Do grinding wheels fit freely on the spindle?
[29 CFR 1910.215(d)(2); 1910.243(c)(5)(ii) and 1926.303(c)(8)] | Y N N/A ?? |
| 2. Is forcing the grinding wheel on the spindle prohibited?
[29 CFR 1926.303(c)(8)] | Y N N/A ?? |
| 3. Are all wheels closely inspected and sounded by the user (ring test) to make sure they have not been damaged before being mounted?
[29 CFR 1910.215(d)(1); 1910.243(c)(5)(i) and 1926.303(c)(7)] | Y N N/A ?? |

Note: Before mounting the wheel, make sure the spindle speed of the machine does not exceed the maximum operating speed marked on the wheel.

- | | |
|--|-------------------|
| | Y N N/A ?? |
| 4. Is the spindle nut tightened only enough to hold the wheel in place?
[29 CFR 1926.303(c)(8)] | |
| | Y N N/A ?? |
| 5. Are all abrasive wheel operators required to use eye protection?
[29 CFR 1926.303(c)(9)] | |
| | Y N N/A ?? |
| 6. Are all grinding machines equipped with sufficient power to maintain the spindle speed at safe levels under all conditions of normal operation?
[29 CFR 1926.303(a)] | |
| | Y N N/A ?? |
| 7. Are all contact surfaces of the wheel, blotters, and flanges flat and free of foreign material?
[29 CFR 1910.215(d)(3) and 1920.243(c)(5)(iii)] | |
| | Y N N/A ?? |
| 8. When a bushing is used in the wheel hole, is it positioned so it does not exceed the width of the wheel nor make contact with the flange?
[29 CFR 1910.215(d)(4)] | |

Floor and Bench-Grinding Machines

- | | |
|---|-------------------|
| | Y N N/A ?? |
| 9. Are all floor- and bench-mounted abrasive wheels equipped with safety guards?
[29 CFR 1910.215(a)(1) and 1926.303(a)] | |
| | Y N N/A ?? |
| 10. Does the safety guard cover the spindle end, nut, and flange projections? | |

[29 CFR 1910.215(a)(2)]

Y N N/A ??

11. Is the maximum angular exposure of the grinding wheel and sides 90° or less?
[29 CFR 1910.215(b)(3) and 1926.303(c)(1)]

EXCEPTION: When work requires contact with the wheel below the horizontal plane of the spindle, the angular exposure shall not exceed 125°. In either case, the exposure shall begin at not more than 65° above the horizontal plane of the spindle.

Y N N/A ??

12. Are work rests provided that are rigidly supported and readily adjustable?
[29 CFR 1910.215(a)(4) and 1926.303(c)(2)]

Y N N/A ??

13. Are work rests kept adjusted closely to the wheel with a maximum opening of 1/8 inch to prevent the work from being jammed between the wheel and the rest?
[29 CFR 1910.215(a)(4) and 1926.303(c)(2)]

Portable and Other Abrasive Wheels

Y N N/A ??

14. Do all machines with abrasive wheels greater than 2 inches in diameter have safety guards?
[29 CFR 1910.243(c)(1)]

Note: Some abrasive wheels may be equipped with flanges.

Y N N/A ??

15. Is the maximum exposure angle on all grinding wheels 180° or less?
[29 CFR 1910.243(c)(3) and (4) and 1926.303(c)(5)]

Y N N/A ??

16. When in use, is the guard on **right angle head or vertical portable grinders** located between the operator and the wheel?
[29 CFR 1910.243(c)(3)]

17. Is the guard on **right angle head or vertical portable grinders** adjusted so that pieces of a broken wheel will be deflected away from the operator?
[29 CFR 1910.243(c)(3)]

Y N N/A ??

18. Is the top half of the wheel on other grinders always enclosed?
[29 CFR 1910.243(c)(4)]

Y N N/A ??

General Requirements for Guards

19. Are the guard and its fastenings strong enough to retain fragments of the wheel in case of breakage?
[29 CFR 1926.303(c)(5)]

Y N N/A ??

20. Are guards mounted to maintain proper alignment with the wheel?
[29 CFR 1910.243(c)(ii) and 1926.303(c)(5)]

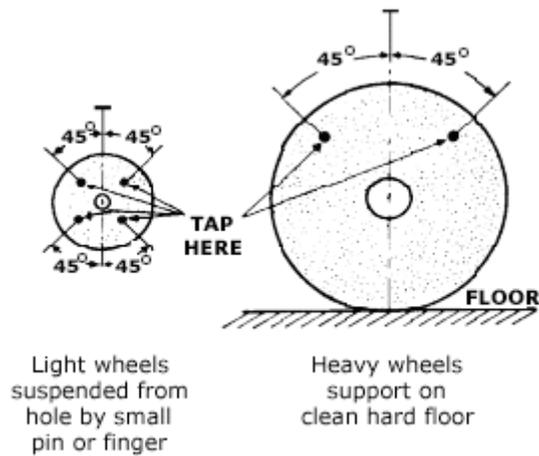
Y N N/A ??

21. Are tongue guards at the top of the wheel of bench, floor stand, and cylindrical grinders adjusted to the decreasing diameter of the wheel so that the gap is never more than one-fourth (1/4) of an inch?
[29 CFR 1910.215(b)(9)]

Y N N/A ??

Definitions:

Ring test: The wheels should be tapped gently with a light nonmetallic implement, such as the handle of a screwdriver for light wheels, or a wooden mallet for heavier wheels. Tap wheels about 45° each side of the vertical centerline and about 1 or 2 inches from the periphery as indicated by the spots in the figures below. Then rotate the wheel 45° and repeat the test. A sound and undamaged wheel will give a clear metallic tone. If cracked, there will be a dead sound and not a clear "ring."



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Access to Exposure and Medical Records Self-Inspection Checklist

Guidelines: This checklist covers most of the regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.1020. It applies to airborne exposure records, medical records, material safety data sheets, and chemical inventory records. The regulations apply only to private employers and their employees, unless adopted or issued by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist to help you understand some of the questions.

Please Circle

- | | |
|---|------------|
| 1. Are employees or their designated representatives provided, on request, access to personal medical and exposure records in a reasonable time, place, and manner?
[29 CFR 1910.1020(e)] | Y N N/A ?? |
| 2. Are employees informed of the existence, location, and availability of medical and exposure records ?
[29 CFR 1910.1020(g)(1)(i)] | Y N N/A ?? |
| 3. Are employees informed of the person responsible for maintaining and providing access to medical and exposure records ? [29 CFR 1910.1020(g)(1)(ii)] | Y N N/A ?? |
| 4. Are employees informed of their rights to access medical and exposure records ? [29 CFR 1910.1020(g)(1)(iii)] | Y N N/A ?? |
| 5. Are all employees informed annually of the existence, location, and availability of medical and exposure records ? [29 CFR 1910.1020(g)(1)] | Y N N/A ?? |
| 6. Are all employees informed annually of the person responsible for maintaining and providing access to | Y N N/A ?? |

medical and exposure records?

[29 CFR 1910.1020(g)(1)]

7. Are all employees informed **annually** of their rights to **access medical and exposure records**? [29 CFR 1910.1020(g)(1)] **Y N N/A ??**
8. Is a copy of 29 CFR 1910.1020 and its appendixes available on request to any employee? [29 CFR 1910.1020(g)(2)] **Y N N/A ??**
9. If an employee transfers to another school or job, are all **medical and exposure records** transferred with him or her? [29 CFR 1910.1020(h)(1)] **Y N N/A ??**
10. Are **medical and exposure records** maintained for at least 30 years? [29 CFR 1910.1020(d)(1)] **Y N N/A ??**

Note: Material safety data sheets and records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for a least thirty (30) years.

Definitions:

Access: (1) a copy of the record is provided without cost, (2) the necessary printing facilities are made available without cost, or (3) the record is loaned for a reasonable time to enable a copy to be made. Access must be given in a reasonable time, place, and manner.

Designated representative: an individual or organization to whom an employee has given written authorization to exercise a right of access. For access to employee exposure records, a recognized collective bargaining agent is considered a designated representative and does not need written employee authorization. A recognized collective bargaining agent must still get written authorization from an employee for access to medical records.

Exposure records: (1) any record containing environmental monitoring or measuring of a toxic substance or harmful physical agent (2) material safety data sheets, a chemical inventory, or any other record that reveals where and when a toxic substance or harmful physical agent was used and its chemical identity.

Medical records: a record concerning the health status of a person that is made or maintained by a physician, nurse, or other health care personnel or technician. It includes medical histories or questionnaires; the results of medical examinations; medical opinions, diagnoses, and recommendations; first aid records; descriptions of treatments; and medical complaints.

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Accident Prevention Signs and Tags Self-Inspection Checklist

Guidelines: This checklist covers the regulations issued by the U.S. Department of Labor - OSHA under the General Industry standards 29 CFR 1910.144 and 1910.145 and the Construction standards 1926.200. It applies to all safety signs except those designed for streets, highways, railroads and marine regulations. It does not apply to bulletin boards or safety posters. The regulations cited only apply to private employers and their employees, unless adopted by a state agency and applied to other groups such as public employees.

Please Circle

Safety Colors for Marking Physical Hazards

- | | |
|--|-------------------|
| <p>1. Are safety cans and other cans which contain flammable liquids painted red, with the contents labeled conspicuously in yellow?
[29 CFR 1910.144(a)(1)(ii)]</p> | <p>Y N N/A ??</p> |
| <p>2. Are all emergency stop bars and buttons and electrical switches marked with red paint?
[29 CFR 1910.144(a)(1)(iii)]</p> | <p>Y N N/A ??</p> |
| <p>3. Is yellow used to advise caution? For example, against physical hazards such as stumbling, falling, tripping, striking against something or being caught in between two things?
[29 CFR 1910.144(a)(3)]</p> | <p>Y N N/A ??</p> |

Classification of Signs According to Use

- | | |
|--|-------------------|
| <p>4. Are danger signs used only where an immediate hazard exists?
[29 CFR 1910.145(c)(1)(ii) and 1926.200(b)(1)]</p> | <p>Y N N/A ??</p> |
| <p>5. Are caution signs used only where potential</p> | |

hazards or unsafe practices could exist?
[29 CFR 1910.145(c)(2)(i) and 1926.200(c)(1)]

Y N N/A ??

6. Have all students and teachers been instructed that **danger signs** indicate immediate danger, **caution signs** indicate a possible hazard, and preventative measures are advised whenever either sign is observed?
[29 CFR 1910.145(c)(1)(ii) and (2)(ii)]

Y N N/A ??

7. Are **safety instruction signs** used wherever safety instructions or reminders are needed?
[29 CFR 1910.145(c)(3)]

Y N N/A ??

Note: The entrance to all shops, laboratories, or other areas which require industrial quality eye protection must be posted with a sign indicating the requirement. In addition, machines, equipment, or process areas requiring operators to wear specific eye protection should be posted with warning signs.

Sign Design

8. Do signs have rounded corners, free from sharp edges, burrs, splinters, or other sharp projections?
[29 CFR 1910.145(d)(1)]

Y N N/A ??

9. Are the ends or heads of bolts or other fastening devices attached in such a way that they do not constitute a hazard?
[29 CFR 1910.145(d)(1)]

Y N N/A ??

10. Are **danger signs** red, black, and white?
[29 CFR 1910.144(a)(1)(ii), 1910.145(d)(2), and 1926.200(b)(2)]

Y N N/A ??

11. Do **caution signs** have a yellow background (with black lettering) and a black panel (with yellow lettering)?
[29 CFR 1910.145(d)(4) and 1926.200(c)(2)and(3)]

Y N N/A ??

12. Do **safety instruction signs** have a white background (with black lettering) and a green panel (with white lettering)?
[29 CFR 1910.145(d)(6) and 1926.200(e)]

Y N N/A ??

Accident Prevention Tags

13. Are **accident prevention tags** used to alert people to hazards which are temporary, out of

Y N N/A ??

the ordinary, unexpected or not readily apparent?
[29 CFR 1910.145(f)(3) and 1926.200(h)(1)]

14. Do required tags have a signal word of either **Danger, Caution**, Biological Hazard, BIOHAZARD, or the biological hazard symbol?
[29 CFR 1910.145(f)(4)(i)(A)] **Y N N/A ??**
15. Do required tags define the specific hazardous condition or the instruction to be communicated, either in words, or pictures, or both?
[29 CFR 1910.145(f)(4)(i)(B) and (f)(4)(iii)] **Y N N/A ??**
16. Are signal words readable from a distance of at least five feet, or further if the hazard warrants it?
[29 CFR 1910.145(f)(4)(ii)] **Y N N/A ??**
17. Is the tag's signal word and major message understandable to everyone who may be exposed to the hazard?
[29 CFR 1910.145(f)(4)(iv)] **Y N N/A ??**
18. Has everyone been told what various tags mean and what special precautions are necessary?
[29 CFR 1910.145(f)(4)(v)] **Y N N/A ??**
19. Are tags affixed as close as safely possible to their respective hazards and in a way that prevents their loss or unintentional removal (for example, with string, wire, or adhesive)?
[29 CFR 1910.145(f)(4)(vi)] **Y N N/A ??**
20. Are **danger tags** used only in situations where an immediate hazard presents a threat of death or serious injury?
[29 CFR 1910.145(f)(5)] **Y N N/A ??**
21. Are **caution tags** used only in situations where a non-immediate or potential hazard or unsafe practice presents a minor threat?
[29 CFR 1910.145(f)(6)] **Y N N/A ??**
22. Are **warning tags** used to represent a hazard level between **caution** and **danger**?
[29 CFR 1910.145(f)(7)] **Y N N/A ??**
23. Are **biological hazard tags** used to identify equipment, containers, rooms, and experimental animals **Y N N/A ??**

(or combinations thereof) that may include a hazardous biological agent?

[29 CFR 1910.145(f)(8)(i)]

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Air Pollution Control

Self Inspection Checklist

Guidelines: Federal air pollution control regulations are contained in Title 40 of the Code of Federal Regulations (40 CFR). These regulations are promulgated by the Environmental Protection Agency (EPA) and are based on the requirements of various parts of the Federal Clean Air Act. The goal of these regulations is to ensure that substances are not emitted into the air at concentrations that could cause air pollution. The major provisions of the air pollution regulations include procedures for obtaining air emission permits, regulation of maximum allowable emissions of certain gases and particulate matter, procedures for proper use of equipment that could cause the emission of pollutants into the air, and requirements for certain operations and chemicals known to be particularly capable of causing air pollution. Many EPA regulations apply only to major sources of substances and have requirements that are based on a source's potential to emit those substances. State air pollution control programs may incorporate many of these rules; however, other State-specific requirements, including the regulation and permitting of smaller sources, also apply. The user of this checklist should also be familiar with all applicable State and local rules and regulations.

Air Permits

Operating permits are required under the provisions of Title V of the Clean Air Act of the Clean Air Act Amendments of 1990. Regulations covering Title V permits are found at 40 CFR 70. Operating permits are required for sources that are

- major sources of Ambient Air Quality Standard pollutants,
- a major source of a hazardous air pollutant,
- covered by the acid precipitation provisions of the Clean Air Act, and
- sources regulated under certain programs of a State implementation plan.

How much of a pollutant must be emitted to be a major source depends on the pollutant and on the air quality in your State. In most cases, schools will not emit large enough amounts to be considered a major source. Consult with your State air pollution control agency or EPA regional office.

In addition to the operating permit program, each State has its own air permit program for smaller sources of air pollution. You should be familiar with requirements for your State as well.

Note: This checklist does not include any regulations dealing with the regulation of emissions from industrial boilers or from power generation.

Ambient Air Quality Standards

The EPA has maximum emission concentrations that must not be exceeded for suspended particulate matter, sulfur dioxide, carbon monoxide, ozone, lead, and nitrogen dioxide. These can be found in Title 40, Part 50 of the Code of Federal Regulations [40 CFR 50].

Hazardous Air Pollutants

Title III of the Clean Air Act Amendments of 1990 [U.S.C. 7401 et seq.] contains a list of 189 hazardous air pollutants (HAPS). These substances require state-of-the-art emission-reduction systems because of their high toxicity, or other hazards associated with their use. In most cases, EPA considers an operation to be a major source of HAPS if it has the potential to emit 10 tons per year of any substance on that list. However, much lower emission concentrations may be required by State agencies. Your State may require registration or other actions, no matter how little is used in the school. Referral should be made to your State air pollution code. Two substances commonly used in Career-Technical schools that are on this list of toxic substances are trichloroethylene and tetrachloroethylene. For any hazardous or toxic material, the best solution is to substitute a less toxic substance whenever possible.

Operational Requirements

Requirements for diesel- and gasoline-powered vehicles are contained in 40 CFR parts 85 and 86. Degreasing, spray booths, surface coating, graphic arts, and volatile organic compounds (VOC) dry cleaning requirements are contained in 40 CFR part 60. Requirements for processes using one or more of the HAPS, including dry cleaning and degreasing with halogenated solvents, are contained in 40 CFR part 83. Persons involved in these activities should review the regulations and contact their EPA regional office for clarification.

Enforcement and Penalties

Violations of air pollution control regulations may involve civil or criminal penalties. Penalties for violations of any of the regulations are contained in Title VII of the Clean Air Act Amendments of 1990. Legal liability may also result from violations of applicable State air pollution regulations.



Questions marked with this symbol may require the help of an outside expert.

Please Circle

Air Pollution Control Permits



1. Are air pollution permits on file for the equipment or operations permitted under State regulations?

Y N N/A ??

2. Is a procedure in place to ensure air pollution control permits and certificates are applied for and received before the installation and operation of new equipment?

Y N N/A ??

Requirements for Gasoline-Powered Engines

3. Is the removal of any emission control device from a gasoline-powered engine prohibited except during repairs or replacement activities?
[Section 203 (a) of the Clean Air Act]

Y N N/A ??

4. When catalytic converters are replaced on automobiles, are they only replaced by the same type of converter as the original (i.e. oxidation, three-way, or three-way plus oxidation), and are they the same type of converter specified by the vehicle catalog?
[Section 203(a)(3)(B) of the Clean Air Act]

Y N N/A ??

VOC Surface Cleaners

5. Are all tanks that contain a VOC equipped with a lid to prevent evaporation or escape of vapors when the tank is not in use? (e.g., autobody shops, metalworking shops, etc)

Y N N/A ??

Note: Questions 5B12 are based on EPA Reasonably Available Control Technology (RACT) guidelines for solvent cleaners (Reference 1).



6. Do all unheated open-top **surface cleaners** with openings between 6 and 25 square feet (*autobody shops*)
- a. have a high liquid mark to prevent overfilling?
 - b. have a wand that produces mist or droplets or delivers spray below 15 pounds per square inch (psi)?
 - c. have a **freeboard ratio** of 0.5 or greater?

Y N N/A ??

7. Do all unheated open-top **surface cleaners** with openings >25 square feet comply with question 6 a and b and have either (1) a **freeboard ratio** of 0.75 or greater, or (2) a **freeboard ratio** of 0.5 or greater and separation from windows, exhaust systems, and other sources of drafts?

Y N N/A ??

8. Do all heated open-top and **surface cleaners** have

Y N N/A ??

the following?

- a. a thermostat that automatically maintains temperature below the boiling point of the liquid,
- b. a cover that is kept closed except when processing parts,
- c. no agitating system that can cause splashing, and
- d. a **freeboard ratio** >0.75.

Y N N/A ??

9. In addition to meeting the above conditions, do all conveyORIZED **surface cleaners** have (1) a condenser with heat removal capacity greater than the input into the bath, (2) a freeboard chiller or a vapor control system, (3) covers protecting the conveyor inlet, (4) outlet ports for reduction of losses when the cleaner is not in use, and (5) hanging flaps when the unit is in use?

Y N N/A ??

10. Do written standard operating procedures govern the proper use, inspection, and maintenance of all **surface cleaners**?

Y N N/A ??

11. Have all persons using this equipment been trained in the standard operating procedures?

Y N N/A ??

12. Are copies of the standard operating procedures located at the cleaner?

Surface Coating and Graphic Arts



13. Are all surface-coating operations done with controls to prevent emissions of VOCs? (paint spray booths, graphic arts shops) [RACT Reference 2, RACT Reference 3]

Y N N/A ??

Dry Cleaning Operations



14. Are petroleum-using dry cleaning operations with a manufacturer's total dryer capacity equal to or greater than 84 pounds equipped with a cartridge filter? [40 CFR 60.620(a)]

Y N N/A ??

15. Are all solvent filtration systems operated so that cartridge filters are allowed to drain for 8 hours before removal?
[40 CFR 60.623(b)]

Y N N/A ??

16. Are all leaking washers, dryers, filters, etc. that could result in VOC emissions corrected immediately?
[40 CFR 60.623(c)]

Y N N/A ??

17. Is information about leak inspection and repair procedures clearly posted? [40 CFR 60.623(c)]

Y N N/A ??

Dry Cleaning Operations Using Perchloroethylene (CAS #127-18-4)

18. Are all dry cleaning machines connected to a properly operated and maintained air pollution control device?
[40 CFR 63.322(a)]

Y N N/A ??

19. Are all transfer dry cleaning units operated in a room or enclosure that vents all solvent vapors to an air pollution control device? [40 CFR 63.322(a)(3)]

Y N N/A ??

20. Are policies in place to prevent the venting or release of perchloroethylene vapors at any time?
[40 CFR 63.322(a)(1)]

Y N N/A ??

21. Is a complete check for leaks performed weekly?
[40 CFR 63.322(k)]

Y N N/A ??

22. Are condenser controls devices operated at less than 45°F?
[40 CFR 63.323(a)(1)]

Y N N/A ??

23. Are the exhaust emissions from carbon adsorbers checked

Y N N/A ??

weekly? [40 CFR 63.323(a)(2)(b)]

Toxic Substances

- | | |
|--|------------|
| 24. Do all cold-cleaning machines using toxic substances have a 1-inch layer of water on the solvent surface, or a freeboard ratio of 0.75 or more? [40 CFR 63.462 (c)(1)] | Y N N/A ?? |
| 25. Are all waste solvents stored in closed containers with pressure relief systems? [40 CFR 63.462 (c)(4)] | Y N N/A ?? |
| 26. Are all spills cleaned up immediately, and are the wipe rags stored in covered containers? [40 CFR 463 (c)(5)] | Y N N/A ?? |
| 27. Do all heated-vapor machines have a device to shut off the sump heater if the solvent levels drop to the heater coils? [40 CFR 63.463(a)(4)] | Y N N/A ?? |
| 28. Are all heated-vapor machines provided with a pollution control device designed to keep emissions below 0.045 lbs/hour? [40 CFR 63.463(b)(2)] | Y N N/A ?? |
| 29. Are standard operating procedures written for all open-top surface cleaners that contain toxic substances? [40 CFR 63.467(a)(1)] | Y N N/A ?? |
| 30. Do all persons using this equipment receive training in and adhere to the standard operating procedures? [40 CFR 63.468(f)(1)] | Y N N/A ?? |

Definitions:

Ambient air quality standard: a limit on the concentration of a contaminant in the general outdoor atmosphere. The standard cannot be exceeded without (1) causing or tending to cause injury to human health, welfare, animal or plant life, or property, or (2) unreasonably interfering with the enjoyment of life and property, excluding all aspects of employer-employee relationship as to health and safety hazards.

Freeboard ratio: a ratio of the freeboard height to the tank width or narrower dimension at the tank lip.

Surface cleaner: a device to remove unwanted foreign matter from the surfaces of materials by using VOC solvents in the liquid or vapor state.

Suspended particulate matter: any solid or liquid matter dispersed in the outdoor atmosphere.

References:

U.S. EPA [1976]. Control technology guideline: control of volatile organic emissions from existing stationary sources. Volume I: Control methods for surface coating operations. U.S. Environmental Protection Agency, EPA-450/2-76-028, (Group I).

U.S. EPA [1977]. Control technology guideline: control of volatile organic emissions from solvent metal cleaning. U.S. Environmental Protection Agency, EPA-450/2-77-022, (Group I).

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Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Air Compressor Tanks

Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, OSHA under General Industry standard 29 CFR 1910.169. It applies to air compressor tanks (compressed air receivers used to store compressed air generated by an air compressor), and other equipment used in providing and using compressed air for operations such as cleaning, drilling, hoisting, and chipping. The regulations cited apply only to private employers and their employees, unless adopted by a state agency and applied to other groups such as public employees.



Questions marked with this symbol may require the help of an outside expert.

Please Circle



1. Do all new and existing air compressor tanks installed after 1971 meet applicable design codes?
[29 CFR 1910.169(a)(2)]

Y N N/A ??

Note: Equipment purchased from reputable dealers can be assumed to meet applicable codes if the equipment was designed as an air receiver; otherwise, the product literature will have to be consulted. The tank should have an American Society of Mechanical Engineers (ASME) label.

2. Are air compressor tanks installed such that all drains, handholes, and manholes are easily accessible?
[29 CFR 1910.169(b)(1)]

Y N N/A ??

3. Are air compressor tanks installed above ground and in an accessible location?
[29 CFR 1910.169(b)(1)]

Y N N/A ??

Y N N/A ??

4. Is a drain pipe and valve installed at the lowest point of every air compressor tank so accumulated oil and water can be removed?
[29 CFR 1910.169(b)(2)]

Y N N/A ??

5. Is the air compressor tank drained frequently (either manually or by an automatic drain valve) to prevent the accumulation of excessive amounts of liquid in the tank? [29 CFR 1910.169(b)(2)]

Y N N/A ??

6. Is every air compressor tank equipped with a readily visible pressure gauge and with one or more spring-loaded safety valves?
[29 CFR 1910.169(b)(3)]

Note: The total relieving capacity of this safety valve shall be enough to prevent pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent.

Y N N/A ??

7. Is the design such that no valve is located between the air compressor tank and the safety valve(s)?
[29 CFR 1910.169(b)(3)(ii)]

Y N N/A ??

8. Are safety valves located and installed so that they cannot easily be made inoperative by any means, including the elements? [29 CFR 1910.169(b)(3)(iii)]

Y N N/A ??

9. Are safety valves tested frequently and at regular intervals to determine whether they are in good condition?
[29 CFR 1910.169(b)(3)(iv)]

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Alarm Systems and Evacuation Plans Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1910.164, 1910.165 and 1910.38. It applies to fire detection and alarm systems and to fire and emergency action plans. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. The OSHA code for emergency action and fire prevention plans under 1910.38 is comprehensive and covers emergencies other than fires. The ideal fire and emergency action plan, however, should include all the requirements. Fire alarm and detection systems installed in full compliance with existing building codes may not have to be upgraded to meet existing code regulations. Detailed annual testing requirements of automatic and manual fire alarm systems and fire detection systems have not be included in this checklist. Please consult 29 CFR 1910.164, 1910.165 and 5:18-3.4(c)6 and (c)8 for additional details.

Please Circle

- | | |
|--|------------|
| 1. Is your school equipped with a manual fire alarm system?
[recommended] | Y N N/A ?? |
| 2. Is your school equipped with an automatic fire alarm system
activated by fire or smoke detectors? [recommended] | Y N N/A ?? |
| 3. Are manual fire alarms provided in the natural path of escape
for areas that serve 50 or more persons? [recommended] | Y N N/A ?? |
| 4. Is the distance to any manual fire alarm no more than 200
feet of unobstructed horizontal distance on the same floor?
[recommended] | Y N N/A ?? |
| 5. Is a smoke or heat detector located in each classroom?
[recommended] | Y N N/A ?? |
| 6. Is the detector paint free, unobscured, and unobstructed?
[recommended] | Y N N/A ?? |

- | | |
|---|------------|
| 7. Is disabling, tampering, or interfering with fire detectors and the fire alarm system prohibited? [recommended] | Y N N/A ?? |
| 8. Are fire drills conducted at least once a month? [recommended] | Y N N/A ?? |
| 9. Are records maintained on each fire drill including the (a) date of the drill, (b) time of the drill, (c) weather conditions, (d) number of occupants evacuated, and (e) total time for evacuation? [recommended] | Y N N/A ?? |
| 10. Are all building occupants evacuated in each fire drill? [recommended] | Y N N/A ?? |
| 11. Are all alarm and fire-detection systems maintained in operating condition except when undergoing repair or maintenance? [29 CFR 1910.164(c)(1) and 1910.165(d)(1)] | Y N N/A ?? |
| 12. Is the servicing, maintenance, and testing of fire-detection systems (including cleaning and necessary sensitivity adjustments) performed only by people trained in the operation and function of the system? [29 CFR 1910.164(c)(4)] | Y N N/A ?? |
| 13. Are fire detectors cleaned of dirt, dust, or other particulates at regular periodic intervals? [29 CFR 1910.164(c)(5)] | Y N N/A ?? |
| 14. Are fire-detection systems that are installed outdoors or in corrosive atmospheres protected from corrosion? [29 CFR 1910.164(d)(1)] | Y N N/A ?? |
| Note: A canopy, hood, or other suitable protection must be provided. | |
| 15. Is fire-detection equipment protected from mechanical or physical impact that might render it inoperable? [29 CFR 1910.164(d)(2)] | Y N N/A ?? |
| 16. Has an approved fire safety plan been distributed to all building occupants? [recommended] | Y N N/A ?? |
| 17. Does the approved fire safety plan include (a) the location of the nearest exits and fire alarms, (b) the procedures to be followed when a smoke or fire alarm sounds, and (c) the procedures to be followed in the event of fire or smoke? [recommended] | Y N N/A ?? |

18. Is the evacuation plan conspicuously posted on every floor for the occupants' use? [recommended] **Y N N/A ??**
19. Is the evacuation plan maintained to reflect changes in the use and arrangement of the building? [recommended] **Y N N/A ??**
20. Are all teachers trained in the duties they are to perform under the evacuation plan? [recommended] **Y N N/A ??**
21. Are all occupants familiar with the location of the nearest fire alarm manual pull station? [recommended] **Y N N/A ??**
22. Can the alarm be perceived above ambient noise or light levels by everyone in the area? [29 CFR 1910.165(b)(2)] **Y N N/A ??**
23. Are alarms distinctive and recognizable as a signal to evacuate the building or to perform actions designated under the emergency action plan? [29 CFR 1910.165(b)(3)] **Y N N/A ??**
24. Are manually operated actuation devices that are used in conjunction with alarm systems unobstructed, conspicuous, and readily accessible? [29 CFR 1910.165(e)] **Y N N/A ??**
25. Is a written fire prevention plan available that includes the following items? [29 CFR 1910.38(a)(2)] **Y N N/A ??**
- Emergency escape procedures, signals, and routes
 - Procedures for designated employees who must remain in the facility to shut down equipment before they evacuate
 - Procedures to account for all building occupants
 - Rescue and medical duties
 - Preferred mechanisms for building occupants to report emergencies
 - Names and job titles of people who can be contacted for more information regarding evacuation plans
26. Is a written fire prevention plan available that includes the following items? [29 CFR 1910.38(b)(2)] **Y N N/A ??**
- A list of major fire hazards and their proper handling and storage procedures
 - Potential ignition sources (such as welding and smoking) and their control procedures

- The type of fire protection equipment or systems that can control a fire
- The names and titles of personnel responsible for maintaining equipment and systems installed to prevent or control ignitions or fires
- The names and titles of personnel responsible for control of fuel-source hazards
- Housekeeping procedures as they relate to preventing the accumulation of flammable and combustible waste materials

27. Are the written emergency and fire prevention plans made available to building occupants for review?
[29 CFR 1910.38(a)(5)(iii) and (b)(4)(ii)] **Y N N/A ??**
28. Has training been provided to designated employees to help with the safe and orderly emergency evacuation of all building occupants? [29 CFR 1910.38(a)(5)(i)] **Y N N/A ??**
29. Has the emergency and fire prevention plan been reviewed with all new and current building occupants?
[29 CFR 1910.38(a)(5)(ii) and (b)(4)(ii)] **Y N N/A ??**

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Asbestos During Brake and Clutch Service Work

Self-Inspection Checklist

Guidelines: This checklist covers Occupational Safety and Health Administration (OSHA) asbestos regulations (29 CFR 1910.1001). It applies to school district employees and students who have potential exposure to asbestos fibers from **asbestos-containing materials**. This checklist focuses on the most common exposure situation in schools--brake and clutch service work on motor vehicles. Since asbestos can also be found in materials such as floor tiles, textured paint, soundproofing compound, insulation, joint compound, spackle, oven-door gaskets, lab bench tops, cement board (Transite), shingles, siding and heat-resistant gloves, the teacher should be constantly on guard against handling any **asbestos-containing materials**. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist. This checklist does not cover asbestos abatement work, asbestos exposures other than encountered during brake and clutch service work, or the Asbestos Hazard Emergency Response Act (AHERA) regulations.

Please Circle

Engineering Controls and Work Practices

- | | |
|--|--------------------------|
| <p>1. Are one of the following methods used during automotive brake and clutch inspection, disassembly, repair, and assembly operations? [29 CFR 1910.1001(f)(3)] (see definitions for descriptions of methods)</p> <ul style="list-style-type: none"> a. Negative-pressure enclosure/HEPA vacuum system method [recommended method] b. Low-pressure/wet-cleaning method [recommended method] c. An equivalent method clearly documented to be as good as or better than the negative-pressure enclosure/HEPA vacuum system method for controlling asbestos exposure. | <p>Y N N/A ??</p> |
|--|--------------------------|

Note: OSHA has accepted the **solvent spray method** as an **equivalent method** that may be used when proper work practices are followed.

- d. **Wet method**, if no more than 5 pairs of brakes or 5 clutches are inspected, disassembled, reassembled, or repaired per week.
2. Are hand-operated and power-operated tools that produce or release asbestos fibers, such as saws, abrasive wheels, and drills provided with local exhaust ventilation systems? [29 CFR 1910.1001(f)(1)(iv)and(v)] Y N N/A ??
 3. Is compressed air prohibited for cleaning asbestos dust unless it is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air? [29 CFR 1910.1001(f)(1)(ix)] Y N N/A ??

Protective Equipment

4. If the possibility of eye irritation exists, are face shields, vented goggles, or other appropriate protective equipment provided? [29 CFR 1910.1001(h)(1)(iii)] Y N N/A ??
5. Is the protective equipment cleaned, laundered, or repaired as necessary to maintain its effectiveness? [1901.1001(h)(3)(i)] Y N N/A ??
6. Is clean protective equipment provided at least weekly to each affected person? [1901.1001(h)(3)(i)] Y N N/A ??

Warning Labels

7. Are warning labels affixed to all raw materials, mixtures, scrap, waste, debris, and other products containing asbestos fibers, or to their containers? [29 CFR 1910.1001(j)(4)(i)] Y N N/A ??

Note: Warning labels are not required if the manufacturer of an asbestos-containing product can demonstrate that no airborne concentrations of asbestos fibers will exceed the allowable limits during any reasonably foreseeable use, handling, storage, disposal, processing, or transportation.

8. Do warning labels include the following information? [29 CFR 1910.1001(j)(4)(ii)] Y N N/A ??

**DANGER
CONTAINS ASBESTOS FIBERS
AVOID CREATING DUST**

CANCER AND LUNG DISEASE HAZARD>

Information and Training

9. Is training as required by the OSHA standard provided to employees who are exposed to airborne concentrations of asbestos at or above the **permissible exposure limit** and/or **excursion limit**? [29 CFR 1910.1001(j)(7)] **Y N N/A ??**

Note: The training must be provided at the time of initial assignment and at least annually thereafter. The training must include information about the following:

- a. health effects of asbestos
 - b. the relationship between smoking, asbestos, and increased risk of lung cancer
 - c. how quantity, location, manner of use, release, and storage of asbestos could result in exposure to asbestos
 - d. the engineering controls and work practices for reducing asbestos exposure
 - e. the proper procedures to be followed to reduce the risk of exposure
 - f. a description of the medical surveillance program
 - g. the OSHA standard(h) asbestos labeling and posting requirements
 - h. where to get additional information
 - i. the proper use of respirators and protective clothing
10. Is asbestos awareness training provided at least once per year to people who do housekeeping operations in area(s) that have asbestos-containing material? [29 CFR 1910.1001(j)(7)(iv)] **Y N N/A ??**
11. Does asbestos awareness training for people who do housekeeping operations in the areas(s) that have asbestos-containing material include the following elements? [29 CFR 1910.1001(j)(7)(iv)] **Y N N/A ??**
1. health effects of asbestos
 2. locations of asbestos-containing material in the facility
 3. recognition of asbestos-containing material damage and deterioration
 4. requirements of the OSHA asbestos standard regarding housekeeping

5. proper response to fiber release episodes

12. Are the OSHA asbestos standard (29 CFR 1910.1001) and its appendixes made available to all affected employers? [29 CFR 1910.1001(j)(7)(v)(A)] **Y N N/A ??**

13. Are all employees informed self-help smoking cessation program materials are available on request? [29 CFR 1910.1001(j)(7)(v)(C)] **Y N N/A ??**

Note: Materials such as NIH Publication No. 89-1647, or equivalent self-help materials must be provided on request.

Housekeeping

14. Are all surfaces maintained as free as practicable of asbestos-containing material waste and debris and accompanying dust? [29 CFR 1910.1001(k)(1)] **Y N N/A ??**

15. Are all spills and sudden releases of asbestos-containing material asbestos cleaned up as soon as possible? [29 CFR 1910.1001(k)(2)] **Y N N/A ??**

16. Is HEPA-filtered vacuuming equipment used for vacuuming asbestos-containing waste and debris? [29 CFR 1910.1001(k)(4)] **Y N N/A ??**

Note: The equipment shall be used and emptied in a manner that minimizes the reentry of asbestos into the workplace. [29 CFR 1910.1001(k)(4)]

17. Is shoveling, dry sweeping, and dry cleanup of asbestos only permitted where vacuuming or wet cleaning are not feasible? [29 CFR 1910.1001(k)(5)] **Y N N/A ??**

18. Are waste, scrap, debris, bags, containers, equipment, and clothing contaminated with asbestos that is consigned for disposal, collected in sealed impermeable bags, or other closed, impermeable containers? [29 CFR 1910.1001(k)(6)] **Y N N/A ??**

Definitions:

Asbestos-containing materials: any material that contains more than 1% asbestos.

Equivalent method: one that has sufficient written detail so that it can be reproduced. Exposures resulting from the equivalent method must be equal to or less than the exposures that would result

from the use of the **negative-pressure enclosure/HEPA vacuum system method**. For purposes of making this comparison, the employer shall assume that exposures resulting from the use of the **negative-pressure enclosure/HEPA vacuum system method** shall not exceed 0.016 f/cc, as measured by the OSHA reference method and as averaged over at least 18 personal samples. The solvent spray method is an **equivalent method** that may be used when proper work practices are followed.

HEPA: a high-efficiency particulate air filter that is 99.97 percent efficient for 0.3 microns.

For **low-pressure/wet-cleaning methods**,

1. A catch basin shall be placed under the brake assembly, positioned to avoid splashes and spills.
2. The reservoir shall contain water with an organic solvent or wetting agent. The flow of liquid shall be controlled such that the brake assembly is gently flooded to prevent the asbestos-containing brake dust from becoming airborne.
3. The aqueous solution shall be allowed to flow between the brake drum and brake support before the drum is removed.
4. After removing the brake drum, the wheel hub and back of the brake assembly shall be thoroughly wetted to suppress dust.
5. The brake support plate, brake shoes, and brake components used to attach the brake shoes shall be thoroughly washed before removing the old shoes.
6. In systems using filters, the filters, when full, shall be first wetted with a fine mist of water, then removed and placed immediately in an impermeable container, labeled as asbestos waste, and disposed of according to regulations.
7. Any spills of asbestos-containing aqueous solution or any asbestos-containing waste material shall be cleaned up immediately and disposed of according to regulations.
8. The use of dry brushing during low pressure/wet cleaning operations is prohibited.

For the **negative-pressure enclosure/HEPA vacuum system method**,

1. The brake and clutch inspection, disassembly, repair, and assembly operations shall be enclosed to cover and contain the clutch or brake assembly and to prevent the release of asbestos fibers into the worker's breathing zone.
2. The enclosure shall be sealed tightly and thoroughly inspected for leaks before on brake and clutch inspection, disassembly, repair, and assembly.
3. The enclosure shall be such that the worker can clearly see the operation and shall provide impermeable sleeves through which the worker can handle the brake and clutch inspection, disassembly, repair, and assembly. The integrity of the sleeves and ports shall be examined before work begins.
4. A HEPA-filtered vacuum shall be employed to maintain the enclosure under negative pressure throughout the operation. Compressed air may be used to remove asbestos fibers or particles from the enclosure.
5. The HEPA vacuum shall be used first to loosen the asbestos containing residue from the brake and clutch parts and then to evacuate the loosened asbestos

containing material from the enclosure and capture the material in the vacuum filter.

6. The vacuum's filter, when full, shall be first wetted with a fine mist of water, then removed and placed immediately in an impermeable container, labeled as asbestos waste and disposed of according to regulations.
7. Any spills or releases of asbestos containing waste material from inside of the enclosure or vacuum hose or vacuum filter shall be immediately cleaned up and disposed of according to regulations.

For the **solvent spray method** (from OSHA Directive Number CPL 2-2.63 (REVISED), Inspection Procedures for Occupational Exposure to Asbestos Final Rule 29 CFR Parts 1910.1001, 1926.1101, and 1915.1001, November 3, 1995).

1. The solvent shall be used to first wet the brake and clutch parts.
2. The brake and clutch parts shall be wiped clean with a cloth.
3. The contaminated cloth shall be placed in an impermeable container, and then either disposed of properly or laundered in a way that prevents the release of asbestos fibers.
4. Any spilled solvent or dispersed asbestos shall be cleaned up immediately and not allowed to dry, either with a cloth or a HEPA vacuum.
5. Dry brushing during solvent spray operations is prohibited.

For the **wet method**,

1. A spray bottle, hose nozzle, or other implement capable of delivering a fine mist of water or amended water or other delivery system capable of delivering water at low pressure, shall be used to first thoroughly wet the brake and clutch parts. Brake and clutch components shall then be wiped clean with a cloth.
2. The cloth shall be placed in an impermeable container, labeled as asbestos waste and then disposed of according regulations, or the cloth shall be laundered in a way to prevent the release of asbestos fibers.
3. Any spills of solvent or any asbestos containing waste material shall be cleaned up immediately according to regulations.
4. The use of dry brushing during the wet method operations is prohibited.

Excursion limit: an airborne concentration of a substance of interest that allows a worker to be exposed to a concentration that exceeds the OSHA permissible exposure limit as averaged over a sampling period of 15-30 minutes (specified by each substance) but overall not exceeding the 8-hr TWA. Excursion limits are given when no short-term exposure limits are established. **Note:** The American Conference of Governmental Industrial Hygienists allows their excursion limits to be 3-5 times their 8-hr exposure limits (TLVs) for a total of 30 minutes a day but not exceeding the 8-hr TWA.

Permissible exposure limit: an employee's exposure limit to an airborne concentration of a substance that OSHA publishes and enforces. It is expressed as an 8-hr time-weighted average (TWA). Permissible exposure limits are protective limits that should not be exceeded.

Comments/Corrective action:

B

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Bakery Equipment-General Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, OSHA under the General Industry standard 29 CFR 1910.263. The requirements of this checklist apply to the design, installation, operation, and maintenance of machinery and equipment such as horizontal dough mixers; vertical mixers; dividers; moulders; manually fed dough brakes; hand trucks, lift trucks, racks and air conditioning units; slicers and wrappers; and biscuit and cracker equipment such as cheese, fruit, and food cutters, and reversible dough brakes and box- and roll-type dough sheeters. The regulations cited apply only to private employers and their employees, unless adopted by a state agency and applied to other groups such as public employees.

This checklist does not address proof boxes; fermentation rooms; troughs; conveyors; ingredient premixers, emulsifiers, etc.; chain tackle; trough hoists, etc.; pan washing tanks; bread coolers, rack type; doughnut machines; open fat kettles; steam kettles; meal, peanut, and fig grinders; sugar and spice pulverizers; cross-roll brakes; rotary die machines, pretzel rolling, and pretzel-stick extruding machines; pan cooling towers; chocolate melting, refining, and mixing kettles; and peanut cooling trucks. See 29 CFR 1910.263 for regulations on these types of equipment.

Please Circle

General Machine Guarding

1. Are all gears completely enclosed regardless of location?
[29 CFR 1910.263(c)(2)] Y N N/A ??

2. Are all sprockets and V-belt drives located within reach from platforms or passageways or within 8 feet 6 inches from the floor completely enclosed?
[29 CFR 1910.263(c)(3)] Y N N/A ??

3. Is machinery that must be lubricated while in motion provided with stationary lubrication fittings inside the machine with extension piping so that it is not necessary to reach into any danger area when lubricating?
[29 CFR 1910.263(c)(5)] Y N N/A ??

4. Are all hot water and steam pipes covered with insulating material where necessary to keep them from student and teacher contact?
[29 CFR 1910.263(c)(8)]
- Y N N/A ??

Mixers

5. Is each horizontal dough and vertical mixer equipped with an individual motor and control and with a conveniently located manual switch to prevent the mixer from being started while the machine is being serviced and cleaned?
[29 CFR 1910.263(e)(1)(iii) and (e)(2)(i)]
- Y N N/A ??
6. Are all electrical control stations on horizontal dough mixers located so that the operator must be in full view of the bowl in its opened position?
[29 CFR 1910.263(e)(1)(iv)]
- Y N N/A ??
7. Are all horizontal dough mixers with power and manual dumping arrangements provided with safety devices that
- a. Engage both hands of the operator when the agitator is in motion under power and while the bowl is opened more than one-fifth of its total opening?
[29 CFR 1910.263(e)(1)(v)(a)]
- b. Prevent the agitator from being started while the bowl is more than one-fifth open without engaging both hands of the operator?
[29 CFR 1910.263(e)(1)(v)(b)]
8. Is every horizontal dough mixer equipped with a full enclosure over the bowl, which is closed at all times while the agitator is in motion?
[29 CFR 1910.263(e)(1)(viii)]
- Note:** Only minor openings in this enclosure, such as ingredient doors, flour inlets, etc., each representing less than 1-1/2 square feet in area, shall be capable of being opened while the mixer is in operation.
9. Are all overhead covers or doors on horizontal dough or vertical mixers that are subject to accidental closure (1) counter-balanced to remain open or (2) provided with means to hold them open until positively released by the operator?
[29 CFR 1910.263(e)(1)(x) and (e)(2)(i)]
- Y N N/A ??
10. Do vertical mixers have positive bowl locking devices, which require an operator for unlocking?
[29 CFR 1910.263(e)(2)(iii)]
- Y N N/A ??

11. Do vertical mixers have devices for moving bowls weighing more than 80 pounds (with contents) into and out of the mixing position of the machine?
[29 CFR 1910.263(e)(2)(iv)]
- Y N N/A ??

Dividers

12. Does the back of the divider have a complete cover to enclose all of the moving parts, or are they enclosed or guarded to remove the hazards?
[29 CFR 1910.263(f)(3)]
- Y N N/A ??

13. Does the rear cover have a limit switch that prevents the machine from operating when the cover is open?
[29 CFR 1910.263(f)(3)]
- Y N N/A ??

14. Is the guard on the back hinged so that it cannot be completely removed?
[29 CFR 1910.263(f)(3)]
- Y N N/A ??

15. If a catch or brace holds the cover open, is it designed so that vibrations or minor bumping will not cause the cover to release and drop on a student/teacher?
[29 CFR 1910.263(f)(3)]
- Y N N/A ??

Moulders

16. Do mechanical feed moulders have hoppers that are connected to the proofer and designed so that the operators' hands cannot get into the hopper and come into contact with the in-running rolls?
[29 CFR 1910.263(g)(1)]
- Y N N/A ??

17. Do hand fed molders have a belt-feed device, or is the hopper extended high enough so that the hands of the operator cannot get into the feed rolls?
[29 CFR 1910.263(g)(2)]
- Y N N/A ??

18. Is the top edge of the hopper well rounded to prevent injury when it is struck or bumped by the operator's hand?
[29 CFR 1910.263(g)(2)]
- Y N N/A ??

19. Is a stopping device within easy reach of the operator who feeds the molder and another stopping device within reach of the operator taking the dough away from the molder?
[29 CFR 1910.263(g)(3)]
- Y N N/A ??

Manually Fed Dough Brakes

20. Is the top roll of the manually fed dough brake protected by a heavy gage metal shield extending over the roll to go within 6 inches of the hopper bottom board?
[29 CFR 1910.263(h)(1)]

Y N N/A ??

21. Is an emergency stop bar provided and located so that the body of the operator will press against the bar if the operator slips and falls toward the rolls, or if the operator gets his or her hand caught in the roll?
[29 CFR 1910.263(h)(2)]

Y N N/A ??

22. Does the bar apply the body pressure enough to open positively a circuit that will deenergize the drive motor?
[29 CFR 1910.263(h)(2)]

Y N N/A ??

Note: The emergency stop bar shall be checked for proper operation every 30 days

Miscellaneous Equipment

23. Are casters set back far enough from corners of hand trucks to be out of the way of toes and heels, but not far enough back to cause the truck to be unstable?
[29 CFR 1910.263(i)(4)(i)]

Y N N/A ??

24. Do hand or lift trucks have a lock or other device to hold the handle in vertical position when the truck is not in use?
[29 CFR 1910.263(i)(4)(ii) and (i)(5)]

Y N N/A ??

25. Are racks equipped with handles located so that no part of the operator's hands extends beyond the outer edge of the frame when holding onto the handles?
[29 CFR 1910.263(i)(6)(ii)]

Y N N/A ??

26. Are racks equipped with antifriction bearing casters to give the operator better control of the rack?
[29 CFR 1910.263(i)(6)(iii)]

Y N N/A ??

27. Do large air-conditioning units equipped with doors have door locks operable from both inside and outside the units?
[29 CFR 1910.263(i)(14)]

Y N N/A ??

Slicers and Wrappers

28. Does the cover over the knife head of reciprocating-blade slicers have an interlocking arrangement so that the machine cannot operate unless the cover is in place?
[29 CFR 1910.263(j)(1)(iii)]

Y N N/A ??

29. On slicers with endless band knives, is each motor equipped

with a magnet brake that operates whenever the motor is not energized?
[29 CFR 1910.263(j)(1)(iv)]

Y N N/A ??

30. Is each door, panel, or other point of access to the cutting blades arranged, by means of mechanical or electrical interlocks, so that the motor will be deenergized if access doors, panels or access points are not closed?
[29 CFR 1910.263(j)(1)(iv)]

Y N N/A ??

31. When it is necessary to sharpen slicer blades on the machine, is a barrier provided leaving only sufficient opening for the sharpening stone to reach the knife blade?
[29 CFR 1910.263(j)(1)(v)]

Y N N/A ??

Biscuit and Cracker Equipment

32. Do cheese, fruit, and food cutting machines, when provided with a removable hopper, have an electric interlock so that the machine cannot be operated when the hopper is removed?
[29 CFR 1910.263(k)(1)(i) and (3)]

Y N N/A ??

33. Are reversible dough brakes provided with guards or tripping mechanisms on each side of the rolls?
[29 CFR 1910.263(k)(5)]

Y N N/A ??

34. Are hoppers for sheeters equipped with automatic stop bars or automatic stopping devices along the back edge of the hopper?
[29 CFR 1910.263(k)(7)(ii)]

Y N N/A ??

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Bakery Flour-Handling Equipment and Ovens Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.263. The requirements of this checklist apply to the design, installation, operation, and maintenance of machinery and equipment used in a bakery. Equipment covered in this checklist includes bag chutes and bag lifts, dumpbins and blenders, and ovens. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees.



Questions marked with this symbol may require the help of an outside expert.

This checklist does not address general requirements for flour handling [1910.263 (d)(1)], flour storage bins [1910.263 (d)(6)], flour screw conveyors [1910.263 (d)(7)], flour sifters [1910.263 (d)(8)], and flour scales [1910.263 (d)(9)]. Consult 29 CFR 1910.263 for the regulations dealing with such equipment.

Please Circle

Flour-Handling Equipment

- Are bag chutes (gravity chutes for handling flour bags) designed so that the speed of flour bags is kept to a minimum? Y N N/A ??
[29 CFR 1910.263(d)(2)(i)]

Note: If the chute inclines more than 30 degrees from the horizontal, an upturn should be at the lower end of the chute to slow down the bags.

- Are dumpbin and blender hoods of sufficient capacity to prevent circulation of flour dust outside the hoods? Y N N/A ??
[29 CFR 1910.263(d)(3)(v)]

- Are dumpbins high enough from the ground so the operator can dump the flour bags without causing undue strain Y N N/A ??

or fatigue?
[29 CFR 1910.263(d)(3)(vi)]

4. If the edge of any bin is more than 24 inches above the floor, is a bag rest step provided?
[29 CFR 1910.263(d)(3)(vi)] **Y N N/A ??**
5. Is a control device within the operator's reach to stop the dumpbin and blender?
[29 CFR 1910.263(d)(3)(vii)] **Y N N/A ??**

Ovens

6. Are emergency stop buttons provided on mechanical ovens near where the operator is stationed?
[29 CFR 1910.263(l)(3)(i)] **Y N N/A ??**
7. Is all piping at the oven tested to be gas tight?
[29 CFR 1910.263(l)(3)(ii)] **Y N N/A ??**
8. Are main shutoff valves provided to turn off the fuel or steam in case of an emergency? Can they be operated separately from any automatic valve?
[29 CFR 1910.263(l)(3)(iii)] **Y N N/A ??**
9. Is the main shutoff valve located where explosions, fire, etc. will not prevent access to this valve?
[29 CFR 1910.263(l)(3)(iii)(a)] **Y N N/A ??**
10. Is the main shutoff valve locked in the closed position when operators must enter the oven or when the oven is not in service?
[29 CFR 1910.263(l)(3)(iii)(b)] **Y N N/A ??**
11. Is a main disconnect switch or circuit breaker provided for electrical heating equipment?
[29 CFR 1910.263(l)(8)(iii)] **Y N N/A ??**
12. Is this switch or circuit breaker located where it can be reached quickly and safely?
[29 CFR 1910.263(l)(8)(iii)] **Y N N/A ??**
13. Does the main switch or circuit breaker have provisions for locking it in the open position if any work must be performed on the electrical equipment or inside the oven?
[29 CFR 1910.263(l)(8)(iii)] **Y N N/A ??**

14. Are all protective devices properly maintained and kept in working order?
[29 CFR 1910.263(l)(9)(i)]

Y N N/A ??



15. Are all safety devices on ovens inspected at least twice a month by an especially appointed, properly instructed person, and at least once a year by a qualified representative of an oven manufacturer?
[29 CFR 1910.263(l)(9)(ii)]

Y N N/A ??

16. Is protection of the gas pilot light provided when it is impracticable to protect the main flame of the burner and if the pilot flame cannot contact the flame electrode without being in the path of the main flame of the burner?
[29 CFR 1910.263(l)(9)(iii)(a)]

Y N N/A ??

Note: Failure of any gas pilot should automatically shutoff the fuel supply to the burner.

17. Are ovens with multiple burners equipped with individual atmospheric pilot lights if sufficient secondary air is in the baking chamber where gas is available; or, is each burner equipped with an electric spark-type ignition device?
[29 CFR 1910.263(l)(9)(iii)(b)]

Y N N/A ??

18. When fuel is supplied and used at line pressure, are safety shutoff valves provided in the fuel line leading to the burner?
[29 CFR 1910.263(l)(9)(v)]

Y N N/A ??

19. When fuel is supplied in excess of line pressure, are safety shutoff valves provided in the fuel line leading to the burners?
[29 CFR 1910.263(l)(9)(v)(a)]

Y N N/A ??

Note: The fuel supply lines may be equipped with other automatic valves that prevent the flow of fuel when the compressing equipment is stopped.

20. Is the safety shutoff valve positively tight and tested at least twice monthly?
[29 CFR 1910.263(l)(9)(v)(b)]

Y N N/A ??

21. Does the safety shutoff valve require manual operation for reopening after it has closed, or is the electric circuit arranged so that it requires a manual operation to reopen the safety shutoff valve?
[29 CFR 1910.263(l)(9)(v)(e)]

Y N N/A ??

22. Is the manual reset-type safety shutoff valve arranged so that it cannot be locked in an open position by external means?

Y N N/A ??

[29 CFR 1910.263(l)(9)(v)(f)]

23. If blowers are used for supplying the air for combustion, is the safety shutoff valve interlocked so that it will close in case of air failure?
[29 CFR 1910.263(l)(9)(v)(g)] Y N N/A ??
24. If gas or electric ignition is used, does the safety shutoff valve close in case of ignition failure?
[29 CFR 1910.263(l)(9)(v)(h)] Y N N/A ??
25. On burners equipped with combustion safeguards, does the valve close in case of burner flame failure?
[29 CFR 1910.263(l)(9)(v)(h)] Y N N/A ??
26. Is one main, manually operated, fuel shutoff valve provided on each oven and located closer to the source of the fuel than all other valves in the system?
[29 CFR 1910.263(l)(9)(vi)] Y N N/A ??
27. Is any space in an oven (except direct-fired ovens) that could be filled with an explosive mixture protected by explosion vents?
[29 CFR 1910.263(l)(9)(viii)] Y N N/A ??
28. Are explosion doors that have substantial weight attached by chains or similar means to prevent flying parts from injuring people in case of an explosion?
[29 CFR 1910.263(l)(9)(viii)(a)] Y N N/A ??
29. If explosion vents are located so that flying parts or gas might endanger people on or near the oven, are heavily constructed shields or deflectors made from noncombustible material provided?
[29 CFR 1910.263(l)(9)(viii)(b)] Y N N/A ??
30. If the gas supply pressure is substantially higher than that at which the burner oven can operate, is a gas-pressure regulator used?
[29 CFR 1910.263(l)(9)(xi)] Y N N/A ??
31. Is a relief valve placed on the outlet side of gas-pressure regulators where gas is supplied at high pressure?
[29 CFR 1910.263(l)(9)(xi)(d)] Y N N/A ??
32. Is the discharge from the relief valve piped to the outside of the building? Y N N/A ??

[29 CFR 1910.263(l)(9)(xi)(d)]

33. Are direct-fired ovens safeguarded against failure of fuel, air, or ignition?
[29 CFR 1910.263(l)(10)(i)] **Y N N/A ??**
34. Is each circulating fan in direct recirculating ovens interconnected with the burner in such a manner that the fuel is shut off by a safety valve when the fan is not running?
[29 CFR 1910.263(l)(11)(i)] **Y N N/A ??**
35. Is the flame of the burner or burners in direct recirculating ovens protected by a quick-acting, flame-sensitive safeguard that will automatically shut off the fuel supply in case of burner failure?
[29 CFR 1910.263(l)(11)(ii)] **Y N N/A ??**
-  36. Are duct systems (in indirect recirculating ovens) operating under pressure tested for tightness in the initial starting of the oven and at intervals of six months or less?
[29 CFR 1910.263(l)(15)(iii)] **Y N N/A ??**

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Bloodborne Pathogens

Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.1030. It applies to work activities that may result in exposure to blood or other **potentially infectious materials**. Such activities might include students learning how to take blood tests or teachers who are trained in first aid and are required to render first aid in case of emergency. This checklist does not cover acts that result in exposure to blood or other **potentially infectious materials** when someone voluntarily helps others in an emergency. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A yes answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions.

Please Circle

Exposure Control Plan

1. Has a written **exposure control plan** been developed? Y N N/A ??
 [29 CFR 1910.1030(c)(1)(i), (c)(1)(ii), and (c)(2)]

Note: The **exposure control plan** must include (a) a list of tasks identified as having a potential for exposure to **bloodborne pathogens**; (b) methods to protect students and employees; (c) dates and procedures for providing hepatitis B vaccinations; (d) procedures for post-exposure evaluation and followup in case of exposure; (e) content and methods for training students and employees; and (f) procedures for maintaining records.

2. Is the written **exposure control plan** available on request for examination or copying? Y N N/A ??
 [29 CFR 1910.1030(c)(1)(iii)]

3. Is the written **exposure control plan** updated yearly?
[29 CFR 1910.1030(c)(1)(iv)] **Y N N/A ??**

Engineering and Work Practice Controls

4. Do students and employees follow **universal precautions** to prevent contact with blood or other **potentially infectious materials**?
[29 CFR 1910.1030(d)(1)] **Y N N/A ??**

5. Are **engineering** and **work practice controls** implemented before personal protective equipment is used?
[29 CFR 1910.1030(d)(2)(i)] **Y N N/A ??**

6. Are **engineering controls** examined and maintained on a regular schedule to ensure their effectiveness?
[29 CFR 1910.1030(d)(2)(ii)] **Y N N/A ??**

7. Are handwashing facilities readily accessible?
[29 CFR 1910.1030(d)(2)(iii),(iv)] **Y N N/A ??**

Note: If providing handwashing facilities is not possible, an appropriate antiseptic hand cleanser and clean cloth, paper towels, or antiseptic towelettes may be substituted. When antiseptic hand cleansers or towelettes are used, wash hands with soap and running water as soon as possible.

8. Do students and employees wash their hands immediately after removing gloves or other personal protective equipment?
[29 CFR 1910.1030(d)(2)(v)] **Y N N/A ??**

9. Do students and employees wash or flush hands or other skin areas with soap and water after contact with blood or other **potentially infectious materials**?
[29 CFR 1910.1030(d)(2)(vi)] **Y N N/A ??**

10. Is it prohibited to bend, recap, or remove contaminated needles or sharps except as noted below?
[29 CFR 1910.1030(d)(2)(vii)] **Y N N/A ??**

Note: NIOSH recommends avoiding needle recapping.

Note: When no feasible alternatives are available, OSHA permits recapping or needle removal only

through the use of a mechanical device or a one-handed technique. Such procedures could involve the one-handed "scoop" technique: using the needle itself to pick up the cap, and pushing cap and sharp together against a hard surface to ensure a tight fit. Or, the sharp might also be recapped by holding the cap with tongs or forceps to place it on the needle.

11. Can it be assured that the shearing and breaking of contaminated needles does not occur?
[29 CFR 1910.1030(d)(2)(vii)] Y N N/A ??

12. Is it prohibited to eat, drink, smoke, apply cosmetics, and handle contact lenses in work areas where the potential exists for exposure to **bloodborne pathogens**?
[29 CFR 1910.1030(d)(2)(ix)] Y N N/A ??

13. Are food and drink prohibited in refrigerators, freezers, shelves, cabinets, or on countertops or benchtops where blood or other **potentially infectious materials** are present?
[29 CFR 1910.1030(d)(2)(x)] Y N N/A ??

14. Are tasks involving blood or other **potentially infectious materials** performed in a way that minimizes splashing and generating droplets of these substances?
[29 CFR 1910.1030(d)(2)(xi)] Y N N/A ??

15. Is mouth pipetting and suctioning of blood or other **potentially infectious agents** prohibited?
[29 CFR 1910.1030(d)(2)(xii)] Y N N/A ??

16. Are specimens of blood or other **potentially infectious materials** placed in an appropriate container that prevents leakage during collection, handling, processing, storage, or transport?
[29 CFR 1910.1030(d)(2)(xiii)] Y N N/A ??

Personal Protective Equipment

17. Is personal protective equipment such as gloves, gowns, laboratory coats, face shields or masks, and eye protection provided free to persons potentially exposed to bloodborne pathogens?
[29 CFR 1910.1030(d)(3)(i)] Y N N/A ??

18. Is personal protective equipment of appropriate sizes readily accessible or issued to all students and employees?
[29 CFR 1910.1030(d)(3)(iii)] **Y N N/A ??**
19. Are hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives readily accessible to those who are allergic to the gloves normally provided?
[29 CFR 1910.1030(d)(3)(iii)] **Y N N/A ??**
20. Is personal protective equipment repaired or replaced to maintain its effectiveness?
[29 CFR 1910.1030(d)(3)(v)] **Y N N/A ??**
21. Do students and employees immediately remove garments that have been penetrated by blood or other **potentially infectious materials**?
[29 CFR 1910.1030(d)(3)(vi)] **Y N N/A ??**
22. Do students and employees remove all personal protective equipment before leaving the work area?
[29 CFR 1910.1030(d)(3)(vii)] **Y N N/A ??**
23. Do students and employees use an appropriately designated area or container for storage, washing, decontamination, or disposal of personal protective equipment?
[29 CFR 1910.1030(d)(3)(viii)] **Y N N/A ??**
24. Do students and employees wear gloves whenever the possibility exists of hand contact with blood or other **potentially infectious materials**?
[29 CFR 1910.1030(d)(3)(ix)] **Y N N/A ??**
- Note:** This includes touching contaminated items or surfaces and persons receiving phlebotomy training.
25. Are disposable (single-use) gloves replaced as soon as they are contaminated, torn, punctured or cannot function as a barrier?
[29 CFR 1910.1030(d)(3)(ix)(A)] **Y N N/A ??**
26. Is it prohibited to re-use disposable (single-use) gloves?
[29 CFR 1910.1030(d)(3)(ix)(B)] **Y N N/A ??**

27. Are utility gloves decontaminated and re-used only if the integrity of the glove is not compromised? [29 CFR 1910.1030(d)(3)(ix)(C)] **Y N N/A ??**
28. Do students and employees wear masks and eye protection devices (such as goggles or glasses with solid side shields or chin-length face shields) whenever splashes or droplets of blood or other **potentially infectious materials** may be generated and eye, nose, or mouth contamination can be reasonably anticipated? [29 CFR 1910.1030(d)(3)(x)] **Y N N/A ??**
29. Are gowns, aprons, lab coats, clinic jackets, or similar outer garments worn whenever exposure to blood or other **potentially infectious materials** is anticipated? [29 CFR 1910.1030(d)(3)(xi)] **Y N N/A ??**
30. Is there a written method of decontamination and schedule for cleaning of all areas and surfaces that may become contaminated with blood or **other potentially infectious materials**? [29 CFR 1910.1030(d)(4)(i)] **Y N N/A ??**
31. Are all equipment and working surfaces cleaned and decontaminated immediately, or as soon as feasible, after contact with blood or **other potentially infectious materials**? [29 CFR 1910.1030(d)(4)(ii)] **Y N N/A ??**
32. Are protective covers used to cover equipment and surfaces removed and replaced as soon as feasible when they become overtly contaminated? [29 CFR 1910.1030(d)(4)(ii)(B)] **Y N N/A ??**
- Note:** Examples of protective coverings include: plastic wrap, aluminum foil, or absorbent paper backed with impervious material.
33. Are all reusable receptacles such as bins, pails and cans that are likely to become contaminated with blood or **other potentially infectious materials** inspected and decontaminated on a regular schedule? [29 CFR 1910.1030(d)(4)(ii)(C)] **Y N N/A ??**
34. Are all reusable receptacles such as bins, pails and cans that are likely to become **Y N N/A**

- contaminated with blood or **other potentially infectious materials** cleaned and decontaminated immediately, or as soon as feasible, upon visible contamination?
[29 CFR 1910.1030(d)(4)(ii)(C)] **??**
35. Is picking up broken contaminated glassware with your hands prohibited?
[29 CFR 1910.1030(d)(4)(ii)(D)] **Y N N/A ??**
36. Is broken contaminated glassware always cleaned up with mechanical means such as a brush and dust pan, tongs, or forceps?
[29 CFR 1910.1030(d)(4)(ii)(D)] **Y N N/A ??**
37. Are contaminated sharps discarded immediately or as soon as feasible into containers?
[29 CFR 1910.1030(d)(4)(iii)(A)(1)] **Y N N/A ??**
38. Are containers used for sharps disposal closable, puncture resistant, leakproof on sides and bottom, and labeled with a biohazard warning label or colored red?
[29 CFR 1910.1030(d)(4)(iii)(A)(1)] **Y N N/A ??**
39. Are containers used for sharps disposal easily accessible and located in the area where sharps are used or can be reasonably anticipated to be found?
[29 CFR 1910.1030(d)(4)(iii)(A)(2)] **Y N N/A ??**
40. Are containers used for sharps disposal maintained upright throughout use?
[29 CFR 1910.1030(d)(4)(iii)(A)(2)(i)] **Y N N/A ??**
41. Are containers used for sharps disposal replaced routinely and not allowed to overfill?
[29 CFR 1910.1030(d)(4)(iii)(A)(2)(ii)] **Y N N/A ??**
42. Are sharps containers closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping?
[29 CFR 1910.1030(d)(4)(iii)(A)(3)(i)] **Y N N/A ??**
43. Are sharps containers placed in an appropriate secondary container if leakage is possible?
Y N N/A ??

[29 CFR 1910.1030(d)(4)(iii)(A)(3)(ii)]

44. Are **reusable sharps** that are contaminated with blood or **other potentially infectious materials not** stored or processed in a manner that requires a person to reach by hand into the containers where these sharps have been placed?
[29 CFR 1910.1030(d)(4)(ii)(E)]
- Y N N/A
??
45. Are **reusable** containers not opened, emptied, or cleaned manually or in any other manner which might expose a person to the risk of skin puncture?
[29 CFR 1910.1030(d)(4)(iii)(A)(4)]
- Y N N/A
??
46. Is regulated waste, other than sharps, placed into containers which are:
[29 CFR 1910.1030(d)(4)(iii)(B)(1)]
- Y N N/A
??
- a. closable?
 - b. constructed to contain all contents and prevent leakage of fluid during handling, storage, transport or shipping?
 - c. labeled with a biohazard warning label or colored red?
 - d. closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping?
47. Are containers of regulated waste, other than sharps, that have become contaminated on the outside placed into appropriate secondary containers as defined in (17) above?
[29 CFR 1910.1030(d)(4)(iii)(B)(2)]
- Y N N/A
??
48. Is contaminated laundry handled as little as possible with a minimum of agitation or movement?
[29 CFR 1910.1030(d)(4)(iv)(A)]
- Y N N/A
??
49. Is contaminated laundry bagged or put into other containers at the location it is used?
[29 CFR 1910.1030(d)(4)(iv)(A)(1)]
- Y N N/A
??
50. Is contaminated laundry placed and transported in bags or containers labeled with the biohazard
- Y N N/A

symbol or colored red? [29 CFR 1910.1030(d)(4)(iv)(A)(2)]	??		
51. Is wet contaminated laundry placed and transported in bags or containers that will prevent soak-through and/or leakage of fluids to the exterior? [29 CFR 1910.1030(d)(4)(iv)(A)(3)]	Y ??	N	N/A
52. Do persons who handle contaminated laundry wear protective gloves and other appropriate personal protective equipment? [29 CFR 1910.1030(d)(4)(iv)(B)]	Y ??	N	N/A
53. Are garments which have been penetrated by blood or other potentially infectious materials removed immediately or as soon as possible by the user? [29 CFR 1910.1030(d)(3)(vi)]	Y ??	N	N/A
54. Is the hepatitis B vaccination series made available to all persons who are reasonably anticipated to come in contact with blood or other potentially infectious materials through the performance of their job duties? [29 CFR 1910.1030(f)(1)]	Y ??	N	N/A
55. Is the hepatitis B vaccination series made available to persons who have received the required bloodborne pathogen training? [29 CFR 1910.1030(f)(2)]	Y ??	N	N/A
56. Within 10 days of initial assignment, is the hepatitis B vaccination series made available to persons whose job is reasonably anticipated to have contact with blood or other potentially infectious materials ? [29 CFR 1910.1030(f)(2)(i)]	Y ??	N	N/A
57. Have persons who refused to take the hepatitis B vaccination series signed a statement to that effect following the form prescribed by the OSHA standard? [29 CFR 1910.1030(f)(2)(iv)]	Y ??	N	N/A
58. Is a confidential medical evaluation and follow-up made available to an exposed	Y	N	N/A

person following a report of an exposure incident? ??
[29 CFR 1910.1030(f)(3) and (5)]

Note: The medical evaluation and follow-up must include documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred; identification and documentation of the source individual unless identification is infeasible or prohibited by state law; the HBV or HIV infectivity of the source individual if it can be legally determined; collection and testing of blood from the exposed individual for HBV and HIV serological status provided consent is given; post-exposure prophylaxis when medically indicated; counseling; evaluation of reported illnesses; and a written opinion from a healthcare professional.

59. Are containers of regulated waste labeled with a biohazard warning label? Y N N/A
??
[29 CFR 1910.1030(g)(1)(i)]

Note: Red bags or red containers may be substituted for a biohazard warning label. Containers include refrigerators and freezers containing blood or **other potentially infectious materials**, and other containers used to store, transport or ship blood or **other potentially infectious materials**.

60. Are individuals who are reasonably anticipated to have contact with blood or **other potentially infectious materials** in the course of their work or student activities provided training on **bloodborne pathogens**? Y N N/A
??
[29 CFR 1910.1030(g)(2)]

Note: The training must include an accessible copy of the OSHA standard; a general explanation of the epidemiology and symptoms of bloodborne diseases; an explanation of the modes of transmission of **bloodborne pathogens**; an explanation of the exposure control plan and how to obtain a copy; an explanation of how to recognize tasks and other activities that may involve exposure to blood and other **other potentially infectious materials**; an explanation of **engineering controls, work practice controls** and personal protective equipment; information on hepatitis B vaccine; emergency information and procedures; information on the post-exposure evaluation and follow-up; information on labels and

color coding; and an opportunity for interactive questions and answers.

61. Is **bloodborne pathogen** training provided before or at the time of initial assignment where contact with blood or **other potentially infectious materials** is possible?
[29 CFR 1910.1030(g)(2)(ii)(A)]
62. Is **bloodborne pathogen** refresher training provided at least annually?
[29 CFR 1910.1030(g)(2)(ii)(C)]
63. Is additional **bloodborne pathogen** training provided when changes are instituted that might affect exposure such as modification of tasks or procedures or adoption of new tasks or procedures?
[29 CFR 1910.1030(g)(2)(v)]
64. Is the **bloodborne pathogen** training material appropriate in content and vocabulary to the educational level, literacy, and language of people to be trained?
[29 CFR 1910.1030(g)(2)(vi)]
65. Is the person(s) who conducts the **bloodborne pathogen** training knowledgeable in the subject matter?
[29 CFR 1910.1030(g)(2)(viii)]
66. Are accurate medical records maintained regarding hepatitis B vaccinations, examinations, medical testing, follow-up procedures, and copies of written opinions given in response to exposure incidents?
[29 CFR 1910.1030(h)(1)]
- Note: These records are confidential.**
67. Are records maintained of training that shows the dates of the training sessions, the contents of the training session, the names and qualifications of person conducting the training, and the names of the persons attending the training sessions?
[29 CFR 1910.1030(h)(2)(i)]
68. Are training records maintained for at least 3 years?
[29 CFR 1910.1030(h)(2)(ii)]

Definitions:

Bloodborne pathogens: pathogenic microorganisms that are present in human blood and cause disease in humans. These pathogens include hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Engineering controls: controls that isolate or remove the bloodborne pathogens hazard from the workplace (e.g., sharps disposal containers, self-sheathing needles).

Potentially infectious materials: include (a) the following human body fluids: blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and saliva in dental procedures; (b) any body fluid that is visibly contaminated with blood; (c) body fluids in situations in which it is difficult to differentiate between body fluids; (d) any unfixed tissue or organ (other than intact skin) from a human (living or dead); (e) HIV-containing cell or tissue cultures and organ cultures; (f) HIV- or HBV-containing culture medium or other solutions; and (g) blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Universal precautions: an approach to infection control whereby all human blood and certain human body fluids are treated as if they were infectious for HIV, HBV, and other bloodborne pathogens.

Work practice controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Comments/Corrective action:

C

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Compressed Gases

Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, OSHA under the General Industry standard 29 CFR 1910.101. It applies to the handling, storage, and use of compressed gases in cylinders or portable tanks. The regulations cited apply only to private employers and their employees, unless adopted by a state agency and applied to other groups such as public employees.

The OSHA standard adopts by reference the Compressed Gas Association's (CGA) Pamphlets C-6-1986, C-8-1962, and P-1-1965. The following questions relate to the more common precautions to be taken in school environments. The checklist, however, is not all inclusive. The Compressed Gas Association has updated the three pamphlets cited by OSHA as C-6-1993, C-8-1997, and P-1-1999.

Please Circle

Y N N/A ??

1. Are cylinders stored in upright positions and immobilized by chains or other means to prevent them from being knocked over?
[CGA 3.4.4 and 29 CFR 1910.101(b)]

Note: Tragic accidents have occurred when a cylinder was knocked over, damaging the cylinder and turning it into a rocket.

Y N N/A ??

2. Are cylinders stored away from highly flammable substances such as oil, gasoline, or waste?
[CGA 3.3.6]

Y N N/A ??

3. Are cylinders stored away from electrical connections, gas flames or other sources of ignition, and substances such as flammable solvents and combustible waste material?
[CGA 3.5.1]

Y N N/A ??

4. Are flammable gases separated from oxidizing gases in storage areas? [CGA 3.3.3]

Note: Acetylene and propane cylinders should be separated from oxygen cylinders when not in use.

Y N N/A ??

5. Are oxygen and fuel gas cylinders separated by a minimum of 20 feet when in storage? [CGA 3.5.3]

Note: A fire-resistant partition between the cylinders can also be used.

Y N N/A ??

6. Are storage rooms for cylinders dry, cool, and well-ventilated? [CGA 3.3.5]

Note: The storage rooms should be fire resistant and the storage should not be in subsurface locations. Cylinders should be stored in secure areas at temperatures below 125°F, away from radiators or other sources of heat.

Y N N/A ??

7. Are cylinders stored away from incompatibles, excessive heat, continuous dampness, salt or other corrosive chemicals, and any areas that may subject them to damage? [CGA 3.3.7 and 29 CFR 1910.101(b)]

Note: Rusting will damage the cylinder and may cause the valve protection cap to stick.

Y N N/A ??

8. Is the storage area permanently posted with the names of the gases stored in the cylinders? [CGA 3.3.2 and 29 CFR 1910.101(b)]

Y N N/A ??

9. Do all compressed gas cylinders have their contents and precautionary labeling clearly marked on their exteriors? [29 CFR 1910.101(b)]

Y N N/A ??

10. Are all compressed gas cylinder valve covers in place when cylinders are not in use?

[29 CFR 1910.101(b)]

Y N N/A ??

11. Are all compressed gas cylinders stored so they do not interfere with exit paths?
[29 CFR 1910.101(b)]

Y N N/A ??

12. Are all compressed gas cylinders subjected to periodic hydrostatic testing and interior inspection?
[29 CFR 1910.101(a)]

Note: This is normally done by the supplier.

Y N N/A ??

13. Do all compressed gas cylinders have safety pressure relief valves? [29 CFR 1910.101(c)]

Y N N/A ??

14. Are cylinders always maintained at temperatures below 125°F? [CGA 3.1.12]

Note: A flame should never come in contact with any part of a compressed gas cylinder.

Y N N/A ??

15. Are safety relief devices in the valve or on the cylinder free from any indication of tampering?
[CGA 3.1.14]

Y N N/A ??

16. Is repair or alteration to the cylinder, valve, or safety relief devices prohibited? [CGA 3.1.15]

Note: All alterations and repairs to the cylinder and valve must be made by the compressed gas vendor. Modification of safety relief devices beyond the tank or regulator should only be made by a competent person appointed by management.

Y N N/A ??

17. Is painting cylinders without authorization by the owner prohibited? [CGA 3.1.20]

Note: Often color codes are used to help designate

cylinders. Arbitrary paint is not recommended.

Y N N/A ??

18. Are charged or full cylinders labeled and stored away from empty cylinders?
[CGA 3.3.4 and 29 CFR 1910.101(b)]

Y N N/A ??

19. Is the bottom of the cylinder protected from the ground to prevent rusting? [CGA 3.3.9]

Y N N/A ??

20. Are all compressed gas cylinders regularly inspected for corrosion, pitting, cuts, gouges, digs, bulges, neck defects and general distortion?
[29 CFR 1910.101(a)]

Y N N/A ??

21. Are cylinder valves closed at all times, except when the valve is in use? [CGA 3.1.15]

Note: Regulator diaphragms have failed, and unwanted gas was delivered to an area or apparatus, causing safety and health problems.

Y N N/A ??

22. Are compressed gas cylinders always moved, even short distances, by a suitable hand truck?
[CGA 3.2.6]

Note: They must never be dragged across the floor. Serious accidents have occurred when a cylinder with a regulator in place was improperly moved. The cylinder fell, causing the regulator to shear off, and the cylinder rocketed through several brick walls.

Y N N/A ??

23. Is using wrenches or other tools for opening and closing valves prohibited? [CGA 3.4.9]

Note: Hammering on valve wheels to open them should be strictly prohibited. For valves that are hard to open, contact the supplier for instruction.

Y N N/A ??

24. Are suitable pressure regulating devices in use whenever

the gas is emitted to systems with pressure-rated limitations lower than the cylinder pressure?
[CGA 3.4.5]

Y N N/A ??

25. Are all compressed gas cylinder connections such as pressure regulators, manifolds, hoses, gauges, and relief valves checked for integrity and tightness?
[29 CFR 1910.101(a)]

Y N N/A ??

26. Are all compressed gas cylinders regularly subjected to leak detection using an approved leak detecting liquid?
[29 CFR 1910.101(a)]

Note: Ordinary soap solution may contain oils that are unsafe when used with oxygen cylinders. Leak detection liquids are available from commercial welding supply houses.

Y N N/A ??

27. Is an approved leak-detection liquid used to detect flammable gas leaks ? [CGA 3.5.2]

Note: A flame should **never** be used.

Y N N/A ??

28. Are procedures established for when a compressed gas cylinder leak cannot be remedied by simply tightening the valve? [CGA 3.1.6]

The procedures should include the following:

- a. Attach tag to the cylinder stating it is unserviceable.
- b. Remove cylinder to a well ventilated out of doors location.
- c. If the gas is flammable or toxic, place an appropriate sign at the cylinder warning of these hazards.
- d. Notify the gas supplier and follow his/her instructions as to the return of the cylinder.

Y N N/A ??

29. Are students/employees prohibited from using compressed gases (air) to clean clothing or work surfaces?
[29 CFR 1910.101(b)]

Y N N/A ??

30. Are compressed gases only handled by experienced and properly trained people? [CGA 3.4.1]

Source of additional information:

Handbook of Compressed Gases, Compressed Gas Association, Arlington, VA, latest edition.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Control of Hazardous Energy Sources Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) as a general industry standard under 29 CFR 1910.147. Another name for **control of hazardous energy sources is lockout/tagout**. It covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy could cause injury. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a nonregulatory recommendation.

Please Circle

General Energy Control

- | | |
|--|--------------------------|
| <p>1. Does the program require that all hazardous energy sources be isolated, locked or tagged, and otherwise disabled before anyone performs any activity where the unexpected energization, startup, or release of stored energy could occur and cause injury?
[29 CFR 1910.147(c)(1)]</p> | <p>Y N N/A ??</p> |
| <p>2. Have procedures been developed, documented, and implemented for the control of hazardous energy when working with such equipment?
[29 CFR 1910.147(c)(4)]</p> | <p>Y N N/A ??</p> |
| <p>3. Do the procedures clearly outline the scope, purpose, responsibility, authorization, rules, and techniques to be applied to the control of hazardous energy, and measures to enforce compliance?
[29 CFR 1910.147(c)(4)(ii)]</p> | <p>Y N N/A ??</p> |
| <p>4. Do procedures exist for shutting down, isolating, blocking, and securing (locks and tags) energy?</p> | <p>Y N N/A ??</p> |

[29 CFR 1910.147(c)(4)(ii)(B)]

5. Do procedures exist and is someone assigned responsibility for removing and transferring locks and tags? **Y N N/A ??**

[29 CFR 1910.147(c)(4)(ii)(C)]

6. Do requirements exist for testing a machine or equipment to determine and verify the effectiveness of lockout/tagout and other energy control measures? **Y N N/A ??**

[29 CFR 1910.147(c)(4)(ii)(D)]

Protective Materials and Hardware

7. Are locks, tags, chains, adapter pins, or other hardware available for securing or blocking energy sources? **Y N N/A ??**

[29 CFR 1910.147(c)(5)(i)]

8. Are these devices durable and substantial? **Y N N/A ??**

[29 CFR 1910.147(c)(5)(ii)(A)]

9. Are these devices standardized in either color, shape, size, or format? **Y N N/A ??**

[29 CFR 1910.147(c)(5)(ii)(B)]

10. Do these devices have a provision for identifying the person applying the device? **Y N N/A ??**

[29 CFR 1910.147(c)(5)(ii)(D)]

11. Do tagout devices or danger tags warn against hazardous conditions if the equipment is re-energized? **Y N N/A ??**

[29 CFR 1910.147(c)(5)(iii)]

Note: Acceptable wording includes **Do Not Open**, **Do Not Start**, **Do Not Close**, and **Do Not Energize**.

Inspection

12. Are inspections conducted at least annually by an authorized person (other than the ones using the energy control procedures) to ensure control procedures are being implemented? **Y N N/A ??**

[29 CFR 1910.147(c)(6)(i)(A)]

13. Is each inspection certified by identifying the machine or equipment on which the energy control procedure was being used, the date of the inspection, the people included in the inspection, and the person performing the inspection? **Y N N/A ??**

[29 CFR 1910.147(c)(6)(ii)]

Training and Communication

14. Is training provided and documented to ensure that (a) the purpose and function of the energy control procedures are understood, and (b) the knowledge and skills required for the safe application and removal of energy controls are acquired?
[29 CFR 1910.147(c)(7)(i)] **Y N N/A ??**
15. Is this training repeated periodically when changes or deviations occur in the energy control procedure?
[29 CFR 1910.147(c)(7)(iii)] **Y N N/A ??**

Energy-Isolating Devices

16. Are all energy-isolating devices operated only by authorized persons or under the direct supervision of an authorized person?
[29 CFR 1910.147(c)(8)] **Y N N/A ??**

Notification of Employees

17. Are all employees notified of the application and removal of lockout and tagout controls whenever such controls directly affect their work activities?
[29 CFR 1910.147(c)(9)] **Y N N/A ??**

Application of Control

18. Does the application of energy control follow the sequence listed below?
[29 CFR 1910.147(d)] **Y N N/A ??**
- a. Machine or equipment shutdown by authorized personnel
 - b. Machine or equipment isolation: all energy-isolating devices that are needed shall be located and operated in a manner that isolates the machine or equipment from the energy source(s).
 - c. Lockout and tagout device application:
 - 1. Lockout devices shall be affixed in a manner that will hold the energy-isolating device in a **safe** or **off** position.
 - 2. Tagout devices shall be affixed in a manner that clearly indicates that the operation or movement of energy isolating devices from the **safe** or **off** position is prohibited.

- 3. If a tag cannot be affixed directly to the energy isolating device, the tag shall be located as close as safely possible to the device, in a position that will be immediately obvious to anyone operating the device.
 - d. Stored energy: following the application of lockout and tagout devices, all hazardous, stored, or residual energy shall be relieved, disconnected, restrained, or otherwise rendered safe.
 - e. Verification of isolation: before starting work on the isolated equipment or process, an authorized person must verify that isolation and de-energization of the machine or equipment has been accomplished.
19. Has the work area been inspected before the removal of lockout and tagout devices?
[29 CFR 1910.147(e)(1)] Y N N/A ??
20. Has the lockout and tagout device been removed by the person who put it on?
[29 CFR 1910.147(e)(3)] Y N N/A ??
- Note:** This rule has some limited exceptions.
21. Are outside servicing personnel informed of the lockout and tagout procedures before equipment is serviced?
[29 CFR 1910.147(f)(2)] Y N N/A ??

Comments/Corrective action:

D

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Dip Tanks Containing Flammable or Combustible Liquids Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.124, 1910.125 and 1910.132. Also included are regulations from the Building Officials and Code Administrators (BOCA) National Fire Prevention Association (NFPA) Code/1999, Section F-1305.0, dip tanks. The checklist applies to **dip tanks** in educational buildings. It also applies to any **vapor area** containing dangerous quantities of flammable vapors in the vicinity of dip tanks, their drain boards, or associated drying, conveying, or other equipment during operation or shutdown periods. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a nonregulatory recommendation. Definitions of terms in bold type have been included at the end of the checklist. **This checklist must be used in conjunction with the checklist [Flammable and Combustible Liquids](#).**



Questions marked with this symbol may require the help of an outside expert.

This checklist does not address additional OSHA regulations covering hardening and tempering tanks; flow coating; roll coating, roll spreading, or roll impregnating; vapor- degreasing tanks; cyanide tanks; spray cleaning and spray degreasing tanks; and electrostatic paint detearing. Please consult 29 CFR 1910.126 and the BOCA National Fire Prevention Code/1999 for details.

Please Circle

General Requirements

- Does the ventilation provided to the **vapor area** in the vicinity of a **dip tank** keep the airborne concentration of any substance below 25% of its lower flammable limit? [29 CFR 1910.124(b)(1)] Y N N/A ??



- Are **exhaust ventilation systems** well constructed and in good working order? Y N N/A ??

[29 CFR 1910.124(b)(4) and F-1305.3]

Note: OSHA incorporates the following design standards by reference: (a) ANSI Z9.2-1979, Fundamentals governing the design and operation of local exhaust systems; (b) NFPA 34-1995, Standard for dip tanks containing flammable or combustible liquids; (c) ACGIH's *Industrial Ventilation, A Manual of Recommended Practice* (22nd ed., 1995, or (d) ANSI Z9.1-1971, *Practices for Ventilation and Operation of Open-Surface Tanks*, and NFPA 34-1966, Standard for dip tanks containing flammable or combustible liquids.



3. Are **dip tank** operations controlled so exposures are maintained within required limits?
[29 CFR 1910.124(b)(2)] Y N N/A ??

4. When two or more **dip tank** operations are ventilated by a common exhaust duct, is care taken to ensure that the mixture of contaminants generated does not present a fire, explosion, or chemical reaction hazard?
[29 CFR 1910.124(b)(6)] Y N N/A ??

5. Are instructions given to all persons who work on or around **dip tanks** about hazards and applicable first aid procedures?
[29 CFR 1910.124(f)] Y N N/A ??

6. Are protective equipment (including personal protective equipment for eyes, face, head, and extremities) protective clothing, and respiratory devices provided to all persons who use **dip tanks**?
[29 CFR 1910.132(a)] Y N N/A ??

7. Are deluge showers and eye wash stations provided near **dip tank** operations?
[29 CFR 1910.124(g)(2)] Y N N/A ??

8. Are washing facilities provided nearby for users of **dip tanks**?
[29 CFR 1910.124(g)(3)] Y N N/A ??

9. Is locker space or an equivalent clothing storage facility available to prevent contamination of street clothing?
[29 CFR 1910.124(g)(1)] Y N N/A ??

10. Are first aid supplies readily available and are they specific to the hazards associated with the **dip tanks** being used?
[29 CFR 1910.124(h)(3)] Y N N/A ??

Construction

11. In educational buildings, are **dip tanks** used only in a room designed for the purpose, protected with an approved automatic fire-suppression system, and separated vertically and horizontally from other areas as required by the building code?
[F-1305.2] **Y N N/A ??**
12. Are **dip tanks**, including any drainboards, constructed of noncombustible materials?
[29 CFR1910.125(a) and F-1305.4] **Y N N/A ??**
13. For **dip tanks** over 150 gallons in capacity or 10 square feet in liquid surface area, does a properly trapped overflow pipe lead to a safe location outside the building?
[29 CFR1910.125(b)(1) and F-1305.4.1] **Y N N/A ??**
14. Is the overflow pipe at least 3 inches in diameter?
[29 CFR1910.125(b)(2)(i)] **Y N N/A ??**
15. Are all piping connections on the **dip tank** easily accessible for inspection and cleaning?
[29 CFR1910.125(b)(2)(ii)] **Y N N/A ??**
16. Is the bottom of the overflow connection at least 6 inches below the top of the **dip tank**?
[29 CFR 1910.125(b)(2)(iii) and F-1305.4.1] **Y N N/A ??**
17. If the **dip tank** is over 500 gallons in capacity, is it equipped with a bottom drain?
[29 CFR1910.125(c)(1) and F-1305.4.2] **Y N N/A ??**
- Note:** Bottom drains are not required if (a) the dip tank is equipped with an automatic closing cover, or (b) the viscosity of the liquid at normal atmospheric temperature does not allow the liquid to flow or be pumped easily.
18. Will the **required** bottom drain operate during a fire?
[29 CFR1910.125(c)(2)(i)] **Y N N/A ??**
19. Is the **required** bottom drain properly trapped and discharged to a safe location outside?
[29 CFR1910.125(c)(ii), (iii), (iv) and F-1305.4.3] **Y N N/A ??**
20. Are **required** bottom drains automatically and manually arranged to drain quickly in the event of fire unless the viscosity of the liquid at normal atmospheric temperature makes this impractical?
[F-1305.4.2] **Y N N/A ??**

21. Is manual operation of **required** bottom drains available at a safely accessible location?
[29 CFR1910.125(c)(3) and F-1305.4.2] **Y N N/A ??**
22. If **required** bottom drains do not operate by gravity flow, is an automatic pump provided?
[29 CFR1910.125(c)(4) and F-1305.4.2] **Y N N/A ??**
- If the **dip tank** is artificially heated, is it equipped with an alarm that will sound if the temperature comes within 50°F of the flashpoint of the liquid?
[29 CFR1910.126(a)(2)] **Y N N/A ??**
24. Are open flames, spark-production devices, or heated surfaces hot enough to ignite vapors absent from the **vapor area**?
[29 CFR1910.125(e)(1)(ii) and F-1305.6] **Y N N/A ??**
-  25. In each vapor area and any adjacent area, does all electrical wiring and equipment conform to applicable hazardous (classified) area requirements?
[29 CFR1910.125(e)(1)(i) and F-1305.6.1] **Y N N/A ??**
26. Are any portable containers used to add liquid to the tank electrically bonded to the tank and positively grounded to prevent static electrical sparks or arcs?
[29 CFR 1910.125(e)(2)] **Y N N/A ??**
-  27. Are heating systems used in drying operations installed in accordance with NFPA 86A-1969 and provided with mechanical ventilation before and during operation?
[29 CFR 1910.125(e)(3)(i) and (ii)] **Y N N/A ??**
28. Do these heating systems shut down automatically if any ventilating fan fails to maintain adequate ventilation?
[29 CFR 1910.125(e)(3)(iii)] **Y N N/A ??**

Operations and Maintenance

29. Are all vapor areas free of combustible debris and as free as possible of combustible stock?
[29 CFR1910.125(e)(4)(i) and F-1305.7] **Y N N/A ??**
30. Are rags and other material contaminated with liquids or coating operations placed in approved waste cans immediately after use?
[29 CFR1910.125(e)(4)(ii) and F-1305.7.1] **Y N N/A ??**

Note: Metal waste cans must have self-closing lids.

31. Are the contents of these waste cans properly disposed of at the end of each shift?
[29 CFR1910.125(e)(4)(iii) and F-1305.7.1] **Y N N/A ??**
32. Are the **dip tank** facility and all its components inspected periodically?
[29 CFR1910.124(j)(3)] **Y N N/A ??**
33. Are defects promptly corrected?
[29 CFR1910.124(j)(3)] **Y N N/A ??**
34. Are "**No Smoking**" signs in large letters on a contrasting color background conspicuously posted in the vicinity of each **dip tank**?
[29 CFR1910.125(e)(5)] **Y N N/A ??**

Fire Extinguishers



35. Are suitable manual and automatic fire extinguishers available for areas in the vicinity of **dip tanks**?
[29CFR1910.125(f)(2)(i) and F-1305.8] **Y N N/A ??**

Note: Consult you local fire official for assistance. The BOCA National Fire Prevention Code requires at least one portable fire extinguisher with a minimum 40-B:C rating located with 30 feet of travel distance from the dip tank.

Dip Tank Covers

36. If **dip tank** covers are arranged to close automatically in the event of a fire, are they actuated by approved automatic devices and arranged for manual actuation and operation?
[F-1305.9] **Y N N/A ??**
37. Are **dip tank** covers constructed of substantial noncombustible material or of the tin-clad type with enclosing metal applied with locked joints?
[F-1305.9.1] **Y N N/A ??**
38. Are covers kept closed when tanks are not used?
[F-1305.9.3] **Y N N/A ??**

Definitions:

Combustible liquid: any liquid with a flashpoint at or above 100°F (37.8°C), but below 200°F (93.3°C). Exception: any mixture having components with flashpoints of 200°F (93.3°C), or higher, the total volume of which makes up 99% or more of the total volume of the mixture.

Dip tank: a tank, vat, or container of flammable or combustible liquid in which articles or materials are immersed for the purpose of coating, finishing, treating, or similar processes.

Explosion-proof: enclosed in a case or pipe that (1) can withstand an explosion of a gas or vapor that may occur within it, (2) can prevent the ignition of a gas or vapor surrounding the enclosure by sparks, flashes, or explosion of the gas or vapor within, and (3) operates at such an external temperature that it will not ignite a surrounding flammable atmosphere.

Flammable liquid: any liquid having a flashpoint below 100°F (37.8°C), except any mixture having components with flashpoints of 100°F (37.8°C) or higher, the total of which makes up 99% or more of the total volume of the mixture.

Vapor area: any area containing dangerous quantities of flammable vapors in the vicinity of dip tanks, their drainboards or associated drying, conveying, or other equipment during operation or shutdown periods.

Comments/Corrective action:

E

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Electrical-General Requirements Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards subpart S-29 CFR 1910.303; 1910.305; and 1910.335 and the construction standards subpart K-29 CFR 1926.403 and 1926.405. It applies to all electrical use systems. This checklist does not cover installations in ships, watercraft, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA, and EPA standard, or with a non-regulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.

This checklist does not address voltages greater than 600 volts (nominal). For these voltages, consult the OSHA regulations.

Please Circle

Examination, Installation, and Use of Equipment

- | | Y | N | N/A | ?? |
|---|---|---|-----|----|
| 1. Are only approved conductors and equipment used for electrical installations?
[29 CFR 1910.303(a) and 1926.403(a)]

Note: Conductors and equipment must be listed or labeled by a recognized testing laboratory, such as Factory Mutual.
[29 CFR 1910.303(b)(2)] | | | | |
| 2. Is equipment used and installed in accordance with instructions on the listing or label? [29 CFR 1910.303(b)(2) and 1926.403(b)(2)] | | | | |
| 3. Is all electrical equipment free from recognized hazards that are likely to cause death or serious physical harm? | | | | |

[29 CFR 1910.303(b)(1) and 1926.403(b)(1)]

Note: Violations have included the following: male plugs with fiber insulators were not dead fronted; metal junction boxes were used on extension cords; metal junction boxes were used on the ends of pendants; receptacles were loose in their mountings; open light sockets exposed live parts; an electric outlet strip had an open neutral reading when tested with a circuit analyzer; on/off switch boxes for fans were not secured to the wall; heavy items were hanging from the lighting fixtures; floor mounted receptacles were loose in their mountings; receptacles were broken; and electric cords were frayed, loose, and had exposed wires.

Splices

- | | | | | |
|--|---|---|-----|----|
| 4. Are conductors spliced or joined by using suitable devices or by brazing, welding, or soldering with a fusible metal or alloy? [29 CFR 1910.303(c) and 1926.403(e)] | Y | N | N/A | ?? |
| 5. Are soldered splices first joined so as to be mechanically and electrically secure and then soldered? [29 CFR 1910.303(c) and 1926.403(e)] | Y | N | N/A | ?? |
| 6. Are all splices, joints, and free ends of conductors covered with adequate insulation? [29 CFR 1910.303(c) and 1926.403(e)] | Y | N | N/A | ?? |

Arcing Parts

- | | | | | |
|---|---|---|-----|----|
| 7. Are all parts of electrical equipment that ordinarily produce arcs, sparks, flames, or molten metal enclosed or isolated from all combustible material? [29 CFR 1910.303(d) and 1926.403(f)] | Y | N | N/A | ?? |
|---|---|---|-----|----|

Marking

- | | | | | |
|--|---|---|-----|----|
| 8. Is all electrical equipment marked with the manufacturer's identity? [29 CFR 1910.303(e) and 1926.403(g)] | Y | N | N/A | ?? |
| 9. Is all electrical equipment marked with the voltage, current, wattage or other ratings as necessary? [29 CFR 1910.303(e) and 1926.403(g)] | Y | N | N/A | ?? |

10. Are these markings durable enough to withstand the working environment? [29 CFR 1910.303(e) and 1926.403(g)] **Y N N/A ??**

Identification of Disconnecting Means and Circuits

11. Is each **disconnecting means** for motors and appliances legibly marked to indicate its purpose, unless located and arranged so the purpose is evident? [29 CFR 1910.303(f) and 1926.403(h)] **Y N N/A ??**

12. Is each **service, feeder, and branch circuit** at its **disconnecting means** or overcurrent device legibly marked to indicate its purpose, unless located and arranged so the purpose is evident? [29 CFR 1910.303(f) and 1926.403(h)] **Y N N/A ??**

Note: Circuit breaker panels should be marked to clearly indicate the purpose of each circuit breaker.

600 Volts, Nominal, or Less Working Space About Electric Equipment

13. Is access and working space around electrical equipment sufficient to provide ready and safe operation and maintenance? [29 CFR 1910.303(g)(1) and 1926.403(i)(1)] **Y N N/A ??**

14. Are sufficient work clearances (see note) maintained around all equipment operating at 600 volts or less? [29 CFR 1910.303(g)(1)(i) and 1926.403(i)(a)(i)] **Y N N/A ??**

Note: Working distances around electrical equipment vary according to the nominal voltage to the ground, exposed live parts, and year equipment was installed. These distances vary from 2.5 to 4 feet. Consult the OSHA regulations for details.

15. Are **required** working spaces around electrical equipment kept free of stored materials? [29 CFR 1910.303(g)(1)(ii) and 1926.403(i)(1)(ii)] **Y N N/A ??**

16. When live parts are normally exposed on the front of switchboards or motor control centers, is the working space in front of such equipment greater than or equal to 3 feet? [29 CFR 1910.303(g)(1)(iv) and 1926.403(i)(1)(iv)] **Y N N/A ??**

17. Is illumination provided for all working spaces around service equipment, switchboards, panel boards, and motor control centers installed indoors? **Y N N/A ??**

[29 CFR 1910.303(g)(1)(v)]

18. Is a minimum headroom of 6 feet, 3 inches of working space maintained about service equipment, switchboards, panel boards, or control centers? **Y N N/A ??**
[29 CFR 1910.303(g)(1)(vi) and 1926.403(i)(1)(v)]

600 Volts, Nominal, or Less Guarding of Live Parts

19. Are live parts of electrical equipment operating at 50 volts or more guarded against contact by **approved** cabinets or other forms of **approved** enclosures? **Y N N/A ??**
[29 CFR 1910.303(g)(2)(i) and 1926.403(i)(2)(i)]

Note: All splices should be in junction boxes or other proper enclosures. The requirement to guard the live part is not applicable in the following situations:

- a. when the live part is located in a room, vault, or similar enclosure that is accessible only to **qualified persons**.
 - b. when permanent, substantial partitions or screens are arranged so that only **qualified persons** have access to the space within reach of the live parts. Any openings in such partitions or screens shall be sized and located so that persons are not likely to come into accidental contact with the live parts or to bring conducting objects into contact with them.
 - c. when the live part located in a suitable balcony, gallery, or platform elevated and arranged to exclude unqualified persons.
 - d. when the live part is elevated 8 feet or more above the floor or other working surface.
20. In areas where electrical equipment may be exposed to physical damage, are the enclosures or guards arranged and of such strength to prevent such damage? **Y N N/A ??**
[29 CFR 1910.303(g)(2)(ii) and 1926.403(i)(2)(ii)]

Note: Incandescent and fluorescent light bulbs should be guarded if subject to physical damage. Light fixtures should have protective plates.

21. Are all entrances to rooms or other guarded locations containing exposed live parts marked with conspicuous warning signs forbidding unqualified persons to enter? **Y N N/A ??**
[29 CFR 1910.303(g)(2)(iii) and 1926.403(i)(2)(iii)]

22. When normally enclosed live parts are exposed for maintenance and repair, are they guarded to protect unqualified persons from contact? [29 CFR 1910.335(a)(2)(ii)] **Y N N/A ??**

23. Are safety signs, safety symbols, or accident prevention tags used where necessary to warn students and teachers about electrical hazards? [29 CFR 1910.335(b)(1)] **Y N N/A ??**

Wiring Methods--General Requirements

24. Are all metal **raceways**, cable armor, and other metal enclosures for conductors metallically joined together into a continuous electric conductor (including connections to all boxes, fittings, and cabinets) to provide effective electrical continuity? [29 CFR 1910.305(a)(1)(i) and 1926.405(a)(1)(i)] **Y N N/A ??**

25. Is wiring in ducts for transporting dust, flammable vapors and exhaust from commercial-type cooking equipment prohibited? [29 CFR 1910.305(a)(1)(ii) and 1926.405(a)(1)(ii)] **Y N N/A ??**

Wiring Methods--Cable Trays

26. Are only acceptable types of cables used in cable trays? [29 CFR 1910.305(a)(3)(i)] **Y N N/A ??**

Note: Consult 29 CFR 1910.305(a)(3)(i) for complete list of acceptable types of cables.

27. Are cable tray systems prohibited in hoistways or where they are subjected to severe physical damage? [29 CFR 1910.305(a)(3)(ii)] **Y N N/A ??**

Definitions:

Approved: acceptable to the authority enforcing this checklist.

Approved for the purpose: determined by a nationally recognized testing laboratory, inspection agency or other organization concerned with the product evaluation as part of its listing and labeling program.

Branch circuit: the circuit conductors between the final overcurrent device protecting the circuit and the outlet(s).

Disconnecting means: a device, or group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Feeder: all circuit conductors between the service equipment, or the generator switchboard of an isolated plant, and the final branch-circuit overcurrent device.

Qualified person: one familiar with the construction and operation of the equipment and the hazards involved. Whether an employee is considered to be a "qualified person" depends upon various circumstances in the workplace. It is possible and, in fact, likely for an individual to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. A person who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for the performance of those duties.

Raceway: a channel designed expressly for holding wires, cables, or busbars, with additional functions as permitted. Raceways may be of metal or insulating materials, and the term includes rigid metal conduit, rigid nonmetallic conduit, intermediate metal conduit, liquidtight flexible metal conduit, flexible metallic tubing, flexible metal conduit, electrical metallic tubing, underfloor raceways, cellular concrete floor raceways, cellular metal floor raceways, surface raceways, wireways, and busways.

Service: the conductors and equipment for delivering energy from the electricity supply system to the wiring system of the premises served.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Electrical: Temporary Wiring Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards subpart S 29 CFR 1910.305 and the construction standards 29 CFR 1926.405. It applies to allowed temporary wiring situations. This checklist does not cover installations in ships, watercraft, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles. This checklist also does not apply to conductors that are an integral part of factory assembled equipment. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist.

Please Circle

- | | |
|---|--------------------------|
| <p>1. Is temporary wiring for 600 volts, nominal or less, only permitted (a) for construction, remodeling, maintenance, repair, or demolition of buildings, structures, or equipment, and similar activities; (b) for experimental or development work, and (c) for a period not to exceed 90 days for Christmas decorative lighting, carnivals, and similar purposes? [29 CFR 1910.305(a)(2)(i) and 1926.405(a)(2)(i)]</p> <p>Note: Examples of violations have included the following: extension cords were used instead of permanent wiring, adapters were used, and multi-outlets were used.</p> | <p>Y N N/A ??</p> |
| <p>2. Are temporary wiring distribution centers for feeders approved for such use?
[29 CFR 1910.305(a)(2)(iii)(A) and 1926.405(a)(2)(ii)(A)]</p> | <p>Y N N/A ??</p> |
| <p>3. Are feeders for temporary wiring run as multiconductor cord or cable assemblies, or, where not subject to physical damage, as open conductors on insulators not more than 10 feet apart?
[29 CFR 1910.305(a)(2)(iii)(A) and 1926.405(a)(2)(ii)(A)]</p> | <p>Y N N/A ??</p> |
| <p>4. Are temporary wiring power outlets or panelboards for branch circuits approved for such use?</p> | <p>Y N N/A ??</p> |

[29 CFR 1910.305(a)(2)(iii)(B) and 1926.405(a)(2)(ii)(B)]

5. Are temporary wiring conductors for **branch circuits** run as multiconductor cord or cable assemblies or open conductors? [29 CFR 1910.305(a)(2)(iii)(B) and 1926.405(a)(2)(ii)(B)] **Y N N/A ??**
6. If open conductors are used for temporary wiring **branch circuits**, are conductors fastened at ceiling height every 10 feet? [29 CFR 1910.305(a)(2)(iii)(B) and 1926.405(a)(2)(ii)(B)] **Y N N/A ??**
7. Are temporary wiring **branch circuits** conductors prohibited from being laid on the floor? [29 CFR 1910.305(a)(2)(iii)(B) and 1926.405(a)(2)(ii)(B)] **Y N N/A ??**
8. If run as an open conductor, does each temporary wiring **branch circuits** that supplies receptacles or fixed equipment contain a separate equipment grounding conductor? [29 CFR 1910.305(a)(2)(iii)(B) and 1926.405(a)(2)(ii)(B)] **Y N N/A ??**
9. Are receptacles of the grounding type? [29 CFR 1910.305(a)(2)(iii)(C) and 1926.405(a)(2)(ii)(C)] **Y N N/A ??**
10. Unless installed in a complete metallic **raceway**, does each **branch circuits** have a separate equipment grounding conductor, and are all receptacles electrically connected to the grounding conductor? [29 CFR 1910.305(a)(2)(iii)(C) and 1926.405(a)(2)(ii)(C)] **Y N N/A ??**
11. Are earth returns prohibited for temporary wiring? [29 CFR 1910.305(a)(2)(iii)(D)] **Y N N/A ??**
12. Are bare conductors prohibited for temporary wiring? [29 CFR 1910.305(a)(2)(iii)(D)] **Y N N/A ??**
13. Are suitable disconnecting switches or plug connectors installed to permit the disconnection of all ungrounded conductors of each temporary circuit? [29 CFR 1910.305(a)(2)(iii)(E) and 1926.405(a)(2)(ii)(D)] **Y N N/A ??**
14. Are lamps for general illumination protected from accidental contact or breakage? [29 CFR 1910.305(a)(2)(iii)(F) and 1926.405(a)(2)(ii)(E)] **Y N N/A ??**
15. Are lamps for general illumination elevated at least 7 feet from normal working surfaces or protected by a suitable fixture or lampholder with a guard? **Y N N/A ??**

[29 CFR 1910.305(a)(2)(iii)(F)]

16. Are flexible cords and cables protected from damage?
[29 CFR 1910.305(a)(2)(iii)(G) and 1926.405(a)(2)(ii)(I)]

Y N N/A ??

Note: Avoid sharp corners and projections. Where passing through doorways or other pinch points, flexible cords and cables should be provided with protection to avoid damage.

Definitions:

Branch circuit: the circuit conductors between the final overcurrent device protecting the circuit and the outlet(s).

Feeder: all circuit conductors between the service equipment (or the generator switchboard of an isolated plant) and the final branch-circuit overcurrent device.

Panelboard: a single or group of panel units designed for assembly in the form of a single panel. The panelboard includes buses and automatic overcurrent devices, and may or may not have switches to control light, heat, or power circuits. It is designed to be placed in a cabinet or cutout box in or against a wall and accessible only from the front.

Raceway: a channel designed for holding wires, cables, or busbars, with additional functions as permitted. Raceways may be of metal or insulating materials, and the term includes rigid metal conduit, rigid nonmetallic conduit, intermediate metal conduit, liquid-tight flexible metal conduit, flexible metallic tubing, flexible metal conduit, electrical metallic tubing, underfloor raceways, cellular concrete floor raceways, cellular metal floor raceways, surface raceways, wireways, and busways.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Electrical Wiring Design and Protection Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards subpart S 29 CFR 1910.304 and 1910.307 and the construction standards subpart K CFR 1926.404 and 1926.407. It applies to all electrical use systems. This checklist does not cover installations in ships, watercrafts, railway rolling stock, aircrafts, or automotive vehicles other than mobile homes and recreational vehicles. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist to help you understand some of the questions.



Questions marked with this symbol may require the help of an outside expert.

This checklist does not address regulations dealing with outside conductors, 600 volts, nominal, or less; services to buildings; overcurrent protection (fuses and circuit breakers) for over 600 volts, nominal; and grounding for over 1,000 volts. If any of these conditions are encountered, consult the OSHA regulations.

Please Circle

Use and Identification of *Grounded* and *Grounding Conductors*



- Are conductors used for grounding identified and distinguishable from all other conductors?
[29 CFR 1910.304(a)(1) and 1926.404(a)(1)] Y N N/A ??

Note: Grounding conductors should be colored white according to the National Electric Code.

- Have all **grounded conductors** maintained the designated polarity when attached to a terminal or lead?
[29 CFR 1910.304(a)(2) and 1926.404(a)(2)] Y N N/A ??

Note: Electrical outlets (receptacles), when tested with a circuit analyzer, should not show a reversed polarity, open neutral, or neutral reversed with any other line.

3. Is the use of a grounding terminal or grounding-type device prohibited on a receptacle, cord connector, or plug attachment, except for the purpose of grounding?
[29 CFR 1910.304(a)(3) and 1926.404(a)(3)]
- Y N N/A ??

Overcurrent Protection 600 Volts, Nominal, or Less



4. Are conductors and equipment protected from **overcurrent** in accordance with their ability to conduct current safely?
[29 CFR 1910.304(e)(1)(i) and 1926.404(e)(1)(i)]
- Y N N/A ??

5. Are **overcurrent** devices (except for the motor running overload protection) designed so as to not interrupt the continuity of the **grounded** conductors unless all conductors of the circuit are opened simultaneously?
[29 CFR 1910.304(e)(1)(ii) and 1926.404(e)(1)(ii)]
- Y N N/A ??

6. Are **disconnecting means** provided for (a) all cartridge fuses (except for service fuses) that are accessible to other than qualified persons and (b) all fuses and thermal cutouts on circuits over 150 volts to the ground?
[29 CFR 1910.304(e)(1)(iii) and 1926.404(e)(1)(iii)]
- Y N N/A ??

7. Is this **disconnecting means** installed so that the fuse or thermal cutout can be disconnected from its supply without disrupting service to the equipment and circuits unrelated to those protected by the **overcurrent** device?
[29 CFR 1910.304(e)(1)(iii) and 1926.404(e)(1)(iii)]
- Y N N/A ??

8. Are **overcurrent** devices readily accessible to all authorized personnel? [29 CFR 1910.304(e)(1)(iv) and 1926.404(e)(1)(iv)]
- Y N N/A ??

9. Are the **overcurrent** devices located so that they will not be exposed to physical damage nor located near easily ignitable material? [29 CFR 1910.304(e)(1)(iv) and 1926.404(e)(1)(iv)]
- Y N N/A ??

10. Are fuses and circuit breakers located or shielded so that people will not be burned or otherwise injured by their operation? [29 CFR 1910.304(e)(1)(v) and 1926.404(e)(1)(v)]
- Y N N/A ??

11. Are circuit breakers clearly indicated whether they are in the open (off) or closed (on) position?
[29 CFR 1910.304(e)(1)(vi)(A) and 1926.404(e)(1)(vi)(A)]
- Y N N/A ??

12. When circuit breaker handles on switchboards are operated

vertically rather than horizontally or rotationally, is the up position the closed (on) position?
[29 CFR 1910.304(e)(1)(vi)(B) and 1926.404(e)(1)(vi)(B)]

Y N N/A ??

13. On switches in 120-volt fluorescent lighting circuits, is the circuit breaker approved for this purpose and marked "SWD"?
[29 CFR 1910.304(e)(1)(vi)(C) and 1926.404(e)(1)(vi)(C)]

Y N N/A ??

14. When installed within a six foot radius of sinks, are 125-volt, single-phase, 15- and 20-amp receptacles equipped with a **ground-fault circuit interrupter**? [recommended]

Y N N/A ??

15. When installed outdoors, are 125-volt, single-phase, 15- and 20-amp receptacles equipped with a **ground-fault circuit interrupter**? [recommended]

Y N N/A ??

16. Are all **overcurrent** devices legibly marked to indicate its purpose? [29 CFR 1910.303(f)]

Y N N/A ??

Grounding



17. Are all neutral conductors **grounded** in all three-wire DC systems? [29 CFR 1910.304(f)(1)(i) and 1926.404(f)(1)(i)]

Y N N/A ??



18. Are all two-wire DC systems operating at 50 volts through 300 volts between conductors **grounded**?
[29 CFR 1910.304(f)(1)(ii) and 1926.404(f)(1)(ii)]

Y N N/A ??

Note: Exceptions to this requirement are permitted when (a) they supply only industrial equipment in limited areas and are equipped with a ground detector; or (b) they are fire-protective signaling circuits having a maximum current of 0.030 amperes.



19. Are all AC circuits of less than 50 volts **grounded** when (a) they are installed as overhead conductors outside a building, or (b) they are supplied by transformers, and the transformer's primary supply system is ungrounded or exceeds 150 volts to ground?
[29 CFR 1910.304(f)(1)(iii) and 1926.404(f)(1)(iii)]

Y N N/A ??

20. Are all AC systems of 50 volts to 1,000 volts **grounded**?
[29 CFR 1910.304(f)(1)(iv) and 1926.404(f)(1)(iv)]

Y N N/A ??

Note: See OSHA regulations for possible exemptions to this requirement. Electrical outlet receptacles should not indicate an open ground when tested with a circuit analyzer.



21. For AC premises wiring systems, is the identified conductor **grounded**? [29 CFR 1910.304(f)(2) and 1926.404(f)(4)]

Y N N/A ??



22. When systems are **grounded**, is a grounding electrode conductor used to connect both the equipment grounding conductor and the **grounded** circuit conductor to the grounding electrode? [29 CFR 1910.304(f)(3)(i) and 1926.404(f)(5)(i)]

Y N N/A ??

Note: This is only determined at the main service or vault.



23. Are both the equipment grounding conductor and the grounding electrode conductor connected to the **grounded** circuit conductor (a) on the supply side of the service **disconnecting means**, or (b) on the supply side of the system **disconnecting means** or **overcurrent** device if the system is separately derived? [29 CFR 1910.304(f)(3)(i) and 1926.404(f)(5)(i)]

Y N N/A ??



24. On ungrounded service-supplied systems, is the equipment grounding conductor connected to the grounding electrode conductor at the service equipment? [29 CFR 1910.304(f)(3)(ii) and 1926.404(f)(5)(ii)]

Y N N/A ??

25. Is the path to the ground from circuits, equipment, and enclosures permanent and continuous? [29 CFR 1910.304(f)(4) and 1926.404(f)(6)]

Y N N/A ??



26. Are metal cable trays, metal **raceways**, and metal enclosures for conductors **grounded**? [29 CFR 1910.304(f)(5)(i) and 1926.404(f)(7)(i)]

Y N N/A ??

Note: See OSHA regulations for possible exemptions to this requirement.



27. Are metal enclosures for **service** equipment **grounded**? [29 CFR 1910.304(f)(5)(ii) and 1926.404(f)(7)(ii)]

Y N N/A ??



28. Are the following appliances **grounded**: frames of electric ranges, wall-mounted ovens, counter-mounted cooking units, clothes dryers, and metal outlets or junction boxes that are part of the circuit for these appliances? [29 CFR 1910.304(f)(5)(iii)]

Y N N/A ??

29. Are exposed noncurrent-carrying metal parts of fixed equipment that may be energized **grounded**? [29 CFR 1910.304(f)(5)(iv) and 1926.404(f)(7)(iii)]

Y N N/A ??

30. Are all exposed noncurrent-carrying metal parts of cord and plug connected equipment **grounded**? [29 CFR 1910.304(f)(5)(v) and 1926.404(f)(7)(iv)]

Y N N/A ??

Note: This applies to metal cases of tools and equipment except those that are double insulated.



31. When required, are the noncurrent-carrying metal parts of fixed equipment **grounded** by an equipment grounding conductor contained in the same raceway, cable, or cord, or runs with or encloses the circuit conductors? [29 CFR 1910.304(f)(6)(i) and 1926.404(f)(8)(i)] **Y N N/A ??**

Note: For DC circuits only, the equipment grounding conductor may be run separately from the circuit conductors.

Hazardous Locations

32. Are all equipment, wiring methods, and installations of equipment in **hazardous (classified) locations** intrinsically safe, approved for the hazardous location, or safe for the hazardous location? [29 CFR 1910.307(b) and 1926.407(b)] **Y N N/A ??**
33. Is equipment approved not only for the class of location but also for the ignitable or combustible properties of the gas, vapor, dust, or fiber that will be present? [29 CFR 1910.307(b)(2)(i) and 1926.407(b)(2)(i)] **Y N N/A ??**
34. Is equipment in a hazardous location marked to show the class, group, and operating temperature? [29 CFR 1910.307(b)(2)(ii) and 1926.407(b)(2)(ii)] **Y N N/A ??**
35. Are all conduits threaded and made wrench-tight? [29 CFR 1910.307(c) and 1926.407(c)] **Y N N/A ??**

Definitions:

Disconnecting means: a device, group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Ground-fault circuit interrupter: interrupter: a fast-acting circuit breaker that senses small imbalances in the circuit caused by current leakage to ground and, in a fraction of a second, shuts off the electricity.

Grounded: connected to the earth or to a conducting body.

Grounded conductor: a system or circuit conductor that is intentionally grounded.

Grounding conductor: a conductor used to connect equipment or the grounded circuit of a wiring system to a grounding electrode or electrodes.

Hazardous (classified) locations: areas that have volatile flammable liquids or excessive dust that represent a significant fire or explosion hazard. Such locations are assigned six designations as follows: Class I, Division 1; Class I, Division 2; Class II, Division 1; Class II, Division 2; Class III, Division 1; and Class III, Division 2.

Overcurrent: any current in excess of the rated current of equipment or the ampacity of a conductor. It may result from overload, short circuit, or ground fault. A current in excess of rating may be accommodated by certain equipment and conductors for a given set of conditions. Hence the rules for overcurrent protection are specific for particular situations.

Overcurrent protection: a device such as a fuse or circuit breaker used to prevent an overcurrent.

Raceway: a channel designed for holding wires, cables, or busbars, with additional functions as permitted. Raceways may be of metal or insulating materials, and the term includes rigid metal

conduit, rigid nonmetallic conduit, intermediate metal conduit, liquid-tight flexible metal conduit, flexible metallic tubing, flexible metal conduit, electrical metallic tubing, underfloor raceways, cellular concrete floor raceways, cellular metal floor raceways, surface raceways, wireways, and busways.

Service: the conductors and equipment for delivering energy from the electricity supply system to the wiring system of the premises served.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Electrical Components and Equipment for General Use Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards subpart S 29 CFR 1910.305 and the construction standards 29 CFR 1926.405 and 1926.441. It applies to all electrical use systems. This checklist does not cover installations in ships, watercraft, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles. In addition, this checklist does not apply to conductors that are an integral part of factory assembled equipment. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees.



Questions marked with this symbol may require the help of an outside expert.

Definitions of terms in **bold type** are provided at the end of the checklist.

This checklist does not address regulations dealing with open wiring on insulators, pull and junction boxes for systems over 600 volts, portable cables over 600 volts, transformers, and capacitors. If these conditions are encountered, consult the OSHA regulations.

Please Circle

Cabinets, Boxes, and Fittings

- | | |
|--|---------------|
| 1. Are conductors entering boxes, cabinets, or fittings protected from abrasion? [29 CFR 1910.305(b)(1) and 1926.405(b)(1)] | Y N N/A
?? |
| 2. Are openings through which conductors enter effectively closed? [29 CFR 1910.305(b)(1) and 1926.405(b)(1)] | Y N N/A
?? |
| 3. Are all unused openings in cabinets, junction boxes, and fittings effectively closed?
[29 CFR 1910.305(b)(1) and 1926.405(b)(1)] | Y N N/A
?? |

- | | |
|--|---------------|
| 4. Are all pull boxes, junction boxes, and fittings provided with covers approved for that purpose?
[29 CFR 1910.305(b)(2) and 1926.405(b)(2)] | Y N N/A
?? |
| 5. Are metal covers grounded?
[29 CFR 1910.305(b)(2) and 1926.405(b)(2)] | Y N N/A
?? |
| 6. Does each outlet box have a cover, faceplate, or fixture canopy? [29 CFR 1910.305(b)(2) and 1926.405(b)(2)] | Y N N/A
?? |
| 7. Do covers of outlet boxes with holes for flexible cord pendants have (a) bushings designed for cords to pass through holes, or (b) smooth, well-rounded surfaces on which the cords may bare?
[29 CFR 1910.305(b)(2) and 1926.405(b)(2)] | Y N N/A
?? |
| 8. Are all electrical wall receptacles tight-fitting and in good condition? [recommended] | Y N N/A
?? |

Switches

- | | |
|--|---------------|
| 9. Are single-throw knife switches connected so that the blades are dead when the switch is in the open position?
[29 CFR 1910.305(c)(1) and 1926.405(c)] | Y N N/A
?? |
| Note: These types of switches should be accessible only to qualified persons. | |
| 10. Are single-throw knife switches placed so that gravity will not cause them to close?
[29 CFR 1910.305(c)(1) and 1926.405(c)] | Y N N/A
?? |
| 11. Do single-throw knife switches approved for use in the inverted position have a locking device that will keep the blades in the open position when so set?
[29 CFR 1910.305(c)(1) and 1926.405(c)] | Y N N/A
?? |
| 12. Do flush snap switches that are mounted in ungrounded metal boxes and located within reach of conducting surfaces have face plates of nonconducting, noncombustible material?
[29 CFR 1910.305(c)(2)] | Y N N/A
?? |

Note: Light switches need a cover plate.

Switchboards and Panelboards

- | | |
|---|---------------|
| 13. Are panelboards mounted in cabinets, cutout boxes , or enclosures approved for the purpose and of the dead front | Y N N/A
?? |
|---|---------------|

type? [29 CFR 1910.305(d) and 1926.405(d)]

Enclosures for Damp Locations

- | | | | |
|--|-----------------------|----------|------------|
| 14. Are cabinets, cutout boxes , fittings, boxes, and panelboard enclosures in damp locations installed so as to prevent moisture from accumulating within the enclosures?
[29 CFR 1910.305(e)(1) and 1926.405(e)(1)] | Y
?? | N | N/A |
| 15. Are switches, circuit breakers, and switchboards installed in wet locations enclosed in weatherproof enclosures?
[29 CFR 1910.305(e)(2) and 1926.405(e)(2)] | Y
?? | N | N/A |
| 16. Is water leakage into light receptacles or fixtures (which may cause a fire hazard) immediately repaired? [recommended]
(Look for evidence of water leakage.) | Y
?? | N | N/A |

Conductors for General Wiring

- | | | | |
|---|-----------------------|----------|------------|
| 17. Are all conductors used for general wiring insulated?
[29 CFR 1910.305(f) and 1926.405(f)] | Y
?? | N | N/A |
| 18. Is the insulation approved for the voltage, operating temperature, and location of use?
[29 CFR 1910.305(f) and 1926.405(f)] | Y
?? | N | N/A |
| 19. Is the insulated conductor distinguished by color or other suitable means as being the grounded conductor, ungrounded conductor, or equipment grounding conductors?
[29 CFR 1910.305(f) and 1926.405(f)] | Y
?? | N | N/A |

Flexible Cords and Cables

- | | | | |
|---|-----------------------|----------|------------|
| 20. Are flexible cords and cables prohibited from being used as a substitute for fixed wiring of a structure where they are (a) attached to building surfaces; (b) concealed; (c) run through holes in walls, ceilings, or floors; or (d) run through doorways, windows, or similar openings?
[29 CFR 1910.305(g)(1)(iii) and 1926.405(g)(1)(iii)] | Y
?? | N | N/A |
|---|-----------------------|----------|------------|

Note: Flexible cords and cables may be used only for the following: pendants; wiring of fixtures; connecting portable lamps or appliances; elevator cables; wiring cranes and hoists; connecting stationary equipment to facilitate their frequent interchange; preventing the transmission of noise or vibration; appliances that have fastening means and mechanical connections that can be removed for maintenance and repair; or data processing cables approved as a part

of the data processing system.
[29 CFR 1910.405(g)(1)(i)]

21. Are flexible cords used only in continuous lengths without splices or tap?
[29 CFR 1910.305(g)(2)(ii) and 1926.405(g)(2)(iii)]

Y N N/A
??

22. Are flexible cords connected to devices and fittings so strain relief is provided to prevent pull from being directly transmitted to joints or terminal screws?
[29 CFR 1910.305(g)(2)(iii) and 1926.405(g)(2)(iv)]

Y N N/A
??

23. Are all wires located away from walking areas to prevent a tripping hazard? [recommended]

Y N N/A
??

Note: Flexible cords used by labs or shops for portable equipment are recommended to be designed for hard or extra hard usage.

Equipment for General Use: Lighting Fixtures, Lampholders, Lamps, and Receptacles

24. Are fixtures, lamp holders, lamps, rosettes, and receptacles designed and maintained so that no live parts can expose students and teachers to contact?
[29 CFR 1910.305(j)(1)(i) and 1926.405(j)(1)(i)]

Y N N/A
??

25. Are portable hand lamps supplied through flexible cords equipped with a handle of molded composition or other approved material and a substantial guard attached to the lamp holder or handle?
[29 CFR 1910.305(j)(1)(ii) and 1926.405(j)(1)(iii)]

Y N N/A
??

26. Is the use of multiple plug receptacles prohibited?
[recommended]

Y N N/A
??

Equipment for General Use: Receptacles, Cord Connectors, and Attachment Plugs (caps)

27. Are receptacles, cord connectors, and attachment plugs constructed so that receptacles or cord connectors will accept only an attachment plug with a voltage or current rating for which the device is intended?
[29 CFR 1910.305(j)(2)(i) and 1926.405(j)(2)(i)]

Y N N/A
??

28. Are receptacles installed in damp locations suitable for that location? [29 CFR 1910.305(j)(2)(ii) and 1926.405(j)(2)(ii)]

Y N N/A
??

Note: Ground-fault circuit interrupters are recommended in these types of locations.

Equipment for General Use: Appliances

29. Are appliances designed and maintained so that they have no live parts normally exposed to student and teacher contact?
[29 CFR 1910.305(j)(3)(i) and 1926.405(j)(3)(i)]
- Y N N/A
??
30. Are means provided to disconnect each appliance?
[29 CFR 1910.305(j)(3)(ii) and 1926.405(j)(3)(ii)]
- Y N N/A
??
31. Is each appliance marked with its rating in volts and amperes or volts and watts?
[29 CFR 1910.305(j)(3)(iii) and 1926.405(j)(3)(iii)]
- Y N N/A
??
32. Are electrical appliances in good operational condition?
[recommended]
- Y N N/A
??

Equipment for General Use: Motors

33. Is the disconnecting means within view from the controller?
[29 CFR 1910.305(j)(4)(ii)(A) and 1926.405(j)(4)(ii)(A)]
- Y N N/A
??

Note: If a motor and the driven machinery are not within view from the **controller** location, consult OSHA regulations.



34. Does the disconnecting means disconnect the motor and the **controller** from all ungrounded supply conductors, and is it designed so that no pole can be operated independently?
[29 CFR 1910.305(j)(4)(ii)(B) and 1926.405(j)(4)(ii)(B)]
- Y N N/A
??



35. Are motors, motor control apparatus, and motor branch-circuit conductors protected against overheating from motor overload or failure to start, and against short-circuits or ground faults?
[29 CFR 1910.305(j)(4)(iii) and 1926.405(j)(4)(iii)]
- Y N N/A
??

36. Are exposed live parts of motors and **controllers** operating at 50 volts or more between terminals guarded against contact?
[29 CFR 1910.305(j)(4)(iv)(A) and 1926.405(j)(4)(iv)(A)]
- Y N N/A
??

Storage Batteries

37. Is sufficient diffusion and ventilation provided to storage batteries to prevent the accumulation of explosive mixtures?
[29 CFR 1910.305(j)(7) and 1926.441(a)(1)and(2)]
- Y N N/A
??

Definitions:

Controller: a device or group of devices that governs, in a predetermined manner, the electric power delivered to the apparatus to which it is connected.

Cutout box: an enclosure designed for surface mounting with swinging doors or covers secured directly to and telescoping with the walls of the box.

Dead front: without live parts exposed to a person on the operating side of the equipment.

Panelboard: a single or group of panel units designed for assembly in the form of a single panel. The panelboard includes buses and automatic overcurrent devices, and may or may not have switches to control light, heat, or power circuits. It is designed to be placed in a cabinet or **cutout box** in or against a wall and accessible only from the front.

Comments/Corrective action:

Information

Name of Location:

Date of inspection:

Career-Technical program/course/room:

Signature of inspector:

Electrical Safety Work Practices Self-Inspection Checklist

Guidelines: This checklist covers the regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards 29 CFR 1910.331, 1910.332, and 1910.333. This checklist applies to persons who are at risk of electrical shock. It does not apply to **qualified persons** working on generation, transmission, and distribution installations; communications installations; installations in vehicles; and railway installations. Definitions of terms in bold type are provided at the end of the checklist. **Please review the [Control of Hazardous Energy Sources checklist with this checklist](#).** The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA and EPA standard, or with a non-regulatory recommendation.

This checklist does not address work on or near energized overhead lines or work in confined or enclosed work spaces with energized lines. For these conditions, please consult 29 CFR 1910.333(c)(3) and 1910.333(c)(5) respectively.

Please Circle

Training

1. Are students or employees who are at risk of electric shock trained in and familiar with the safety-related work practices **required** by OSHA regulations 29 CFR 1910.331 through 1910.335? [29 CFR 1910.332(b)(1)] **Y N N/A ??**
2. Are qualified employees (those who are permitted to work on or near exposed energized parts) given the following training? (a) The skills and techniques necessary to distinguish exposed live parts from other parts of electric equipment; (b) The skills and techniques necessary to determine the nominal voltage of exposed live parts; and (c) The clearance distances specified in Table 1 and the corresponding voltages to which the **qualified person** will be exposed. **Y N N/A ??**

[29 CFR 1910.332(b)(3)]

Table 1: Minimum Distance for Voltage Ranges	
Voltage range* (phase to phase)	Required minimum distance between workers and exposed, energized parts
300V and less	Avoid contact
>300V ≤750V	1 ft. 0 in. (30.5 cm)
>750V ≤2kV	1 ft. 6 in. (46 cm)
>2kV ≤15kV	2 ft. 0 in. (61 cm)
>15kV ≤37kV	3 ft. 0 in. (91 cm)
>37kV ≤87.5kV	3 ft. 6 in. (107 cm)
>87.5kV ≤121kV	4 ft. 0 in. (122 cm)
>121kV ≤140kV	4 ft. 6 in. (137 cm)

*Note: > is "greater than;" ≤ is "less than or equal to"

3. Is the degree of training provided determined by the risk to the person?
[29 CFR 1910.332(c)]

Y N N/A ??

Work Practices

4. Are all live parts deenergized before students or employees work on them, unless deenergizing increases hazards or is not possible because of equipment design or operational limitations?
[29 CFR 1910.333(a)(1)]

Y N N/A ??

Note: Live parts that operate at less than 50 volts to ground need not be deenergized if they do not cause increased exposure to electrical burns or explosion due to electrical arcs.

5. If live parts are not deenergized, are other practices used to protect persons who may be exposed to electrical hazards?
[29 CFR 1910.333(a)(2)]

Y N N/A ??

6. Do these work practices protect the body against direct contact with energized parts and against indirect contact through a conductive object?
[29 CFR 1910.333(a)(2)]

Y N N/A ??

Working On Or Near Exposed Deenergized Parts

7. If an employee or student has contact with parts of fixed electrical equipment or circuits that have been deenergized, have the circuits energizing the parts been locked and/or tagged?

Y N N/A ??

[29 CFR 1910.333(b)(2)]

8. Is a written copy of electrical safety procedures (including lockout and tagging) available for inspection?
[29 CFR 1910.333(b)(2)(i)]
- Y N N/A ??

9. Are safe procedures determined before circuits or equipment are deenergized?
[29 CFR 1910.333(b)(2)(ii)(A)]
- Y N N/A ??

10. Are the circuits and equipment to be worked on disconnected from all energy sources?
[29 CFR 1910.333(b)(2)(ii)(B)]
- Y N N/A ??

Note: Control circuit devices, such as push buttons, selector switches, and interlocks may not be used as the sole means for deenergizing circuits or equipment. Interlocks for electric equipment may not be used as a substitute for lockout and tagging procedures.

11. Has stored, hazardous electric energy been released?
[29 CFR 1910.333(b)(2)(ii)(C)]
- Y N N/A ??

Note: Capacitors shall be discharged. If the stored electric energy might endanger personnel, high capacitance elements shall be short-circuited and grounded.

12. Is stored nonelectrical energy in devices that could reenergize electric circuit parts blocked or relieved enough to prevent circuit parts from being accidentally energized by the device?
[29 CFR 1910.333(b)(2)(ii)(D)]
- Y N N/A ??

13. Is a lock and tag placed on each disconnecting means used to deenergize circuits and equipment?
[29 CFR 1910.333(b)(2)(iii)(A)]
- Y N N/A ??

14. Is the lock attached so no one can operate the disconnecting means?
[29 CFR 1910.333(b)(2)(iii)(A)]
- Y N N/A ??

15. Does each tag have a statement prohibiting unauthorized operation of the disconnecting means and removal of the tag?
[29 CFR 1910.333(b)(2)(iii)(B)]
- Y N N/A ??

Note: If a lock cannot be applied, or if the tagging procedures will provide a level of safety equivalent to that of a lock, a tag may be used without a lock.

[29 CFR 1910.333(b)(2)(iii)(C)]

16. When a tag is used without a lock, is at least one additional safety measure used that provides a level of safety equivalent to that obtained from a lock?
[29 CFR 1910.333(b)(2)(iii)(D)]

Y N N/A ??

Note: Examples of additional safety measures include removing an isolating circuit element, blocking a controlling switch, or opening an extra disconnecting switch.

17. Is a lock placed without a tag only under all the following conditions?
[29 CFR 1910.333(b)(2)(iii)(E)]

Y N N/A ??

- a. Only one circuit or piece of equipment is deenergized.
- b. The lockout period does not extend beyond the school day.
- c. Students or employees exposed to the hazards associated with reenergizing the circuit or equipment are familiar with this procedure.

18. Are the requirements below met before any circuit or equipment can be considered deenergized?
[29 CFR 1910.333(b)(2)(iv)]

Y N N/A ??

- a. A qualified person verifies that the equipment cannot be restarted.
- b. A qualified person verifies that the circuit elements and electric parts of equipment to which students or employees will be exposed are deenergized. The qualified person must also determine whether any energized conditions exist as a result of inadvertently induced voltage or unrelated voltage feedback (even though parts of the circuit have been deenergized and presumed to be safe).

19. Are all of the following requirements met (in the order given) before circuits or equipment are reenergized, even temporarily?
[29 CFR 1910.333(b)(2)(v)]

Y N N/A ??

- a. A qualified person verifies that all tools, electrical jumpers, shorts, grounds, and other such devices have been removed so that the circuits and equipment can be safely energized.
- b. Persons exposed to the hazards associated with reenergizing the circuit or equipment

are warned to stay clear of circuits and equipment.

- c. Each lock and tag is removed by the person who applied it or under his or her direct supervision. However, if the person who applied the lock or tag is absent from the workplace, the lock or tag may be removed by a qualified person designated to perform this task provided that:
 - 1. The person who applied the lock or tag is not available at the school.
 - 2. The person who applied the lock or tag is aware that the lock or tag has been removed before he or she resumes work.

- d. All persons are clear of the circuits and equipment.

Working On Or Near Exposed Energized Parts

- 20. Are only qualified persons permitted to work on electric circuit parts or equipment that have not been deenergized?
[29 CFR 1910.333(c)(2)]
Note: This paragraph applies to work performed on exposed live parts (involving either direct contact or contact by means of tools or material) or near enough to them for persons to be exposed to hazards they present.
[29 CFR 1910.333(c)(1)]
Y N N/A ??

- 21. Are students and employees restricted from entering spaces containing exposed energized parts, unless illumination is provided that enables them to perform the work safely?
[29 CFR 1910.333(c)(4)(i)]
Y N N/A ??

- 22. Are students and employees prevented from handling conductive materials and equipment that are in contact with the person's body that may contact exposed energized conductors or circuit parts?
[29 CFR 1910.333(c)(6)]
Y N N/A ??

- 23. If students or employees must handle long-dimensional conductive objects (such as ducts and pipes) in areas with exposed live parts, have work practices been instituted (such as the use of insulation, guarding,
Y N N/A ??

and material handling techniques) that will minimize the hazard?

[29 CFR 1910.333(c)(6)]

24. Do portable ladders have nonconducting siderails when they could contact exposed, energized parts?
[29 CFR 1910.333(c)(7)] **Y N N/A ??**
25. Is the use of conductive articles of jewelry, clothing (such as watchbands, bracelets, rings, keychains, necklaces, metalized aprons, cloth with conductive threads, or metal head gear) prohibited for persons working with electricity?
[29 CFR 1910.333(c)(8)] **Y N N/A ??**
26. Are students and employees prohibited from performing housekeeping duties where live parts present an electrical contact hazard due to housekeeping duties that must be performed near such parts?
[29 CFR 1910.333(c)(9)] **Y N N/A ??**
27. If students or employees do conduct housekeeping duties near live electrical circuits, are adequate safeguards (such as insulating equipment or barriers) used?
[29 CFR 1910.333(c)(9)] **Y N N/A ??**
-

Definitions:

Qualified person: one who is familiar with the construction and operation of the equipment and the hazards involved. A person is likely to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. A person who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for those duties.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Electrical Work Practices for Construction Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the construction standards 29 CFR 1926.404, 1926.405, 1926.416 and 1926.417. It applies to temporary worksites associated with construction, alteration, demolition, or repair work including painting and decorating. This section does not apply to existing permanent installations that were in place before the construction activity began. This checklist does not cover all of the regulations applicable to construction sites. Please use also the following checklists: [Electrical-General Requirements](#), [Electrical-Wiring Design and Protection](#), [Electrical Components and Equipment for General Use](#), [Use of Electrical Equipment](#), and [Electrical- Temporary Wiring](#). Although not required, the following checklists are also beneficial: [Electrical Safety Work Practices](#), [Personal Protection for Electrical Work](#), and [Control of Hazardous Energy Sources](#). The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation.

Please Circle

General Requirements

1. Is work prohibited near any part of an electric power circuit?
[29 CFR 1926.416(a)(1)]

Y N N/A ??

Work may be performed **IF** protection is provided from electrical shock by (a) deenergizing the circuit and grounding it; or (b) guarding it effectively by insulation or other means.
[29 CFR 1926.416(a)(1)]
2. Do students and employees have insulated protective gloves if they are using jack-hammers, bars, or other hand tools in an area where the exact location of underground electric power lines is unknown?
[29 CFR 1926.416(a)(2)]

Y N N/A ??

3. Before work begins, are energized electrical power circuits (exposed or concealed) checked to be sure that a person, tool, or machine will not come into contact with the electric power circuit?
[29 CFR 1926.416(a)(3)] Y N N/A ??

4. Are warning signs posted where circuits exist that are identified in question #3?
[29 CFR 1926.416(a)(3)] Y N N/A ??

5. Do all students and employees know the location of such lines, the hazards involved, and the precautions to be taken?
[29 CFR 1926.416(a)(3)] Y N N/A ??

6. Are barriers (or other means of guarding) provided to ensure that work space for electrical equipment is not used as a passageway when energized parts of electrical equipment are exposed?
[29 CFR 1926.416(b)(1)] Y N N/A ??

7. Are all working spaces, walkways, and similar locations kept clear of cords so as not to create a hazard?
[29 CFR 1926.416(b)(2)] Y N N/A ??

8. In existing installations, is it prohibited to make changes in circuit protection so the load becomes greater than the load rating of the circuit wiring?
[29 CFR 1926.416(c)] Y N N/A ??

9. Are special insulated tools required when fuses are installed or removed with one or both terminals energized?
[29 CFR 1926.416(d)] Y N N/A ??

10. Are frayed or worn electrical cords removed from service?
[29 CFR 1926.416(e)(1)] Y N N/A ??

11. Are electric cords that are fastened with staples, hung from nails, or suspended by wire prohibited?
[29 CFR 1926.416(e)(2)] Y N N/A ??

Lockout and Tagging of Circuits

12. Are controls properly tagged if they are deactivated during work on energized or deenergized equipment or circuits?
[29 CFR 1926.417(a)] Y N N/A ??

13. Are all equipment and circuits that are deenergized

rendered inoperative with tags attached at all points where the equipment or circuit can be energized?
[29 CFR 1926.417(b)]

Y N N/A ??

14. Are tags placed to identify plainly the equipment or circuits being worked on?
[29 CFR 1926.417(c)]

Y N N/A ??

Wiring Design and Protection

15. Do all 120-volt, single-phase, 15- and 20-ampere receptacle outlets that are not a part of the permanent wiring of the building or structure have approved ground-fault circuit interrupters?
[29 CFR 1926.404(b)(1)(ii)]

Y N N/A ??

Note: In place of ground-fault circuit interrupters, an assured equipment grounding conductor program can be established and implemented. The program must (a) be in writing; (b) be handled by a competent person; (c) include visual inspections each day of cord sets, attachment caps, plugs and receptacles of cord sets, and any equipment connected by cord and plug; and (d) include testing of wiring, cords, and equipment.
[29 CFR 1926.404(b)(1)(iii)]

16. Are tools that are connected by cord and plug grounded or double insulated?
[29 CFR 1926.404(f)(7)(iv)]

Y N N/A ??

Wiring Methods, Components, and Equipment for General Use

17. Is it prohibited to suspend temporary lights by their electric cords, unless cords and lights are designed for this?
[29 CFR 1926.405(a)(2)(ii)(F)]

Y N N/A ??

18. Are extension cord sets that are used with portable electric tools and appliances of the three-wire type and designed for hard or extra-hard usage?
[29 CFR 1926.405(a)(2)(ii)(J)]

Y N N/A ??

Note: Examples of hard service cords include type S, ST, SO, STO, SJ, SJO, SJT, and SJTO.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Environmental and Occupational Safety and Health Plan Self Inspection Checklist

Guidelines: This checklist covers the recommended general elements of an environmental and occupational safety and health plan that should be present in any school district. No Federal regulations or laws that require these elements. Individual States, however, may have regulations that apply. Additional written documentation may be needed for specific occupational safety and health areas (e.g., respiratory protection and hearing protection). Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions.

- | | Please Circle |
|--|------------------|
| | Y N N/A ?? |
| 1. Does your school district have a written environmental and occupational safety health plan adopted by the district board of education, agency, or institution? | Y N N/A ?? |
| 2. Does the written plan include the following general elements: | |
| a. objectives? | Y N N/A ?? |
| b. a statement of general policies? | Y N N/A ?? |
| c. a defined organizational structure for program implementation? | Y N N/A ?? |
| d. designated persons or groups with clear lines of responsibility? | Y N N/A ?? |
| e. procedures to implement the plan ? | Y N N/A ?? |
| f. a time table for plan implementation and periodic review? | Y N N/A ?? |
| g. a mechanism to evaluate the effectiveness of the plan and the program ? | Y N N/A ?? |

3. Does the written **plan** include the following more specific elements:
- | | | | | |
|---|---|---|-----|----|
| a. a hazard analysis for each career-technical course? | Y | N | N/A | ?? |
| b. environmental and occupational safety and health practices and precautions for each career-technical course? | Y | N | N/A | ?? |
| c. a plan and procedures for periodic inspections and maintenance of facilities and equipment, including personal protective equipment? | Y | N | N/A | ?? |
| d. a plan and procedures to eliminate hazards? | Y | N | N/A | ?? |
| e. emergency procedures? | Y | N | N/A | ?? |
| f. methods to provide environmental and safety and health education to pupils and teachers, including methods for incorporating the results of the hazard analysis ? | Y | N | N/A | ?? |
| g. procedures and methods to document and assess pupils' and teachers' knowledge of environmental and occupational safety and health practices and procedures? | Y | N | N/A | ?? |
| h. a system (that may include disciplinary action and positive motivational actions) to ensure that pupils and teachers comply with environmental and occupational safety and health practices? | Y | N | N/A | ?? |
| i. procedures to ensure that all new staff and pupils receive initial environmental and occupational safety and health training before starting any course or program? | Y | N | N/A | ?? |
| j. procedures to ensure that all staff and pupils receive followup refresher environmental and occupational safety and health training when needed? | Y | N | N/A | ?? |
| Note: Refresher training should be provided annually and whenever evidence shows that training is needed. | | | | |
| k. procedures to report and investigate injuries and illnesses related to career-technical courses? | Y | N | N/A | ?? |
| | Y | N | N/A | ?? |
4. Does your school district have a designated person(s) who is responsible for developing the **plan** and implementing the **program**?
- Y N N/A ??
5. Has your school district implemented its **plan**?
- Y N N/A ??

- | | |
|---|------------|
| 6. Does your district have a board-approved written curricula for all students that includes environmental and occupational safety and health? | Y N N/A ?? |
| | |
| 7. Does your district perform an annual inspection of buildings to insure adherence to environmental and occupational safety and health laws? | Y N N/A ?? |
| | |
| 8. Do written policies and procedures exist to cover | Y N N/A ?? |
| a. notification of parents or guardians of students needing further immediate medical care? | Y N N/A ?? |
| b. safe and sanitary operation and maintenance of school buildings and grounds? | Y N N/A ?? |
| c. supervision of pupil safety in the school district associated with safe storage and use of hazardous materials on school property? | Y N N/A ?? |
| d. supervision of pupil safety in the school district associated with preventing accidents, panic, and fire? | Y N N/A ?? |
| e. supervision of pupil safety in the school district associated with providing for and maintaining suitable and safe equipment? | Y N N/A ?? |
| | |
| 9. Are all employees informed at the beginning of each school year of the environmental and occupational safety and health policies and procedures? | Y N N/A ?? |

Definitions:

Hazard analysis: a method of reviewing career-technical program equipment, materials, and procedures to identify potential causes of injury or illness.

Plan: a written document outlining how an environmental and occupational safety and health program will be implemented.

Program: the steps being implemented to ensure a safe and healthful workplace and environment.

Comments/Corrective action:

F

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Fall Protection Part 1 Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the construction standards 29 CFR 1926.501 to 1926.503. It applies to temporary worksites associated with construction, alteration, demolition, and repair work including painting and decorating. In general, fall protection is required when employees work on walking or working surfaces that are 6 feet or more above lower levels. If guardrail systems, **personal fall arrest systems**, or **warning line systems** are used, this checklist should be used with the [Fall Protection-Part 2](#) checklist. If **controlled-access zones**, **safety monitoring systems**, covers, protection from falling objects, or fall protection plans are used, this checklist should be used with the [Fall Protection-Part 3](#) checklist. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist. These three checklists on fall protection do not address safety net systems or **positioning device systems**. In these situations, please consult the OSHA regulations.

Please Circle

General

- | | |
|---|------------|
| 1. Do walking and working surfaces have the strength and structural integrity to support people safely?
[29 CFR 1926.501(a)(2)] | Y N N/A ?? |
| 2. Are employees and students prohibited from working on walking and working surfaces that cannot support them safely?
[29 CFR 1926.501(a)(2)] | Y N N/A ?? |
| 3. If fall protection systems are required, are they installed before employees or students begin work? | Y N N/A ?? |

Note: This requirement is not found in .502(a)(2)

Unprotected Sides and Edges

4. Do guardrail systems, safety net systems, or **personal fall arrest systems** protect employees and students when they work on unprotected sides and edges of walking and working surfaces that are 6 feet or more above a lower level?
[29 CFR 1926.501(b)(1)]

Y N N/A ??

5. Do guardrail systems, safety net systems, or **personal fall arrest systems** protect employees and students during construction of leading edges 6 feet or more above lower levels?
[29 CFR 1926.501(b)(2)(i)]

Y N N/A ??

Note: Exceptions are permitted if these systems are infeasible or create a greater hazard. However, a **fall protection plan** must still be developed and implemented.

Hoist Areas

6. Do guardrail systems or personal **personal fall arrest systems** protect employees and students in a hoist area from falling 6 feet or more to lower levels?
[29 CFR 1926.501(b)(3)]

Y N N/A ??

7. Does a **personal fall arrest system** protect employees and students if guardrail systems are removed for hoisting operations, requiring employees to lean through the access opening or out over the edge of the access opening (e.g., to receive or guide equipment and materials)?
[29 CFR 1926.501(b)(3)]

Y N N/A ??

Holes

8. Do **personal fall arrest systems**, covers, or guardrail systems erected around **holes** protect employees and students on walking and working surfaces more than 6 feet above lower levels from falling through **holes** (including skylights)?
[29 CFR 1926.501(b)(4)(i)]

Y N N/A ??

9. Do covers protect employees and students on a walking and working surface from tripping in or stepping into **holes** (including skylights)?
[29 CFR 1926.501(b)(4)(ii)]

Y N N/A ??

10. Do covers protect employees and students on a walking and working surface from objects falling through **holes** (including skylights)?

Y N N/A ??

[29 CFR 1926.501(b)(4)(iii)]

Formwork and Reinforcing Steel

11. Do **personal fall arrest systems**, safety net systems, or **positioning device systems** protect employees and students on the face of formwork or reinforcing steel from falling 6 feet or more to lower levels?
[29 CFR 1926.501(b)(5)]
- Y N N/A ??

Ramps, Runways, and Other Walkways

12. Do guardrail systems protect employees and students on ramps, runways, and other walkways from falling 6 feet or more to lower levels?
[29 CFR 1926.501(b)(6)]
- Y N N/A ??

Excavations

13. Do guardrail systems, fences, or barricades protect employees and students from falling at the edge of an excavation 6 feet or more in depth when the excavation is blocked because of plant growth or other visual barrier?
[29 CFR 1926.501(b)(7)(i)]
- Y N N/A ??

14. Do guardrail systems, fences, barricades, or covers protect employees and students from falling at the edge of a well, pit, shaft, and similar excavation 6 feet or more in depth?
[29 CFR 1926.501(b)(7)(ii)]
- Y N N/A ??

Dangerous Equipment

15. Do guardrail systems or equipment guards protect employees and students from falling from less than 6 feet onto dangerous equipment?
[29 CFR 1926.501(b)(8)(i)]
- Y N N/A ??

16. Do guardrail systems, **personal fall arrest systems**, or safety net systems protect employees and students 6 feet or more above dangerous equipment from fall hazards?
[29 CFR 1926.501(b)(8)(ii)]
- Y N N/A ??

Overhand Bricklaying and Related Work

17. Do guardrail systems, safety net systems, or **personal fall arrest systems** protect employees and students from falling while they perform
- Y N N/A ??

overhand bricklaying and related work 6 feet or more above lower levels? Or, are employees restricted to working in a **controlled-access zone**? [29 CFR 1926.501(b)(9)(i)]

Note: Exceptions are permitted if these systems are infeasible or create a greater hazard. However, a **fall protection plan** must still be developed and implemented.

18. Does a guardrail system, safety net system, or **personal fall arrest system** protect employees and students reaching more than 10 inches below the level of the walking and working surface? [29 CFR 1926.501(b)(9)(ii)] **Y N N/A ??**

Roofing Work on Low-Slope Roofs

19. Does one of the following systems protect employees and students from falling while they work on low-slope roofs with unprotected sides and edges 6 feet or more above lower levels? (a) guardrail systems, (b) safety net systems, (c) **personal fall arrest systems**, (c) a combination **warning line system** and safety net system, (d) **warning line system** and **personal fall arrest system**, or (e) **warning line system** and **safety monitoring system**. [29 CFR 1926.501(b)(10)] **Y N N/A ??**

Note: Exceptions are permitted if these systems are infeasible or create a greater hazard. However, a **fall protection plan** must still be developed and implemented. On roofs 50-feet or less in width, using a **safety-monitoring system** alone [i.e., without the **warning line system**] is also permitted. (See Appendix A to Subpart M--Determining Roof Widths of 29 CFR 1926 for help.)

Steep Roofs

20. Do guardrail systems with toeboards, safety net systems, or **personal fall arrest systems** protect employees and students from falls off a steep roof with unprotected sides and edges 6 feet or more above lower levels? [29 CFR 1926.501(b)(11)] **Y N N/A ??**

Precast Concrete Erection

21. Do guardrail systems, safety net systems, or **personal fall arrest systems** protect employees and students 6 feet or more above lower levels when they are engaged in erecting precast concrete members and related operations? **Y N N/A ??**

[29 CFR 1926.501(b)(12)]

Note: Exceptions are permitted if these systems are infeasible or create a greater hazard. However, a **fall protection plan** must still be developed and implemented.

Residential Construction

22. Do guardrail systems, safety net systems, or **personal fall arrest systems** protect employees and students who are engaged in residential construction activities 6 feet or more above lower levels? **Y N N/A ??**
- [29 CFR 1926.501(b)(13)]

Note: Exceptions are permitted if these systems are infeasible or create a greater hazard. However, a **fall protection plan** must still be developed and implemented.

Wall Openings

23. Are employees and students protected from falling by a guardrail system, a safety net system, or a **personal fall arrest system** if they are working on, at, above, or near wall **openings** (including those with chutes attached) where (a) the outside bottom edge of the wall **opening** is 6 feet or more above lower levels, and (b) the inside bottom edge of the wall **opening** is less than 39 inches above the walking and working surface? **Y N N/A ??**
- [29 CFR 1926.501(b)(14)]

Walking and Working Surfaces Not Otherwise Addressed

24. Does a guardrail system, safety net system, or **personal fall arrest system** protect employees and students on a walking or working surface 6 feet or more above lower levels that have not been addressed as part of this checklist? **Y N N/A ??**
- [29 CFR 1926.501(b)(15)]

Protection From Falling Objects

25. When an employee or student is exposed to falling objects, are they required to wear a hard hat? **Y N N/A ??**
- [29 CFR 1926.501(c)]
26. When an employee or student is exposed to falling objects, is one of the following measures implemented? **Y N N/A ??**
- [29 CFR 1926.501(c)]

- a. Erect toeboards, screens, or guardrail systems to prevent objects from falling from higher levels.
- b. Erect a canopy structure and keep potential fall objects far enough away from the edge of the higher level so that those objects would not go over the edge if they were displaced.
- c. Barricade the area to which objects could fall, prohibit employees and students from entering the barricaded area, and keep objects that may fall far enough away from the edge of a higher level so that those objects would not go over the edge if they were displaced.

Training

27. Has a training program been provided to everyone who might be exposed to fall hazards?
[29 CFR 1926.503(a)(1)]
- Y N N/A ??

Note: The training program must enable each employee or student to recognize the hazards of falling and know the procedures for minimizing these hazards.

28. Is the training program conducted by a **competent person**?
[29 CFR 1926.503(a)(2)]
- Y N N/A ??

29. Have individual certification records been prepared that contain the name or other identity of the person trained, the date(s) of the training, and the signature of the employer or person who conducted the training?
[29 CFR 1926.503(b)(1)]
- Y N N/A ??

30. Is the latest training certification for all persons trained available for inspection?
[29 CFR 1926.503(b)(2)]
- Y N N/A ??

31. Is retraining conducted if a person can no longer recognize the hazards of falling or follow the proper procedures? [29 CFR 1926.503(c)]
- Y N N/A ??

32. Is retraining conducted when changes in the workplace render previous training obsolete?
[29 CFR 1926.503(c)(1)]
- Y N N/A ??

33. Is retraining conducted when changes in the types of fall protection systems or equipment
- Y N N/A ??

render previous training obsolete?
[29 CFR 1926.503(c)(2)]

34. Is retraining conducted if a person cannot use fall protection systems or equipment or has not retained the requisite understanding or skill?
[29 CFR 1926.503(c)(3)]

Y N N/A ??

Definitions:

Competent person: one qualified in the following areas: (a) The nature of fall hazards in the work area; (b) The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems; (c) The use and operation of guardrail systems, **personal fall arrest systems**, safety net systems, **warning line systems**, **safety monitoring systems**, **controlled-access zones**, and other protection; (d) The role of each person in the **safety monitoring system**; (e) the limitations on the use of mechanical equipment during work on low-sloped roofs; (f) The correct procedures for handling and storing equipment and materials and erecting overhead protection; (g) The role of each person in fall protection plans; and (h) the OSHA fall protection standard.

Controlled-access zone: an area in which certain work (e.g., overhand bricklaying) may take place without guardrail systems, **personal fall arrest systems**, or safety net systems. Access to the zone is controlled. (See the [Fall Protection-Part 3](#) checklist for requirements.)

Fall protection plan: an alternative plan available for protecting employees and students from falling hazards. The plan is available only to persons engaged in leading edge work, precast concrete erection work, or residential construction work and who can demonstrate that conventional fall protection equipment is infeasible or creates a greater hazard. (See the [Fall Protection-Part 3](#) checklist for requirements.)

Hole: a gap or void 2 inches or more in its least dimension in a floor, roof, or other walking or working surface.

Opening: a gap or void 30 inches or more high and 18 inches or more wide, in a wall or partition, through which persons can fall to a lower level.

Personal fall arrest system: a system used to stop an employee's fall. It consists of an anchorage, connectors, a body belt, or body harness and may include a lanyard, deceleration device, lifeline, or combinations of these. (See the [Fall Protection-Part 2](#) checklist for requirements.)

Positioning device system: a body belt or body harness system rigged to support an employee on an elevated vertical surface (such as a wall) and allow him or her to work with both hands free while leaning.

Safety-monitoring system: a safety system in which a competent person is responsible for recognizing and warning persons of fall hazards. (See the [Fall Protection-Part 3](#) checklist for requirements.)

Warning line system: a barrier erected on a roof that (a) warns employees and students that they are approaching an unprotected roof side or edge, and (b) designates an area in which roofing work may take place without a guardrail, body belt, or safety net system to protect persons in the area. (See the [Fall Protection-Part 2](#) checklist for requirements.)

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Fall Protection Part 2 Self-Inspection Checklist

Guidelines: This checklist covers fall protection systems criteria and regulations for guardrail systems, **personal fall arrest systems**, and **warning line systems**. These regulations were issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the construction standard 29 CFR 1926.502. This checklist applies to temporary worksites associated with construction, alteration, demolition, and repair work including painting and decorating. In general, fall protection is required where employees work on walking or working surfaces that are 6 feet or more above lower levels. This checklist should be used with the [Fall Protection-Part 1](#) and [Fall Protection-Part 3](#) checklists. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist. Safety net systems and positioning device systems have not been addressed as part of these fall protection checklists. In these situations, please consult the OSHA regulations.

Please Circle

Guardrail Systems

1. Is the top edge height of top rails (or equivalent guardrail system members) 42 inches, plus or minus 3 inches above the walking or working level? [29 CFR 1926.502(b)(1)]

Y N N/A ??

Note: When necessary, the height of the top edge may exceed the 45-inch height, if the guardrail system meets all other criteria. When employees are using stilts, the top edge height of the top rail (or equivalent member) shall be increased an amount equal to the height of the stilts.

2. When no wall or parapet wall is at least 21 inches high, are the midrails, screens, mesh, or intermediate vertical members (or equivalent intermediate structural members) installed between the top edge of the

Y N N/A ??

guardrail system and the walking or working surface?

[29 CFR 1926.502(b)(2)]

3. Are midrails installed at a height midway between the top edge of the guardrail system and the walking or working level?
[29 CFR 1926.502(b)(2)(i)] Y N N/A ??

 4. Do screens and mesh extend from the top rail to the walking or working level and along the entire opening between top rail supports?
[29 CFR 1926.502(b)(2)(ii)] Y N N/A ??

 5. When used between posts, are intermediate members (such as balusters) 19 inches apart or less?
[29 CFR 1926.502(b)(2)(iii)] Y N N/A ??

 6. Are other structural members (such as additional midrails and architectural panels) installed so that openings in the guardrail system are 19 inches wide or less?
[29 CFR 1926.502(b)(2)(iv)] Y N N/A ??

 7. Can guardrail systems withstand (without failure) a force of at least 200 pounds applied within 2 inches of the top edge, in any outward or downward direction, at any point along the top edge?
[29 CFR 1926.502(b)(3)] Y N N/A ??

 8. When a 200 pound test load is applied in a downward direction to the top rail, does the top edge of the guardrail deflect to a height of 39 inches or more above the walking or working level?
[29 CFR 1926.502(b)(4)] Y N N/A ??
- Note:** For specifications on selection and construction of guardrail systems, please refer to the OSHA guidelines in Appendix B of subpart M--guardrail systems.
9. Can midrails, screens, mesh, intermediate vertical members, solid panels, and equivalent structural members withstand (without failure) a force of at least 150 pounds applied in any downward or outward direction at any point along the midrail or other member?
[29 CFR 1926.502(b)(5)] Y N N/A ??

10. Are guardrail systems surfaced to prevent snagging of clothing and injury from punctures or lacerations?
[29 CFR 1926.502(b)(6)] **Y N N/A ??**
11. Is it prohibited for the ends of all top rails and midrails to overhang the terminal posts (unless overhang does not cause a hazard)?
[29 CFR 1926.502(b)(7)] **Y N N/A ??**
12. Is it prohibited to construct top rails or midrails of steel banding and plastic banding?
[29 CFR 1926.502(b)(8)] **Y N N/A ??**
13. Are top rails and midrails at least one-quarter inch nominal diameter or thickness?
[29 CFR 1926.502(b)(9)] **Y N N/A ??**
- Note:** This is to prevent cuts and lacerations.
14. If wire rope is used for top rails, is it flagged at 6-foot intervals (or less) with high-visibility material?
[29 CFR 1926.502(b)(9)] **Y N N/A ??**
15. When guardrail systems are used to protect hoisting areas, is a chain, gate, or removable guardrail section placed across the access opening between guardrail sections when hoisting operations are not taking place?
[29 CFR 1926.502(b)(10)] **Y N N/A ??**
16. When guardrail systems are used at holes, are they erected on all unprotected sides or edges of the hole?
[29 CFR 1926.502(b)(11)] **Y N N/A ??**
17. When guardrail systems are placed around holes, do only two (or fewer) sides have removable guardrail sections to allow the passage of materials?
[29 CFR 1926.502(b)(12)] **Y N N/A ??**
18. When a hole is not in use, is it closed over with a cover, or is a guardrail system provided along all unprotected sides or edges?
[29 CFR 1926.502(b)(12)] **Y N N/A ??**
19. Are guardrail systems equipped with a gate (or offset so that a person cannot walk directly into the hole) when they are placed around holes that **Y N N/A ??**

are used as points of access (such as ladderways)?
[29 CFR 1926.502(b)(13)]

20. Are guardrail systems used on ramps and runways erected along each unprotected side or edge?
[29 CFR 1926.502(b)(14)] **Y N N/A ??**
21. Is manila, plastic, or synthetic rope that is used for top rails or midrails inspected frequently to ensure that it continues to meet the strength requirements indicated in Questions 7, 8, and 9?
[29 CFR 1926.502(b)(15)] **Y N N/A ??**

Personal Fall Arrest Systems

22. Is the use of body belts as part of a **personal fall arrest system** prohibited?
[29 CFR 1926.502(d)] **Y N N/A ??**
23. Are connectors on **personal fall arrest systems** made of drop-forged, pressed, or formed steel; or of equivalent materials?
[29 CFR 1926.502(d)(1)] **Y N N/A ??**
24. Are connectors on **personal fall arrest systems** covered with a corrosion-resistant finish? Are all surfaces and edges smooth to prevent damage to interfacing parts of the system?
[29 CFR 1926.502(d)(2)] **Y N N/A ??**
25. Do dee-rings and snaphooks on **personal fall arrest systems** have a minimum tensile strength of 5,000 pounds?
[29 CFR 1926.502(d)(3)] **Y N N/A ??**
26. Have dee-rings and snaphooks on **personal fall arrest systems** been proof tested to a minimum tensile load of 3,600 pounds without cracking, breaking, or becoming deformed?
[29 CFR 1926.502(d)(4)] **Y N N/A ??**
27. Do locking snaphooks prevent disengagement of the snaphook if the connected member contacts the snaphook keeper?
[29 CFR 1926.502(d)(5)] **Y N N/A ??**
28. Are locking snaphooks prohibited for the following types of connections (unless designed for that purpose)?
[29 CFR 1926.502(d)(6)] **Y N N/A ??**

- a. directly to webbing, rope, or wire rope
 - b. to each other
 - c. to a dee-ring to which another snaphook or other connector is attached
 - d. to a horizontal lifeline
 - e. to any object that is incompatible with the snaphook such that unintentional disengagement could occur
29. Are horizontal lifelines designed, installed, and used (under the supervision of a qualified person) as part of a complete **personal fall arrest system** that maintains a safety factor of at least two? [29 CFR 1926.502(d)(8)] **Y N N/A ??**
30. Do lanyards and vertical lifelines have a minimum breaking strength of 5,000 pounds? [29 CFR 1926.502(d)(9)] **Y N N/A ??**
31. When vertical lifelines are used, is each person attached to a separate lifeline? [29 CFR 1926.502(d)(i)] **Y N N/A ??**
32. Are lifelines protected against being cut or abraded [29 CFR 1926.502(d)(11)] **Y N N/A ??**
33. Can self retracting lifelines and lanyards that automatically limit free-fall distance to 2 feet or less sustain a tensile load of at least 3,000 pounds (applied to the device with the lifeline or lanyard fully extended)? [29 CFR 1926.502(d)(12)] **Y N N/A ??**
34. Can the following equipment sustain a tensile load of at least 5,000 pounds applied to the device with the lifeline or lanyard fully extended? [29 CFR 1926.502(d)(13)] **Y N N/A ??**
- a. self-retracting lifelines and lanyards that do not limit free-fall distance to 2 feet or less
 - b. ripstitch lanyards
 - c. tearing and deforming lanyards

35. Are only ropes and straps (webbing) made of synthetic fibers used in lanyards, lifelines, and strength components of body belts and body harnesses?
[29 CFR 1926.502(d)(14)]

Y N N/A ??

36. Are anchorages used to attach personal fall arrest equipment separate from any anchorage used to support or suspend platforms? Can they support at least 5,000 pounds per person attached?
[29 CFR 1926.502(d)(15)]

Y N N/A ??

Note: As an alternative, anchorages may be designed, installed, and used as part of a complete **personal fall arrest system** that maintains a safety factor of at least two and is under the supervision of a qualified person.

37. When stopping a fall, do **personal fall arrest systems** limit the maximum arresting force on a person to 1,800 pounds when used with a body harness?
[29 CFR 1926.502(d)(16)(ii)]

Y N N/A ??

38. When stopping a fall, are **personal fall arrest systems** rigged such that a person can neither free fall more than 6 feet, nor contact any lower level?
[29 CFR 1926.502(d)(16)(iii)]

Y N N/A ??

39. When stopping a fall, do **personal fall arrest systems** bring a person to a complete stop and limit maximum deceleration distance to 3.5 feet?
[29 CFR 1926.502(d)(16)(iv)]

Y N N/A ??

40. When stopping a fall, can personal fall arrest systems withstand twice the potential impact energy of a person free falling a distance of 6 feet, or the free fall distance permitted by the system (whichever is less)?
[29 CFR 1926.502(d)(16)(v)]

Y N N/A ??

Note: The system is considered to be in compliance with the requirements outlined in Questions 37-40 if (a) the **personal fall arrest system** meets the criteria and protocols in Appendix C to subpart M, and (b) the system is used by an employee with a combined person and tool weight of less than 310 pounds (140 kg). If the system is used by an employee having a combined tool and body weight of 310 pounds (140 kg) or more, then the employer must modify the criteria and protocols of the Appendix to provide proper protection for such heavier weights, or the system will not comply with the OSHA

requirements.

41. Is the attachment point of the body harness located in the center of the wearer's back near shoulder level, or above the wearer's head? [29 CFR 1926.502(d)(17)] **Y N N/A ??**
42. Are body harnesses and components used only for personal protection (as part of a **personal fall arrest systems**) and not to hoist materials? [29 CFR 1926.502(d)(18)] **Y N N/A ??**
43. Are **personal fall arrest systems** and components that are subjected to impact loading immediately removed from service and not used again for protection until inspected by a **competent person** and determined to be undamaged and suitable for reuse? [29 CFR 1926.502(d)(19)] **Y N N/A ??**
44. Are provisions made for prompt rescue in the event of a fall, or are employees able to rescue themselves? [29 CFR 1926.502(d)(20)] **Y N N/A ??**
45. Are **personal fall arrest systems** inspected before each use for wear and damage? Are defective components removed from service? [29 CFR 1926.502(d)(21)] **Y N N/A ??**
46. Is attaching **personal fall arrest systems** to guardrail systems or hoists prohibited? [29 CFR 1926.502(d)(23)] **Y N N/A ??**

Note: OSHA regulations permit some exemptions.

47. When a **personal fall arrest system** is used at hoist areas, is it rigged to allow the movement of the person only as far as the edge of the walking or working surface? [29 CFR 1926.502(d)(24)] **Y N N/A ??**

Warning Line Systems

48. Is a **warning line** erected around all sides of the roof work area? [29 CFR 1926.502(f)(1)] **Y N N/A ??**
49. When mechanical equipment is not used, is the **warning line** erected 6 feet or more from the roof edge? **Y N N/A ??**

[29 CFR 1926.502(f)(1)(i)]

50. When mechanical equipment is used, is the **warning line** erected 6 feet or more from the roof edge that is parallel to the direction of mechanical equipment operation, and 10 feet or more from the roof edge that is perpendicular to the direction of mechanical equipment operation?
[29 CFR 1926.502(f)(1)(ii)] **Y N N/A ??**
51. Are points of access, materials handling areas, storage areas, and hoisting areas connected to the work area by an access path formed by two **warning lines**?
[29 CFR 1926.502(f)(1)(iii)] **Y N N/A ??**
52. When the path to a point of access is not in use, is a rope, wire, chain, or other barricade (equivalent in strength and height to the **warning line**) placed across the path, or is the path offset such that a person cannot walk directly into the work area?
[29 CFR 1926.502(f)(1)(iv)] **Y N N/A ??**
- Note:** Place the barricade at the point where the path intersects the **warning line** erected around the work area.
53. Do warning lines consist of supporting stanchions and ropes, wires, or chains?
[29 CFR 1926.502(f)(2)] **Y N N/A ??**
54. Is the rope, wire, or chain flagged at 6-foot intervals (or less) with high-visibility material?
[29 CFR 1926.502(f)(2)(i)] **Y N N/A ??**
55. Is the rope, wire, or chain rigged and supported so that its lowest point (including sag) is 34 inches or more from the walking or working surface, and its highest point is 39 inches or less from the walking or working surface?
[29 CFR 1926.502(f)(2)(ii)] **Y N N/A ??**
56. After being erected (with the rope, wire, or chain attached), can stanchions resist (without tipping over) a force that is
- a. at least 16 pounds applied horizontally against the stanchion,
 - b. 30 inches above the walking or working surface,

- c. perpendicular to the **warning line**, and
- d. in the direction of the floor, roof, or platform edge?

[29 CFR 1926.502(f)(2)(iii)]

57. Does the rope, wire, or chain have a minimum tensile strength of 500 pounds? After being attached to the stanchions, can it support (without breaking) the loads applied to the stanchions (as described in Question 56)?

Y N N/A ??

[29 CFR 1926.502(f)(2)(iv)]

58. Is the line attached at each stanchion so that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over?

Y N N/A ??

[29 CFR 1926.502(f)(2)(v)]

59. Are employees and students prohibited from entering the area between a roof edge and a **warning line** unless he or she is performing roofing work in that area?

Y N N/A ??

[29 CFR 1926.502(f)(3)]

60. Is mechanical equipment on roofs used or stored only in areas where employees and students are protected by a **warning line system**, guardrail system, or **personal fall arrest system**?

Y N N/A ??

[29 CFR 1926.502(f)(4)]

Definitions:

Competent person: one qualified in the following areas: (a) The nature of fall hazards in the work area; (b) The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems; (c) The use and operation of guardrail systems, **personal fall arrest systems**, safety net systems, **warning line systems**, **safety monitoring systems**, **controlled-access zones**, and other protection; (d) The role of each person in the **safety monitoring system**; (e) the limitations on the use of mechanical equipment during work on low-sloped roofs; (f) The correct procedures for handling and storing equipment and materials and erecting overhead protection; (g) The role of each person in fall protection plans; and (h) the OSHA fall protection standard.

Controlled-access zone: an area in which certain work (e.g., overhand bricklaying) may take place without guardrail systems, **personal fall arrest systems**, or safety net systems. Access to the zone is controlled. (See the [Fall Protection-Part 3](#) checklist for requirements.)

Personal fall arrest system: a system used to stop an employee's fall. It consists of an anchorage, connectors, a body belt, or body harness and may include a lanyard, deceleration device, lifeline, or combinations of these. (See this checklist for the requirements.)

Safety-monitoring system: a safety system in which a competent person is responsible for recognizing and warning persons of fall hazards. (See the [Fall Protection-Part 3](#) checklist for requirements.)

Warning line system: a barrier erected on a roof that (a) warns employees and students that they are approaching an unprotected roof side or edge, and (b) designates an area in which roofing work may take place without a guardrail, body belt, or safety net system to protect persons in the area. (See this checklist for the requirements.)

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Fall Protection Part 3 Self-Inspection Checklist

Guidelines: This checklist covers fall protection systems criteria and practice regulations for **controlled-access zones**, **safety-monitoring systems**, covers, protection from falling objects, and the fall protection plan. These regulations were issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the construction standard 29 CFR 1926.502. This checklist applies to temporary worksites associated with construction, alteration, demolition, or repair work including painting and decorating. In general, fall protection is required where employees work on walking/working surfaces that are 6 feet or more above lower levels. This checklist should be used in conjunction with the [Fall Protection-Part 1](#) and [Fall Protection-Part 2](#) checklists. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist to help you understand some of the terms. Safety net systems and positioning device systems have not been addressed as part of these fall protection checklists. For these situations, please consult the OSHA regulations.

Please Circle

Controlled-Access Zones

- | | |
|---|--------------------------|
| <p>1. Are controlled-access zones where leading edge and other operations are taking place defined by a control line or by another means that restricts access?
[29 CFR 1926.502(g)(1)]</p> | <p>Y N N/A ??</p> |
| <p>2. When control lines are used, are they erected at least 6 but not more than 25 feet from the unprotected or leading edge, except when precast concrete members are erected?
[29 CFR 1926.502(g)(1)(i)]</p> | <p>Y N N/A ??</p> |
| <p>3. When precast concrete members are erected, is the distance from the control line to the leading edge at least 6 but not more than 60 feet, or half the length of the member being erected (whichever is less)?</p> | <p>Y N N/A ??</p> |

[29 CFR 1926.502(g)(1)(ii)]

4. Does the control line extend along the entire length of the unprotected or **leading edge**? Is the control line approximately parallel to the unprotected or **leading edge**?
[29 CFR 1926.502(g)(1)(iii)] **Y N N/A ??**
5. Is the control line connected on each side to a guardrail system or wall?
[29 CFR 1926.502(g)(1)(iv)] **Y N N/A ??**
6. In areas where overhand bricklaying and related work are taking place, is the controlled-access zone defined by a control line erected at least 10 but not more than 15 feet from the working edge?
[29 CFR 1926.502(g)(2)(i)] **Y N N/A ??**
7. In areas where overhand bricklaying and related work are taking place, does the controlled-access zone enclose all workers performing overhand bricklaying and related work at the working edge? Is the control line approximately parallel to the working edge?
[29 CFR 1926.502(g)(2)(ii)] **Y N N/A ??**
8. In areas where overhand bricklaying and related work are taking place, are additional control lines erected at each end to enclose the controlled-access zone?
[29 CFR 1926.502(g)(2)(iii)] **Y N N/A ??**
9. In areas where overhand bricklaying and related work are taking place, are only employees engaged in overhand bricklaying or related work permitted in the controlled-access zone?
[29 CFR 1926.502(g)(2)(iv)] **Y N N/A ??**
10. Do control lines consist of ropes, wires, tapes, or equivalent materials, and supporting stanchions?
[29 CFR 1926.502(g)(3)] **Y N N/A ??**
11. Is each control line flagged or otherwise clearly marked at 6-foot intervals (or less) with high-visibility material?
[29 CFR 1926.502(g)(3)(i)] **Y N N/A ??**
12. Is each control line rigged and supported so that its lowest point (including sag) is 39 inches (or more) from the walking/working surface, and its highest point is 45 inches (or less) from the walking/working surface? **Y N N/A ??**

[29 CFR 1926.502(g)(3)(ii)]

Note: The highest point of the control line is 50 inches when overhand bricklaying operations are being performed.

13. Does each control line have a minimum breaking strength of 200 pounds?
[29 CFR 1926.502(g)(3)(iii)] **Y N N/A ??**
14. On floors and roofs where guardrail systems are not in place before the beginning of overhand bricklaying operations, are controlled-access zones enlarged (as necessary) to enclose all points of access, material-handling areas, and storage areas?
[29 CFR 1926.502(g)(4)] **Y N N/A ??**
15. If guardrail systems on floors and roofs must be removed for overhand bricklaying work or **leading edge** work, is only the portion of the guardrail removed that is necessary to accomplish the day's work?
[29 CFR 1926.502(g)(5)] **Y N N/A ??**

Safety-Monitoring Systems

16. Has a **competent person** been designated to monitor the safety of other workers?
[29 CFR 1926.502(h)(1)] **Y N N/A ??**
17. Does the safety monitor warn workers when they appear to be unaware of a fall hazard or act in an unsafe manner?
[29 CFR 1926.502(h)(1)(ii)] **Y N N/A ??**
18. Is the safety monitor on the same walking/working surface and within sighting distance of the workers being monitored?
[29 CFR 1926.502(h)(1)(iii)] **Y N N/A ??**
19. Is the safety monitor close enough to communicate with the workers being monitored?
[29 CFR 1926.502(h)(1)(iv)] **Y N N/A ??**
20. Is monitoring workers the only responsibility of the safety monitor?
[29 CFR 1926.502(h)(1)(v)] **Y N N/A ??**
21. Is mechanical equipment kept away from areas where safety-monitoring systems are used to monitor employees working on low-slope roofs?
[29 CFR 1926.502(h)(2)] **Y N N/A ??**

22. Are only employees working on low-sloped roofs, or employees covered by a fall protection plan, allowed in an area where a safety-monitoring system is in place? [29 CFR 1926.502(h)(3)] **Y N N/A ??**

23. Do workers in a controlled-access zone comply promptly with fall hazard warnings from safety monitors? [29 CFR 1926.502(h)(4)] **Y N N/A ??**

Covers

24. Can covers located in roadways and vehicular aisles support (without failure) at least twice the maximum axle load of the largest vehicle expected to cross over the cover? [29 CFR 1926.502(i)(1)] **Y N N/A ??**

25. Are all other covers capable of supporting (without failure) at least twice the weight of workers, equipment, and materials that may be imposed on the cover at any one time? [29 CFR 1926.502(i)(2)] **Y N N/A ??**

26. Are all covers secured when installed to prevent displacement by the wind, equipment, or workers? [29 CFR 1926.502(i)(3)] **Y N N/A ??**

27. Are covers color coded, or are they marked with the word **HOLE** or **COVER** to warn of the hazard? [29 CFR 1926.502(h)(i)(4)] **Y N N/A ??**

Note: This provision does not apply to cast iron manhole covers or steel grates used on streets or roadways.

Protection From Falling Objects

28. When used as falling-object protection, are toeboards erected along the edge of the overhead walking/working surface for a distance sufficient to protect workers below? [29 CFR 1926.502(j)(1)] **Y N N/A ??**

29. Can toeboards withstand (without failure) a force of at least 50 pounds applied in any downward or outward direction at any point along the toeboard? [29 CFR 1926.502(j)(2)] **Y N N/A ??**

30. Are toeboards a minimum of 3-1/2 inches in vertical height from their top edge to the level of the walking/working surface? **Y N N/A ??**

[29 CFR 1926.502(j)(3)]

31. Do toeboards have 1/4 inch clearance (or less) above the walking/working surface?
[29 CFR 1926.502(j)(3)] **Y N N/A ??**
32. Are toeboards solid, or do they have openings 1 inch (or less) in greatest dimension?
[29 CFR 1926.502(j)(3)] **Y N N/A ??**
33. Where tools, equipment, or materials are piled higher than the top edge of a toeboard, is paneling or screening erected from the walking/working surface or toeboard to the top of a guardrail system's top rail or midrail?
[29 CFR 1926.502(j)(4)] **Y N N/A ??**
- Note:** The paneling or screening must extend for a distance sufficient to protect workers below.
34. When guardrail systems are used as falling-object protection, are openings small enough to prevent falling objects from passing through?
[29 CFR 1926.502(j)(5)] **Y N N/A ??**
35. During overhand bricklaying and related work, are materials or equipment (except masonry and mortar) stored at least 4 feet from the working edge?
[29 CFR 1926.502(j)(6)(i)] **Y N N/A ??**
36. During overhand bricklaying and related work, are excess mortar, broken or scattered masonry units, and all other materials and debris kept clear from the work area by removal at regular intervals?
[29 CFR 1926.502(j)(6)(ii)] **Y N N/A ??**
37. During roofing work, are materials and equipment stored at least 6 feet from a roof edge, unless guardrails are erected at the edge?
[29 CFR 1926.502(j)(7)(i)] **Y N N/A ??**
38. During roofing work, are materials that are piled, grouped, or stacked near a roof edge stable and self-supporting?
[29 CFR 1926.502(j)(7)(ii)] **Y N N/A ??**
39. When used as falling-object protection, are canopies strong enough to prevent collapse and to prevent objects from falling through?
Y N N/A ??

[29 CFR 1926.502(j)(8)]

Fall Protection Plan

40. Was the fall protection plan prepared by a qualified person?
[29 CFR 1926.502(k)(1)]

Y N N/A ??

Note: The fall protection plan option is available only to employees engaged in **leading-edge** work, precast concrete erection work, or residential construction work who can demonstrate that it is infeasible or it creates a greater hazard to use conventional fall protection equipment.

41. Is the fall protection plan developed specifically for the site where the **leading-edge** work, precast concrete work, or residential construction work is being performed?
[29 CFR 1926.502(k)(1)]

Y N N/A ??

42. Is the fall protection plan up to date?
[29 CFR 1926.502(k)(1)]

Y N N/A ??

43. Does a qualified person approve all changes to the fall protection plan?
[29 CFR 1926.502(k)(2)]

Y N N/A ??

44. Is a copy of the fall protection plan, with all approved changes, maintained at the job site?
[29 CFR 1926.502(k)(3)]

Y N N/A ??

45. Does a **competent person** supervise the implementation of the fall protection plan?
[29 CFR 1926.502(k)(4)]

Y N N/A ??

46. Does the fall protection plan document why conventional fall protection systems are infeasible or why their use would create a greater hazard?
[29 CFR 1926.502(k)(5)]

Y N N/A ??

Note: Conventional systems include guardrail systems, personal fall arrest systems, or safety nets systems.

47. Does the fall protection plan include other written measures that will be taken to reduce or eliminate the fall hazard for workers who are not protected by the conventional fall protection systems?
[29 CFR 1926.502(k)(6)]

Y N N/A ??

Note: For example, the employer could discuss the

extent to which scaffolds, ladders, or vehicle-mounted work platforms can provide a safer working surface and reduce the hazard of falling.

48. Does the fall protection plan identify each location where conventional fall protection methods cannot be used?
[29 CFR 1926.502(k)(7)] **Y N N/A ??**
49. Are locations classified as controlled-access zones if conventional fall protection methods cannot be used?
[29 CFR 1926.502(k)(7)] **Y N N/A ??**
50. Where no alternative measure has been implemented, has a safety-monitoring system been implemented?
[29 CFR 1926.502(k)(8)] **Y N N/A ??**
51. Does the fall protection plan include a statement that identifies each student or employee who is designated to work in controlled-access zones?
[29 CFR 1926.502(k)(9)] **Y N N/A ??**
- Note:** No other employees may enter controlled-access zones.
52. If a fall or other serious incident occurs, are circumstances investigated to determine whether changes need to be implemented in the fall protection plan (e.g., new practices, procedures, or training)?
[29 CFR 1926.502(k)(10)] **Y N N/A ??**
-

Definitions:

Competent person: one qualified in the following areas: (a) The nature of fall hazards in the work area; (b) The correct procedures for erecting, maintaining, disassembling, and inspecting the fall protection systems; (c) The use and operation of guardrail systems, **personal fall arrest systems**, safety net systems, **warning line systems**, **safety monitoring systems**, **controlled-access zones**, and other protection; (d) The role of each person in the **safety monitoring system**; (e) the limitations on the use of mechanical equipment during work on low-sloped roofs; (f) The correct procedures for handling and storing equipment and materials and erecting overhead protection; (g) The role of each person in fall protection plans; and (h) the OSHA fall protection standard.

Controlled-access zone: an area in which certain work (e.g., overhand bricklaying) may take place without guardrail systems, **personal fall arrest systems**, or safety net systems. Access to the zone is controlled. (See this checklist for the requirements.)

Leading edge: the edge of a floor, roof, or formwork for a floor or other walking/working surface (such as the deck) that changes location as additional floor, roof, decking, or formwork sections are placed, formed, or constructed. A leading edge is considered to be an "unprotected side and edge" during periods when it is not actively and continuously under construction.

Personal fall arrest system: a system used to stop an employee's fall. It consists of an anchorage, connectors, a body belt, or body harness and may include a lanyard, deceleration device, lifeline, or combinations of these. (See the [Fall Protection-Part 2](#) checklist for requirements.)

Safety-monitoring system: a safety system in which a competent person is responsible for recognizing and warning persons of fall hazards. (See this checklist for the requirements.)

Warning line system: a barrier erected on a roof that (a) warns employees and students that they are approaching an unprotected roof side or edge, and (b) designates an area in which roofing work may take place without a guardrail, body belt, or safety net system to protect persons in the area. (See the [Fall Protection-Part 2](#) checklist for requirements.)

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Fire Protection and Prevention for Construction

Self-Inspection Checklist

Guidelines: This checklist covers selected construction regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1926. It applies to temporary worksites associated with construction, alteration, demolition, and repair including painting and decorating. Fixed facilities, such as Career-Technical educational classrooms, are not covered by the construction regulations. This checklist covers fire protection and prevention for construction sites. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation.

Please Circle

General Requirements

- | | |
|--|--------------------------|
| <p>1. Is access to firefighting equipment maintained at all times at construction sites?
[29 CFR 1926.150(a)(2)]</p> | <p>Y N N/A ??</p> |
| <p>2. Is firefighting equipment conspicuously located at construction sites?
[29 CFR 1926.150(a)(3)]</p> | <p>Y N N/A ??</p> |
| <p>3. Is firefighting equipment periodically inspected and maintained in operating condition at construction sites?
[29 CFR 1926.150(a)(4)]</p> | <p>Y N N/A ??</p> |
| <p>4. Is a fire extinguisher, rated not less than 2A, or a 55-gallon open drum of water with two fire pails provided for each 3,000 square feet of protected building area?
[29 CFR 1926.150(c)(1)(i) and (ii)]</p> | <p>Y N N/A ??</p> |

5. Is the travel distance to the fire extinguisher or drum of water 100 feet or less?
[29 CFR 1926.150(c)(1)(i)]

Y N N/A ??

Note: A 1/2-inch diameter garden-type hose line (100 feet in length or less and equipped with a nozzle) may be substituted for a 2A-rated fire extinguisher, provided it can discharge at least 5 gallons per minute with a minimum hose stream range of 30 feet horizontally. The garden-type hose lines must be mounted on conventional racks or reels and must be able to reach all points in the area.
[29 CFR 1926.150(c)(1)(iii)]

6. Are one or more fire extinguishers, rated not less than 2A, provided on each floor?
[29 CFR 1926.150(c)(1)(iv)]

Y N N/A ??

7. At construction sites involving multistory buildings, is at least one fire extinguisher located adjacent to the stairway?
[29 CFR 1926.150(c)(1)(iv)]

Y N N/A ??

8. Are fire extinguishers and water drums protected from freezing?
[29 CFR 1926.150(c)(1)(v)]

Y N N/A ??

9. If more than 5 gallons of flammable or combustible liquids or 5 pounds of flammable gas are present, is a fire extinguisher, rated not less than 10B, provided within 50 feet?
[29 CFR 1926.150(c)(1)(vi)]

Y N N/A ??

Note: This requirement does not apply to the integral fuel tanks of motor vehicles.

10. Are portable fire extinguishers selected according to the classes of anticipated fires and size and degree of hazards?
[29 CFR 1926.150(c)(1)(x) and N.J.A.C. 5:18-3.4(f)1]

Y N N/A ??

Fire Prevention

11. Is internal-combustion-engine-powered equipment located so that the exhausts are well away from combustible materials?
[29 CFR 1926.151(a)(2)]

Y N N/A ??

12. When internal combustion engine exhausts are piped outside the building under construction, is a clearance of at least 6 inches maintained between such piping and combustible material?

Y N N/A ??

[29 CFR 1926.151(a)(2)]

13. Is stability maintained when combustible materials are piled? Are piles lower than 20 feet?
[29 CFR 1926.151(c)(1)] **Y N N/A ??**
14. Are weeds and grass kept down and a regular procedure provided for the periodic cleanup of the entire area?
[29 CFR 1926.151(c)(3)] **Y N N/A ??**
15. Are outdoor combustible materials stored more than 10 feet from a building or structure?
[29 CFR 1926.151(c)(5)] **Y N N/A ??**
16. Are indoor materials stored so that they do not obstruct or adversely affect the means of exit?
[29 CFR 1926.151(d)(1)] **Y N N/A ??**
17. Are indoor materials stored, handled, and piled to minimize the spread of fire and permit convenient access for firefighting?
[29 CFR 1926.151(d)(2),(3),(4)] **Y N N/A ??**
18. Are indoor materials stored so that a clearance of at least 36 inches is maintained between the top level of stored materials and the sprinkler deflectors?
[29 CFR 1926.151(d)(5)] **Y N N/A ??**
19. Is proper clearance maintained around lights and heating units to prevent ignition of combustible materials?
[29 CFR 1926.151 (d)(6)] **Y N N/A ??**
20. Is a clearance of at least 24 inches maintained around the path of travel of fire doors, unless a barricade is provided?
[29 CFR 1926.151 (d)(7)] **Y N N/A ??**
21. Are materials stored more than 36 inches away from a fire door opening?
[29 CFR 1926.151(d)(7)] **Y N N/A ??**

Temporary Heating Devices

22. Are temporary heating devices stored away from flammable and combustible materials?
Y N N/A ??

[29 CFR 1926.154(b)(1),(2),(3),(4)]

Comments/Corrective action:

Information

Name of Location:

Date of inspection:

Career-Technical program/course/room:

Signature of inspector:

Fire Protection for Cooking Areas Self-Inspection Checklist

Guidelines: This checklist covers selected regulations from the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) General Industry standards 29 CFR 1910.160. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Recommendations from the National Fire Protection Agency (NFPA) standards have also been included. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA and U.S. Environmental Protection Agency (EPA) standard, or with a non regulatory recommendation.

Please Circle

1. Is cooking equipment that produces smoke or grease-laden vapors equipped with an exhaust system? [NFPA 96] Y N N/A ??
 2. Is the exhaust system in operation during all periods of cooking? [NFPA 1] Y N N/A ??
 3. Are all interior surfaces of the exhaust system reasonably accessible for cleaning and inspection? [NFPA 96] Y N N/A ??
 4. Are kitchen exhaust systems cleaned to bare metal at frequent intervals to prevent surfaces from becoming heavily contaminated with grease or oily sludge? [NFPA 96] Y N N/A ??
- Note:** Thorough cleaning of ducts, hoods, and fans shall require scraping, brushing, or other positive cleaning methods.
5. Is an approved fixed automatic fire suppression system installed in all hoods and connecting hood and duct systems? Does it provide surface protection for all cooking appliances and equipment that may be a source of ignition in or under the hood? [NFPA 1 and 96] Y N N/A ??

- | | |
|--|------------|
| 6. Is the fixed automatic fire suppression system inspected at least annually and whenever the system is inoperative? [29 CFR 1910.160(b)(2) and (b)(6)] | Y N N/A ?? |
| 7. Are fixed automatic fire suppression system inspections made only by properly trained and qualified personnel? [29 CFR 1910.160(b)(2) and (b)(6)] | Y N N/A ?? |
| 8. Are all fusible links and fusible link sprinkler heads replaced annually? [NFPA 1] | Y N N/A ?? |
| 9. Is at least one manual station provided for the discharge activation of each fixed extinguishing system? [29 CFR 1910.160(b)(15)] | Y N N/A ?? |
| 10. Does the extinguishing system automatically shut off all sources of fuels and heat to all equipment requiring protection by that extinguishing system? [NFPA 1] | Y N N/A ?? |
| 11. Does the activation of an automatic extinguishing system activate an audible alarm or visual indicator that shows that the system has been activated? [NFPA 96] | Y N N/A ?? |
| 12. Are instructions for manually operating the extinguishing system posted conspicuously in the kitchen and reviewed periodically with the employees? [NFPA 1] | Y N N/A ?? |
| 13. Is operation of cooking equipment prohibited when the extinguishing system or exhaust system is non operational or otherwise impaired? [NFPA 1] | Y N N/A ?? |
| 14. Is at least one portable fire extinguisher available with a minimum of a 40-B rated sodium bicarbonate or potassium bicarbonate dry-chemical extinguisher or a K-type fire extinguisher? [NFPA 10] | Y N N/A ?? |
| 15. Is the portable fire extinguisher located not more than 30 feet from the cooking area? [NFPA 10] | Y N N/A ?? |

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Fixed Ladders Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.27. It applies to fixed ladders between the pitch range of 60E to 90E of the horizontal. Fixed ladders in the range of 75E to 90E of the horizontal are preferred. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees.

This checklist does not address fixed ladders with cages, baskets, wells, hatch covers, landing platforms, or ladders exceeding 20 feet in height (see 29 CFR 1910.27). It also does not address fixed ladders associated with construction sites (see 29 CFR 1926.1051 and 1926.1053). Consult the OSHA regulations for requirements in these situations.

Please Circle

- | | |
|---|------------|
| 1. Is the distance between rungs 12 inches or less and uniform throughout the length of the ladder?
[29 CFR 1910.27(b)(1)(ii)] | Y N N/A ?? |
| 2. Is the minimum clear length of rungs or cleats at least 16 inches? [29 CFR 1910.27(b)(1)(iii)] | Y N N/A ?? |
| 3. Are the rungs, cleats, and steps free of splinters, sharp edges, burrs, or other projections that are hazards?
[29 CFR 1910.27(b)(1)(iv)] | Y N N/A ?? |
| 4. Are the rungs of ladders designed so that the foot cannot slip off the end? [29 CFR 1910.27(b)(1)(v)] | Y N N/A ?? |
| 5. Are the rungs of metal ladders at least three-fourths of one inch in diameter? [29 CFR 1910.27(b)(1)(i)] | Y N N/A ?? |

Note: If the ladder is embedded in concrete and serves as an access to pits or other atmospheres that cause corrosion

and rusting, the rungs must be at least one inch in diameter or be painted or treated to resist corrosion and rusting.
[29 CFR 1910.27(b)(7)(i)]

6. Are the rungs of wood ladders at least 1-1/8 inches in diameter? [29 CFR 1910.27(b)(1)(i)] **Y N N/A ??**

7. Do siderails that might be used as a climbing aid provide adequate gripping surface without sharp edges, splinters, or burrs? [29 CFR 1910.27(b)(2)] **Y N N/A ??**

8. Are metal ladders painted or treated to protect them from corrosion and rusting when location demands? [29 CFR 1910.27(b)(7)(i)] **Y N N/A ??**

9. Are wood ladders treated with a nonirritating preservative when used under conditions that may cause decay? [29 CFR 1910.27(b)(7)(ii)] **Y N N/A ??**

10. Is the perpendicular distance from the center line of the rungs to the nearest permanent object on the climbing side of the ladder 36 inches for a pitch of 76° and 30 inches for a pitch of 90°? [29 CFR 1910.27(c)(1)] **Y N N/A ??**

Note: The intent of this provision is to prevent the climber from bumping his or her head or shoulder on an object while climbing or descending the ladder.

11. Is the distance from the center line of the rung, cleat, or step to the nearest permanent object behind the ladder at least 7 inches? [29 CFR 1910.27(c)(4)] **Y N N/A ??**

Note: The purpose of this provision is to give adequate clearance so that the climber's foot does not strike an object between the wall and the ladder and cause a fall.

12. Is the distance from the center line of the grab bar to the nearest permanent object behind the grab bar at least 4 inches? [29 CFR 1910.27(c)(5)] **Y N N/A ??**

Note: The purpose of this provision is to ensure that the climber can grab the bar quickly and easily.

13. Is the step-across distance from the nearest edge of the ladder to the nearest edge of the equipment or structure not more than 12 inches and not less than 2-1/2 inches? [29 CFR 1910.27(c)(6)] **Y N N/A ??**

Note: If the step-across distance is greater than 12 inches, a landing platform of at least 24 inches wide and 30 inches long must be provided with standard railings and toeboards. Consult the OSHA regulations 29 CFR 1910.27(d)(2)(ii) for requirements.

14. Are the siderails of ladders extended at least 3-1/2 feet above the landing? [29 CFR 1910.27(d)(3)]

Y N N/A ??

Note: The purpose of this standard is to give the climber something to hold onto while getting off and onto the ladder.

15. Are all ladders inspected regularly and maintained in a safe condition? [29 CFR 1910.27(f)]

Y N N/A ??

Comments/Corrective action:

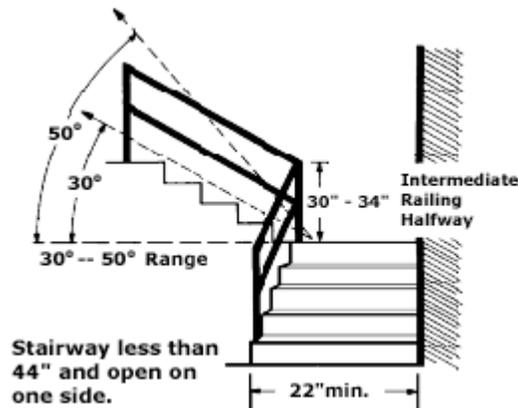
Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Fixed Stairs Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.24. It applies to interior and exterior stairs around machinery, tanks, and other equipment, and stairs leading to or from floors, platforms, or pits. It does not apply to stairs used for fire exit purposes. It also does not address fixed stairs associated with construction sites. Consult the OSHA regulations 29 CFR 1926.1051 and 1926.1052 for construction site requirements. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees.

Please Circle

- | | |
|--|-------------------|
| <p>1. Are fixed stairs (rather than ladders or other means of access) provided where access to elevation is necessary on a daily or regular basis? [29 CFR 1910.24(b)]</p> | <p>Y N N/A ??</p> |
| <p>2. Do fixed stairs have a minimum width of 22 inches? [29 CFR 1910.24(d)] (see Figure)</p> | <p>Y N N/A ??</p> |



- | | |
|---|-------------------|
| <p>3. Are fixed stairs installed at angles to the horizontal between 30° and 50°? [29 CFR 1910.24(e)] (see previous Figure)</p> | <p>Y N N/A ??</p> |
| <p>4. Are all treads reasonably slip-resistant with the front</p> | |

- | | |
|---|------------|
| protruding edge of the tread of a nonslip finish?
[29 CFR 1910.24(f)] | Y N N/A ?? |
| 5. Do fixed stairs have a uniform rise height and tread width throughout the flight of stairs? [29 CFR 1910.24(f)] | Y N N/A ?? |
| 6. Are stairway landing platforms no less than the width of the stairway and a minimum of 30 inches long measured in the direction of travel? [29 CFR 1910.24(g)] | Y N N/A ?? |
| 7. Are standard railings provided on all open sides of exposed stairways and stair platforms? [29 CFR 1910.24(h)]
(see checklist Guarding Floors, Stairs, and Other Openings) | Y N N/A ?? |
| 8. Is a vertical clearance above the stair tread to an overhead obstruction that is at least 7 feet measured from the leading edge of the tread? [29 CFR 1910.24(i)] | Y N N/A ?? |

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Flammable and Combustible Liquids

Self Inspection Checklist

Guidelines: This checklist covers the storage and use of **flammable** or **combustible liquids** in drums or other containers not exceeding 60 gallons individual capacity. **Class I** or **Class II liquids** in fuel tanks, as well as transient inventories of paints and varnishes, and storages exceeding 60 gallons are covered in other checklists.



Questions marked with this symbol may require the help of an outside expert.

Please Circle

Dispensing and Use

- | | |
|--|--------------------------|
| <p>1. Are only approved pumps, drawing from the top of the storage containers, used to transfer flammable liquids?
[29 CFR 1910.106(e)(2)(iv)(d) and 29 CFR 1926.152(e)(3 & 5)]</p> | <p>Y N N/A ??</p> |
| <p>2. Are only approved self-closing valves or faucets used in gravity transfer of flammable liquids from storage containers? [29 CFR 1910.106(e)(2)(iv)(d) and 29 CFR 1926.152(e)(3)]</p> | <p>Y N N/A ??</p> |
| <p>3. Is air or gas pressure prohibited for transfer of flammable or combustible liquids unless the tank, drum or containers has been approved as a pressure vessel?
[29 CFR 1910.106(e)(2)(iv)(d) and NFPA 30]</p> | <p>Y N N/A ??</p> |

Y N N/A ??

4. Are containers and portable tanks used for **flammable liquids** electrically bonded or grounded during transfers?
[29 CFR 1926.152(e)(2) and
29 CFR 1910.106(e)(3)(vi)]

Y N N/A ??

5. Are leaks and spills of **flammable** or **combustible liquids** disposed of promptly and safely?
[29 CFR 1926.152(f)(2)]

Y N N/A ??

6. Are spills of **flammable** or **combustible liquids** cleaned up promptly?
[29 CFR 1910.106(e)(9)(i)]

Y N N/A ??

7. Is the use of flames or sources of ignition prohibited in areas where flammable vapors may be present?
[NFPA 30]

Note: 29 CFR 1926.152(f)(3) requires a distance of at least 50 feet between any source of ignition and **flammable liquids**.

Storage and Use Quantities

Y N N/A ??

8. Is storage of **flammable** and **combustible liquids** limited to that required for current activities and maintenance?
[NFPA 30]

Y N N/A ??

9. Outside of **approved** cabinets or storage rooms, are containers of **Class I liquids** limited to a capacity of one gallon, or two gallons, if safety cans are used?
[NFPA 30: 4-5.5.2]

Y N N/A ??

10. Are fewer than 10 gallons of **Class I** and **Class II liquids** stored outside of an **approved** storage cabinet or interior storage room (except in safety cans)?
[NFPA 30 4-5.5.3]

Y N N/A ??

11. Are fewer than 25 gallons of **flammable liquids** stored in safety cans outside of an **approved** storage cabinet or interior storage room?
[NFPA 30: 4-5.5.4 and 29 CFR 1926.152(b)(1)]

Y N N/A ??

12. Are fewer than 60 gallons of **Class IIIA liquids** stored outside of an **approved** storage cabinet or interior storage room?
[NFPA 30 4-5.5.5]

Note: OSHA under 29 CFR 1926.152(b)(1) does not permit more than 25 gallons of **combustible liquids** stored outside of an **approved** storage cabinet or interior storage room.

Design and Capacity of Containers

Y N N/A ??

13. Are only **approved** containers used for storing **flammable** or **combustible liquids**?
[29 CFR 1910.106(d)(2)(i)]

Note: All gasoline must be stored in **approved** containers.

Y N N/A ??

14. Are **flammable** and **combustible liquid** containers stored in accordance with the requirements of Table 1?
[29 CFR 1910.106(d)(2)(iii)]

Table 1: Maximum Allowable Size of Containers and Portable Tanks					
Container Type *	Flammable Liquids			Combustible liquids	
	Class IA	Class IB	Class IC	Class II	Class III
Glass or approved plastic	1 pt	1 pt	1 gal	1 gal	1 gal
Metal (other than DOT drums)	1 gal	5 gal	5 gal	5 gal	5 gal
Safety cans	2 gal	5 gal	5 gal	5 gal	5 gal
Metal drums (DOT specifications)	60 gal	60 gal	60 gal	60 gal	60 gal
Approved portable tanks	660 gal	660 gal	660 gal	660 gal	660 gal

***Note:** Container exemptions: medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices.

Design, Construction, and Capacity

of Storage Cabinets

15. Is storage in cabinets restricted to not more than 60 gallons of **Class I** or **Class II liquids** and not more than 120 gallons of **Class III liquids**?
[29 CFR 1910.106(d)(3)(i) and 29 CFR 1926.152(b)(3)]
16. Are all cabinets labeled in conspicuous lettering: "**FLAMMABLE-KEEP FIRE AWAY**"?
[29 CFR 1910.106(d)(3)(ii) and 29 CFR 1926.152(b)(2)(iii)]
17. Are metal cabinets constructed so that the top, sides and door are at least #18 gauge sheet iron and double spaced wall with 1-1/2 inch air space?
[29 CFR 1910.106(d)(3)(ii)(a)]
18. Is the door provided with a three point lock and a sill raised at least 2 inches above the bottom of the cabinet?
[29 CFR 1910.106(d)(3)(ii)(a)]
19. Are wooden cabinets constructed so that the bottom, sides and top are of **approved** grade plywood at least 1 inch thick?
[29 CFR 1910.106(d)(3)(ii)(b) and 29 CFR 1926.152(b)(2)(I)]
20. Are all wooden cabinet joints rabbetted and fastened in two directions with flat head wood screws?
[29 CFR 1910.106(d)(3)(ii)(b) and 29 CFR 1926.152(b)(2)(I)]
21. When more than one door is used on wooden cabinets, is there a rabbetted overlap of not less than 1 inch?
[29 CFR 1910.106(d)(3)(ii)(b) and 29 CFR 1926.152(b)(2)(I)]

Y N N/A ??

22. Are no more than three (3) cabinets located in one fire area?
[NFPA 30]

Y N N/A ??

23. Are cabinet vents sealed unless vented to the outdoors?
[NFPA 30]

Design and Construction of Inside Storage Rooms

Y N N/A ??

24. Are openings to other rooms or buildings from **flammable/combustible liquids** storage rooms provided with a noncombustible liquid-tight raised sill or ramp at least 4 inches in height?
[29 CFR 1910.106(d)(4)(i) and 29 CFR 1926.152(b)(4)(ii)]

Note: Alternatively, the floor of the storage area shall be at least 4 inches below the surrounding floor.

Y N N/A ??

25. Are openings to storage rooms provided with **approved** self-closing fire doors?
[29 CFR 1910.106(d)(4)(i) and 29 CFR 1926.152(b)(4)(ii)]



Y N N/A ??

26. Does storage in inside rooms comply with the requirements of Table 2?
[29 CFR 1910.106(d)(4)(ii) and 29 CFR 1926.152(b)(4)(iv)]

Table 2: Storage in Inside Rooms			
Fire Protection Provided ¹	Fire Resistance	Maximum Size	Total Allowable Quantities ²
Yes	2 hours	500 sq. ft.	10
No	2 hours	500 sq. ft.	5
Yes	1 hour	150 sq. ft.	4
No	1 hour	150 sq. ft.	2

¹Fire protection system shall be sprinkler, water spray, carbon dioxide, or other system.

²(gals/sq. ft/floor area)

Y N N/A ??

27. Is the room liquid tight where the wall joins the floor?
[29 CFR 1910.106(d)(4)(i) and
29 CFR 1926.152(b)(4)(ii)]

Note: A permissible alternative to the sill or ramp is an open-grated trench inside the room which drains to a safe location.



Y N N/A ??

28. Is the electrical wiring and equipment located inside the storage room especially designed to prevent possible ignition of any released flammable vapors?
[29 CFR 1910.106(d)(4)(iii) and 29
CFR 1926.152(d)(d)(v)]

Note: Anything which looks like normal household wiring including switches, plugs, lighting or any normal equipment such as radios are not permitted.

Y N N/A ??

29. Is every inside storage room provided with either a gravity or mechanical exhaust ventilation system?
[29 CFR 1910.106(d)(4)(iv) and
29 CFR 1926.152(b)(4)(vi)]

Y N N/A ??

30. Does the ventilation system have an exhaust not more than 12 inches off the floor?
[29 CFR 1926.152(b)(4)(vi)]



Y N N/A ??

31. Does the ventilation system provide for a complete change of air within the room at least six times per hour?
[29 CFR 1910.106(d)(4)(iv) and
29 CFR 1926.152(b)(4)(vi)]

Y N N/A ??

32. If a mechanical exhaust system is used, is the switch located outside of the door?
[29 CFR 1910.106(d)(4)(iv) and
29 CFR 1926.152(b)(4)(vi)]

Y N N/A ??

33. Are ventilation equipment and the lighting fixtures operated by the same switch?

[29 CFR 1910.106(d)(4)(iv) and
29 CFR 1926.152(b)(4)(vi)]

Y N N/A ??

34. When gravity ventilation is provided, are the fresh air intake as well as the exhaust outlet from the room located on the exterior of the building in which the room is located?
[29 CFR 1910.106(d)(4)(iv) and
29 CFR 1926.152(b)(4)(vi)]

Y N N/A ??

35. Is there a 3 foot wide clearance in the aisle in every storage room?
[29 CFR 1910.106(d)(4)(v)]

Y N N/A ??

36. Is stacking of 30 gallon capacity containers prohibited?
[29 CFR 1910.106(d)(4)(v)]

General Storage Inside and Outside Buildings

Y N N/A ??

37. Is the storage of **flammable** or **combustible liquids** prohibited near exits, stairways, or areas normally used for the safe exit of people?
[29 CFR 1910.106(d)(5)(I)]

Y N N/A ??

38. Is the storage of **flammable** or **combustible liquids** prohibited in office areas except that required for maintenance and operation of building and operation of equipment?
[29 CFR 1910.106(d)(5)(iii)]

Note: Permitted materials shall be stored in safety cans, in closed metal containers inside storage cabinets, or in an inside storage room that does not open into public areas of the building.

Y N N/A ??

39. Are portable fire extinguishers available at locations where **flammable** or **combustible liquids** are stored?
[29 CFR 1910.106(d)(7) and
29 CFR 1926.152(d)(1)]

Note: OSHA requires that at least one portable fire extinguisher having a rating of not less than 20-B units be located not less than 25 feet, nor more than 75 feet, from any **flammable liquid** storage area located outside.

- | | |
|--|-------------------|
| | Y N N/A ?? |
| 40. Are containers of flammable and combustible liquids closed when not in use?
[29 CFR 1910.106(e)(2)(ii) and
29 CFR 1926.152(f)(1)] | |
| | Y N N/A ?? |
| 41. Are combustible waste materials and residues kept to a minimum, stored in covered metal receptacles, and disposed of daily?
[29 CFR 1910.106(e)(9)(iii)] | |
| | Y N N/A ?? |
| 42. Are flammable and combustible liquids stored in their original container or in an approved safety can?
[NFPA 30] | |
| | Y N N/A ?? |
| 43. Unless the original container is designed to be used, are flammable or combustible liquids transferred to an approved safety can prior to use?
[NFPA 30] | |
| | Y N N/A ?? |
| 44. Are open flames and smoking prohibited in flammable or combustible liquids storage areas?
[29 CFR 1910.106(d)(7)(iii)] | |
| | Y N N/A ?? |
| 45. Are storage areas for flammable or combustible liquids kept free from combustible materials?
[29 CFR 1910.106(d)(iv)] | |

Definitions:

Approved: approved or listed by a nationally recognized testing laboratory.

Class I liquids: flammable liquids (see definition of flammable liquids).

Class I liquids: flammable liquids having a **flash point** below 73°F and a boiling point below 100°F. Typical Class IA liquids include: acetaldehyde, ethyl ether, methyl ethyl ether, pentane, and petroleum ether.

Class IB liquids: flammable liquids having a **flash point** below 73°F and having boiling points at or above 100°F. Typical Class IB liquids include: acetone, benzene, butyl acetate, denatured alcohol, ethyl alcohol, gasoline, gin (ethyl alcohol and water), heptane, hexane, isopropyl alcohol, methyl alcohol, methyl ethyl ketone, toluene, and jet fuels.

Class IC liquids: flammable liquids having **flash points** at or above 73°F and below 100°F. Typical Class IC liquids include: banana oil (isoamyl acetate), butyl alcohol, propyl alcohol, styrene, turpentine, and xylene.

Class II liquids: flammable liquids with **flash points** at or above 100°F and below 140°F. Typical Class II liquids include: diesel fuel, fuel oils, kerosene, Stoddard solvent, Anchor type car wash, and mineral spirits.

Class III liquids: flammable liquids with **flash points** at or above 140°F. Class III liquids are subdivided into two subclasses: Class IIIA liquids include those with flashpoints at or above 140°F and below 200°F, except any mixture having components with flashpoints of 200°F, or higher, the total volume of which make up 99% or more of the total volume of the mixture. Class IIIB liquids include those with flashpoints at or above 200°F. This section does not cover Class IIIB liquids.

Class IIIA liquids: flammable liquids with **flash points** at or above 140°F.

Combustible liquid: any liquid having a **flash point** at or above 100°F. Combustible liquids are known as Class II and Class III liquids.

Flammable liquid: any liquid having a **flash point** below 100°F, and have a vapor pressure not exceeding 40 psia (pounds per square inch absolute) at 100°F. Flammable liquids are known as Class I liquids and can be divided into Class IA, IB and IC.

Flash point: the minimum temperature in degrees Fahrenheit at which a flammable liquid will give off sufficient vapors to form an ignitable mixture with air near the surface or in the container, but will not sustain combustion.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Food Preparation and Service--Part 1 Self-Inspection Checklist

Guidelines: Food preparation and service regulations are issued by State health departments and vary from State to State. This checklist uses the New Jersey Department of Health regulations as a model for assessing food preparation and service areas. Please consult your own State health department for the regulations that apply in your State. The U.S. Food and Drug Administration (FDA) also publishes a model Food Code that has been adopted by some States. The FDA Food Code might also serve as an additional reference. This checklist applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not directly applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms in bold type are provided at the end of the checklist.

Please Circle

Food Supplies: Source, Protection, Wholesomeness, and Misbranding

- | | |
|---|------------|
| 1. Is all food in a public food preparation or service area from a source that complies with applicable State and local regulations? | Y N N/A ?? |
| 2. Is all food protected against contamination and spoilage during handling, packaging, and storage and while in transit? | Y N N/A ?? |
| 3. Is food prepared at home prohibited in a public food preparation or service area? | Y N N/A ?? |
| 4. Is food inspected before use to ensure it is clean, wholesome, free from spoilage, free from adulteration and misbranding, and safe for human consumption? | Y N N/A ?? |
| 5. Does all hermetically sealed food (such as a sealed baby food jar) in a public food preparation or service area come | Y N N/A ?? |

only from approved food processing establishments?

6. Are all fluid milk; fluid milk products; frozen milk products; liquid, frozen, and dry eggs; and egg products pasteurized? **Y N N/A ??**
7. Are pasteurized fluid milk and fluid milk products in a public food preparation and service area from a source that is in compliance with applicable State and local regulations? **Y N N/A ??**
8. Are reconstituted dry milk and dry milk products only used in instant desserts and whipped products, or for cooking and baking purposes? **Y N N/A ??**
9. When nondairy creaming, whitening, or whipping agents are reconstituted, **Y N N/A ??**
- a. Has the storage container be sanitized?
 - b. Is the storage container covered?
 - c. Is the storage container one gallon or less in capacity?
 - d. Has the reconstituted product been cooled throughout to 45°F or below within four hours of preparation?
10. Are all milk, milk products, and milk substitutes used for drinking purposes served from their original containers or from an approved bulk milk dispenser? **Y N N/A ??**
11. If multi-use pitchers are used to serve milk, milk products or substitutes, **Y N N/A ??**
- a. Is their use restricted to service in beverages such as coffee, tea, cocoa, and in other items such as cereals and fruits?
 - b. Are the unused portions discarded after their use?
 - c. Is adding fresh product to the pitchers or the mixing of previously served product prohibited?
 - d. Is the milk, fluid milk products, or substitutes kept at 45°F or below while in the pitchers?

Frozen Desserts

12. Is a license obtained from the State health department for serving frozen desserts such as ice cream, soft frozen **Y N N/A ??**

desserts, ice milk, sherbets, ices, and mix?

13. Are frozen desserts such as ice cream, soft frozen desserts, ice milk, sherbets, ices, and mix in compliance with all applicable State and local laws and regulations? **Y N N/A ??**

Shellfish

14. Does all shellfish come from a State department of health or U.S. FDA currently certified dealer? (Names, addresses, and certification numbers should be confirmed with your local health authority). **Y N N/A ??**

15. Does each container of unshucked or shucked shellfish have a tag that includes the dealer certification number, name of dealer, address of dealer, harvest site or bed number, harvest date, type of shellfish and quantity in package? **Y N N/A ??**

16. Are fresh and frozen shucked oysters, clams, and mussels packed in nonreturnable containers? **Y N N/A ??**

17. Are packages of fresh and frozen shucked oysters, clams, and mussels permanently marked with the name of the certified packer and the abbreviated name of the State? **Y N N/A ??**

18. Are shellstock and shucked shellfish stored in the container in which they are received until the container is empty? **Y N N/A ??**

19. Are required tags or stubs left on the shellfish container until the container is emptied? **Y N N/A ??**

20. Are required tags or stubs on shellfish containers immediately marked with the date of receipt? **Y N N/A ??**

21. Are required tags or stubs from shellfish containers kept on file for not less than 90 days? (to track possible occurrences of shellfish hepatitis) **Y N N/A ??**

Eggs

22. Are eggs clean, with shell intact and without cracks or excessive checks? **Y N N/A ??**

23. Is blending or mixing of shell and liquid contents of the egg prohibited? **Y N N/A ??**

24. Are **pooled eggs** cooked immediately? Y N N/A ??
25. Is the use of raw eggs prohibited as a major component in the preparation of uncooked or undercooked ready-to-eat foods? Y N N/A ??

Emergencies

26. If an emergency has occurred, has the person in charge kept **potentially hazardous food** from being held outside of the safe temperature range? Y N N/A ??

Food Preparation--General

27. Have precautions been taken to prevent food contamination from dust, flies, rodents, and other vermin; unclean utensils and work surfaces; unnecessary handling; coughs and sneezes; flooding, drainage, and overhead leakage; poisonous and toxic materials; and any other source? Y N N/A ??
28. Are refrigeration, hot food storage, and display facilities located to assure required temperatures during storage, preparation, transportation, display, and service? Y N N/A ??
29. Does each refrigerator have an **indicating thermometer** accurate to +/- 3°F? Y N N/A ??
30. Does the refrigerator thermometer provide the true air temperature (not the blower temperature)? Y N N/A ??
31. Does each hot food facility storing **potentially hazardous food** have an **indicating thermometer** accurate to +/- 3°F? Y N N/A ??
32. If the hot food thermometer is not built in, is a **product thermometer** readily available? Y N N/A ??
33. If a **stem-type thermometer** is used, is it first sanitized to prevent contamination? (An example of contamination is when a thermometer is removed from a pocket or drawer and is put directly into the product without being sanitized) Y N N/A ??
34. Has a **stem-type thermometer** been used to monitor the proper internal cooking, cooling, reheating, hot holding, or cold holding temperatures of all hazardous foods? All stages must be monitored to prevent foodborne illness. Y N N/A ??

Food Temperatures

35. Is perishable food maintained at temperatures low enough to prevent spoilage? Y N N/A ??
36. Is **potentially hazardous food** kept at 45°F or below or 140°F or above? Y N N/A ??
37. Has frozen food been maintained in its frozen state (0°F or below) until removed from storage for preparation? Y N N/A ??
38. Are large quantities of **potentially hazardous food** that are to be refrigerated after preparation rapidly cooled (120°F to 70°F within two hours) using one of the following methods?
- a. Shallow pans that are 4 inches deep or less.
 - b. Quick-chilling refrigeration equipment.
 - c. External water circulation to the food container.
39. Has **potentially hazardous food** during the cooling process been covered or the containers stacked? Y N N/A ??
40. Has the temperature of any working container of mayonnaise or salad dressing been kept at 45°F or below? (If no, then discard after three hours.) Y N N/A ??
41. When **potentially hazardous food** is served hot and is placed on display, except for rare roast beef, is the display temperature at 140°F or above? Y N N/A ??
42. When rapidly prechilled food is put on display, is the temperature maintained below 45°F, or between 45°F and 55°F for no more than four hours? Y N N/A ??
43. If hollandaise and other sauces are held at temperatures between 45°F and 140°F, are the ingredients fresh and is the sauce discarded after three hours? Y N N/A ??
44. Is frozen food defrosted using one of the following procedures? Y N N/A ??
- a. In refrigerated units at a temperature below 45°F
 - b. Under potable running water of a temperature of 70°F or below
 - c. In a microwave oven

- d. As part of the conventional cooking process
-

Definitions:

Indicating thermometer: a thermometer that can reveal temperature by one or two degrees, as opposed to a thermometer that reads "safe" or "danger zone."

Pooled eggs: more than one egg mixed together in one container.

Stem-type, product thermometer: a thermometer with a dial that reveals temperature by one or two degrees. The shaft on the thermometer can enter the product to ascertain temperature.

Potentially hazardous food: any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients (including synthetic ingredients) in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods that have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

Comments/Corrective action:

Information

Name of Location:

Date of inspection:

Career-Technical program/course/room:

Signature of inspector:

Food Preparation and Service--Part 2 Self-Inspection Checklist

Guidelines: : Food preparation and service regulations are issued by State health departments and vary from State to State. This checklist uses the New Jersey Department of Health regulations as a model for assessing food preparation and service areas. Please consult your own State health department for the regulations that are applicable in your State. This checklist applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not directly applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms in bold type are provided at the end of the checklist.

Please Circle

Food Preparation

1. Have all equipment and surfaces been washed and sanitized after contact with raw meat, poultry, and unpasteurized liquid eggs and fish? **Y N N/A ??**
2. Have hands been carefully washed after contact with any raw meat, poultry, and unpasteurized liquid eggs and fish? **Y N N/A ??**
3. Has proper equipment been provided to minimize direct manual contact with food? **Y N N/A ??**
4. Have all raw fruits and raw vegetables been thoroughly washed before being mixed with other ingredients? (Raw fruits and vegetables come in contact with soil that may have contained bacteria, spores, or been chemically treated.) **Y N N/A ??**
5. Except for poultry, stuffing with meat, pork, and rare whole roast beef, is **potentially hazardous food** cooked to heat all parts of the food to a temperature of at least 140°F? **Y N N/A ??**

Note: Eggs prepared for individual service for immediate consumption may be served raw or cooked to a product temperature of less than 140°F.

6. When cooking poultry, is stuffing prohibited when the weight of the poultry exceeds two pounds before cooking? **Y N N/A ??**
7. When cooking poultry and stuffing with meat, have all the parts of the food reached at least 165°F with **NO** interruption of the **initial** cooking process? **Y N N/A ??**
8. When cooking pork, have all the parts of the food been heated to at least 150°F in a conventional oven or to at least 170°F in a microwave oven? **Y N N/A ??**
9. Has the internal temperature been taken of the rare whole roast beef with a sanitized stem-type thermometer to determine if it has reached 130°F or above? **Y N N/A ??**
10. If food is reheated, has it been done rapidly and within two hours to 165°F or higher throughout before being served? **Y N N/A ??**
11. Are steam tables, bainmaries, warmers, and similar hot food holding facilities prohibited for the rapid reheating of **potentially hazardous foods**? **Y N N/A ??**
12. Are all utensils, equipment, and surfaces thoroughly cleaned and sanitized before use? **Y N N/A ??**
13. Are custards, cream fillings, and similar products kept at or below 45°F, or above 140°F except during necessary periods of preparation and service? **Y N N/A ??**
14. Are custards, cream fillings, and similar products rapidly cooled to 45°F or below promptly after preparation? **Y N N/A ??**
15. Are food containers stored six inches off of the floor (except for cased food) packaged in waterproof containers, not exposed to moisture, **and** on movable dollies, pallets, or skids? **Y N N/A ??**

Food Storage

16. Have measures been taken to avoid cross contamination from food that requires no further washing or cooking with food that requires washing or cooking? (For example, separate purchased prepared salad from raw fruits **Y N N/A ??**

or raw meat.)

17. Is the wet storage of shellfish prohibited?

Y N N/A ??

Food Display and Service

18. Is prepared, unwrapped food on display protected by cleanable counters, service line or salad bar protector devices, cabinets, sneeze guards, display cases, containers, or similar types of protective equipment?

Y N N/A ??

19. Is food, once served to a customer, not served again?

Y N N/A ??

20. Is wrapped food (other than **potentially hazardous food**) that has been unwrapped or become unwholesome discarded?

Y N N/A ??

21. Is **potentially hazardous food** in temporary buffets, smorgasbords, or salad bars held at safe temperatures?

Y N N/A ??

22. Is the quantity of food in temporary buffets, smorgasbords, or salad bars limited to allow a fast turnover?

Y N N/A ??

23. Are fresh supplies of food to temporary buffets, smorgasbords, or salad bars provided to ensure proper food rotation?

Y N N/A ??

24. Are unwrapped bulk foods in self-service containers easily cleanable, covered, 18 inches or less in depth, and at least 30 inches off the floor?

Y N N/A ??

25. Are tongs, forks, spoons, and other proper utensils provided for service to ensure minimum contact with food by customers and employees?

Y N N/A ??

26. Does each container of **potentially hazardous food** have its own dispensing utensil?

Y N N/A ??

27. Is **potentially hazardous food** displayed in such a way as to prevent cross contamination between raw and ready-to-eat products?

Y N N/A ??

28. If food dispensing is interrupted, are service utensils stored in the food with the dispensing utensil handle extended out of the food, stored clean and dry, or stored in running water?

Y N N/A ??

29. Are sugar, condiments, seasonings, and dressings provided only in **sanitary dispensers** or in individual single service packages? **Y N N/A ??**

Food Transportation

30. Is all **potentially hazardous food** maintained at or below 45°F **OR** at or above 140°F during transport, except if food is to be consumed within one-half hour of plating? **Y N N/A ??**
31. Is all frozen food kept at a temperature low enough to remain frozen during transportation? **Y N N/A ??**
32. Is all food transported in covered containers or completely wrapped, except for hanging meats and raw agricultural products that will be prepared for consumption later? **Y N N/A ??**
33. Is the transportation vehicle clean, free of vermin, and in good condition? For example, no holes are in the floor that may allow exterior contaminants (e.g., mud) to enter the vehicle. **Y N N/A ??**

Toxic Materials

34. Is the storage of toxic materials in food areas limited to only those materials used to maintain sanitary conditions? **Y N N/A ??**
35. Are toxic materials (e.g., pesticide) stored in a designated and identified separate area (such as a cabinet) and away from food? **Y N N/A ??**
36. Are poisonous polishing materials prohibited? **Y N N/A ??**
37. Are containers of toxic materials prominently and distinctively marked or labeled for easy identification as to contents? **Y N N/A ??**
38. Are bactericides and cleaning compounds used in such a manner as to prevent toxic residue on food contact surfaces? **Y N N/A ??**
39. Are toxic compounds (such as rodenticide) in powdered form distinctively colored so it is not mistaken for food or food condiments? **Y N N/A ??**
40. Are insecticides or rodenticides applied only by State-certified applicators and in full compliance with **Y N N/A ??**

the manufacturer's labeling?

Note: Often a vermin problem is incorrectly treated by the owner or another person. The law prohibits a noncertified person to treat for vermin infestation within a food preparation or service area.

Definitions:

Rinse: clear water that fulfills specified heat requirements.

Sanitary dispenser: a container that, when used with condiments, does not contaminate remaining products when condiment is dispensed.

Stem-type, product thermometer: a thermometer with a dial that reveals temperature by one or two degrees. The shaft on the thermometer can enter the product to ascertain temperature.

Potentially hazardous food: any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients (including synthetic ingredients) in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods that have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Food Preparation and Service--Part 3 Self-Inspection Checklist

Guidelines: Food preparation and service regulations are issued by State health departments and vary from State to State. This checklist uses the New Jersey Department of Health regulations as a model for assessing food preparation and service areas. Please consult your own State health department for the regulations that are applicable in your State. This checklist applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not directly applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms in bold type are provided at the end of the checklist.



Questions marked with this symbol may require the help of an outside expert.

Please Circle

Health and Disease Controls Food Service Personnel

- | | |
|--|------------|
| 1. Are persons affected with any communicable disease, boils, infected wounds, sores, acute respiratory infection, nausea, vomiting, and diarrhea prevented from working in food areas or with other food workers? | Y N N/A ?? |
|--|------------|

Hygiene Practices Food Service Personnel

- | | |
|--|------------|
| 2. Is personal jewelry prohibited where it could contaminate or become incorporated into food? | Y N N/A ?? |
| 3. Is the use of tobacco products by food handlers and dishwashers prohibited? | Y N N/A ?? |

Handwashing Food Service Personnel

- | | |
|---|--|
| 4. Are separate handwashing facilities provided at convenient | |
|---|--|

locations away from food preparation areas? **Y N N/A ??**

5. Do employees and students wash their hands and exposed arms with soap and warm water before starting work; during work as necessary; and after smoking, eating, drinking, visiting the toilet, or handling raw food of animal origin? **Y N N/A ??**

6. Are employees' fingernails clean and neatly trimmed? **Y N N/A ??**

Clothing

7. Is clean clothing worn by all persons, including dishwashers? **Y N N/A ??**

8. Are extra, clean uniforms or clothing available if clothing becomes soiled? **Y N N/A ??**

9. Are effective hair restraints properly used to prevent contamination? For example, a hat must be sitting on the back of the head, and hair must not hang out loosely. **Y N N/A ??**

10. Are single-use gloves used for only one task and discarded when damaged, soiled, or when interruptions occur in the operation? **Y N N/A ??**

11. If slash-resistant gloves or cloth gloves are used, do they only come in contact with food that is subsequently cooked? **Y N N/A ??**

Note: Slash-resistant gloves may be used with ready-to-eat food if the gloves have a smooth, durable, and nonabsorbent outer surface; or if the gloves are covered with a smooth, durable, nonabsorbent glove, or a single-use glove.

12. Are multi-use equipment and utensils made with materials that are safe, corrosion-resistant, nonabsorbent, smooth, easily cleaned, durable, dent resistant, and sturdy? **Y N N/A ??**

Design, Construction and Materials Food Equipment, and Utensils

13. Is equipment inspected periodically and replaced, if necessary, with safe materials? **Y N N/A ??**

14. Are food-contact surfaces of equipment and utensils (e.g., plastic mixing bowls) smooth; free of breaks, open seams, cracks and pits; easily accessible for cleaning; and in good condition? **Y N N/A ??**

15. Are cutting boards easily cleaned and removable, nontoxic, nonabsorbent, smooth, and free of cracks, crevices, and open seams? Cutting boards need to be washed, rinsed, and sanitized since they come into direct contact with potentially hazardous foods and raw fruits and vegetables. **Y N N/A ??**
16. Is the filter of the ventilation hood readily removable for cleaning and replacement? **Y N N/A ??**
17. Are shelves that are not intended for food contact free of unnecessary ledges, projections, or crevices? Some shelves are elaborately designed, very deep within a cabinet, or screwed or nailed into place (rather than sealed). The above conditions make housekeeping difficult. **Y N N/A ??**
18. Are all food-contact surfaces that are **NOT** intended for in- place cleaning readily accessible for manual cleaning and inspection? **Y N N/A ??**
19. Are sinks and drain boards self-draining? Self-draining may occur by pitching it toward one of the sink compartments. **Y N N/A ??**

Equipment installation and Location

20. Is equipment (including ice makers and ice storage equipment) located away from underexposed or unprotected sewer lines, leaking water lines, or open stairwells that may cross-contaminate equipment or ice? **Y N N/A ??**
21. Is nonportable equipment placed on tables sealed to the table or elevated by at least four inches? **Y N N/A ??**
22. Is floor-mounted equipment sealed to the floor, or is the clearance between floor and equipment at least 6 inches? **Y N N/A ??**

Equipment and Utensil Cleanliness

23. After each use, is all tableware thoroughly cleaned to sight and touch? **Y N N/A ??**
24. After each use, are all kitchenware and food-contact surfaces used in the preparation, serving, display, or storage of food thoroughly cleaned to sight and touch? **Y N N/A ??**
25. Have all nonfood contact surfaces been thoroughly cleaned as necessary to be free of dirt and in sanitary **Y N N/A ??**

condition?

26. Are cloths used for wiping food contact surfaces only used for that purpose to prevent cross-contamination? **Y N N/A ??**

Equipment and Utensil Sanitation

27. After each use, has all tableware been sanitized? **Y N N/A ??**
28. If a spoon or other utensil has been used for tasting, is it sanitized before being used again? **Y N N/A ??**
29. Have all kitchenware and surfaces that come in contact with **potentially hazardous food** or raw fruits or vegetables been sanitized after use or when operations are interrupted? For example, is a slicer or frozen dessert machine sanitized after the operation is closed and the next day **before** use? **Y N N/A ??**

Methods and Facilities for Manual and Machine Washing and Sanitizing

30. Before washing, have all equipment and utensils been flushed, scraped, or when necessary, soaked? **Y N N/A ??**
31. Are dish tables, drainboards, or racks of adequate size to handle soiled items? **Y N N/A ??**
32. Do dish tables, drainboards, or racks provide adequate space and distance to avoid interference of soiled items with clean items? **Y N N/A ??**
33. Does washing remove foreign matter? **Y N N/A ??**
34. Has the rinsing process effectively removed detergent solution and foreign matter? **Y N N/A ??**
35. Are cleaned equipment and utensils properly sanitized? **Y N N/A ??**
36. Have all sanitized utensils or food contact surfaces been allowed to air dry? **Y N N/A ??**

Methods and Facilities for Manual Washing and Sanitizing

37. For manual washing, are three sinks provided for the

wash-**rinse**-sanitize cycle? **Y N N/A ??**

38. Are sink compartments large enough to permit **complete** immersion of the equipment and utensils intended to be cleaned? **Y N N/A ??**

39. Do all sink compartments have provided at convenient locations a supply of hot **and** cold potable running water? **Y N N/A ??**

40. Have all sinks been cleaned before use? **Y N N/A ??**

41. Have equipment and utensils been thoroughly **rinsed** free of detergent and abrasives with **clean** water in the second compartment? **Y N N/A ??**

42. Have equipment and utensils been thoroughly sanitized in the third sink? **Y N N/A ??**

43. If using hot water (heat) as a sanitizer, is the water maintained at or above 170°F and tested periodically with a thermometer? **Y N N/A ??**

44. If hot water is used as a sanitizer, have equipment and utensils to be sanitized been allowed to be completely immersed for at least 30 seconds in water that is 170°F? **Y N N/A ??**



45. If chlorine is used as sanitizer, does the solution contain at least 50 parts per million of available chlorine as a hypochlorite and at a temperature of at least 75°F? **Y N N/A ??**



46. If iodine is used as sanitizer, does the solution contain at least 12.5 parts per million available iodine, a pH not higher than 5.0 and at a temperature of at least 75°F? **Y N N/A ??**

47. If chlorine or iodine is used as a sanitizer, are equipment and utensils immersed for at least one minute? **Y N N/A ??**

Note: Other approved sanitizers are acceptable. Consult the regulations for requirements.

48. Is a test kit or other device available that accurately measures the parts per million concentration of the sanitizer? **Y N N/A ??**

Note: Sanitizers are often available in tablet form. When released in the water the water turns color. The color can then be matched against a chart.

49. Is a thermometer accurate to +/- 3°F available?

Y N N/A ??

Definitions:

Rinse: clear water that fulfills specified heat requirements.

Potentially hazardous food: any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients (including synthetic ingredients) in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. The term does not include clean, whole, uncracked, odor-free shell eggs or foods that have a pH level of 4.6 or below or a water activity (a_w) value of 0.85 or less.

Comments/Corrective action:

Information

Name of Location:

Date of inspection:

Career-Technical program/course/room:

Signature of inspector:

Food Preparation and Service--Part 4 Self-Inspection Checklist

Guidelines: Food preparation and service regulations are issued by State health departments and vary from State to State. This checklist uses the New Jersey Department of Health regulations as a model for assessing food preparation and service areas. Please consult your own State health department for the regulations that are applicable in your State. This checklist applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. A yes answer to a question indicates that this portion of the inspection complies with the OSHA and EPA standard, or with a non-regulatory recommendation. Although not directly applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. Definitions of terms in bold type are provided at the end of the checklist.

Please Circle

Methods and Facilities for Washing and Sanitizing Machine Washing and Sanitizing

1. When spray-type dishwashing machines are used and the machine does not perform prewashing, are equipment and utensils flushed or scraped? **Y N N/A ??**

2. When spray-type dishwashing machines are used, are equipment and utensils placed in racks or in trays to permit unobstructed application of detergent wash and clean **rinse** water and free draining? **Y N N/A ??**

3. Is the washing machine working properly, including jets, nozzles, and soap dispensers? **Y N N/A ??**

Note: Check flow pressure gauges and final cleanliness, and periodically have the machine serviced.

4. When hot water is used as the sanitizing agent, does the final **rinse** reach 160°F at the plate? **Y N N/A ??**

Note: Acceptable wash and final **rinse** temperatures

vary with the type of machine. Consult the regulations for more details. To ensure proper sanitization, the temperature at the final **rinse** is the most important. Other approved sanitizing agents are acceptable. Consult the regulations for requirements.

- | | | | | |
|---|---|---|-----|----|
| 5. Are thermometers located at each cycle, in good repair, and accurate to +/- 3°F? | Y | N | N/A | ?? |
| 6. Is the dishwashing machine cleaned thoroughly at least once a day? | Y | N | N/A | ?? |

Storage and Handling of Cleaned Equipment and Utensils

- | | | | | |
|--|---|---|-----|----|
| 7. Are food contact surfaces of equipment and utensils handled in such a manner as to prevent contamination? | Y | N | N/A | ?? |
| Note: For example, food contact surfaces should not be stored on lower racks or shelves where they are subjected to floor moisture and dust. | | | | |
| 8. Are clean spoons, knives, and forks touched only by the handles to prevent cross-contamination? | Y | N | N/A | ?? |
| 9. Are clean bowls, cups, and glasses handled so that fingers and thumbs do not contact interior surfaces or rims? | Y | N | N/A | ?? |
| 10. Are sanitized equipment and utensils stored at least six inches from the floor and in a clean, dry place? | Y | N | N/A | ?? |
| 11. Are sanitized equipment and utensils or single-service articles prohibited from storage in toilet rooms, toilet vestibules, or garbage or mechanical rooms? | Y | N | N/A | ?? |

Single-Service Articles

- | | | | | |
|---|---|---|-----|----|
| 12. Are single-service articles made from clean, sanitary, nontoxic, safe materials? | Y | N | N/A | ?? |
| 13. Are single-service articles free of odor, color, taste, or other contamination that could be imparted to the food? | Y | N | N/A | ?? |
| 14. Are single-service articles stored at least six inches above the floor on pallets, dollies, or racks, and in closed cartons or containers? | Y | N | N/A | ?? |
| 15. Are single-service articles stored away from overhead sewer lines or water lines? | Y | N | N/A | ?? |

16. Unless prewrapped, are bulk **single-service articles** offered with food contact surfaces inserted into holders? **Y N N/A ??**

Sanitary Facilities and Controls

17. Is the water supply from a potable public or private water supply system? **Y N N/A ??**

18. Are hot and cold water under pressure offered in all areas where food is prepared and where equipment, utensils, or containers are washed? **Y N N/A ??**

Ice

19. Is ice made from potable water? **Y N N/A ??**

20. Once ice is made, is it handled, transported, and stored in a sanitary manner so it is protected against contamination? **Y N N/A ??**

21. Are ice crushers covered when not in use? **Y N N/A ??**

22. Are sanitary containers and utensils provided for ice storage and dispensing? **Y N N/A ??**

23. Is ice for cooling food and food containers used only for that purpose and not human consumption? **Y N N/A ??**

Size, Installation, and Maintenance of Plumbing

24. Does plumbing properly convey sewage and liquid wastes from the establishment to the sewerage or sewage disposal system? **Y N N/A ??**

25. Is plumbing installed to preclude the possibility of backflow and backsiphonage? **Y N N/A ??**

Drains

26. Do refrigerators drains (including floor drains of walk-in refrigerators), ice storage bins, and ice machines have air gaps or air breaks between them and the drainage system to prevent backflow? **Y N N/A ??**

Note: Direct connection is prohibited.

27. Do drain lines of equipment discharge properly and without flooding? **Y N N/A ??**

Toilet Facilities

28. Are toilet facilities adequate (enough water closets), conveniently located, and accessible to the students and employees all the time? **Y N N/A ??**

29. Are doors to toilet rooms tight fitting and self closing? **Y N N/A ??**

Note: If vermin such as flies enter an establishment, they can be mechanical vectors. Cross-contamination can occur if flies come in contact with body fluids and then with clean equipment, food contact surfaces, or food.

30. Are toilet facilities (including toilet rooms and fixtures) clean, in good repair, and free of objectionable odors? **Y N N/A ??**

31. Is toilet tissue supplied at each toilet **ALL THE TIME**? **Y N N/A ??**

32. Are signs posted to remind staff to wash their hands before returning to work? **Y N N/A ??**

Handwashing Facilities

33. Are handwashing facilities of adequate size, in good repair, and conveniently located? **Y N N/A ??**

34. Is a handwashing sink in the food preparation area? **Y N N/A ??**

35. Is water available between 90°F and 105°F? **Y N N/A ??**

36. Is an adequate supply of hand cleansing soap or detergent available, as well as sanitary towels or another approved hand-drying device? **Y N N/A ??**

37. Is a waste receptacle provided? **Y N N/A ??**

Definitions:

Rinse: clear water that fulfills specified heat requirements.

Single service articles: cups, containers, lids or closures, plates, knives, forks, spoons, stirrers, paddles, straws, place mats, napkins, doilies, wrapping materials, and all similar articles that are

intended by the manufacturers and generally recognized by the public to be for one usage only and then discarded.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Food Preparation and Service--Part 5 Self-Inspection Checklist

Guidelines: : Food preparation and service regulations are issued by State health departments and vary from State to State. This checklist uses the New Jersey Department of Health regulations as a model for assessing food preparation and service areas. Please consult your own State health department for the regulations that are applicable in your State. This checklist applies to school cafeterias and, in general, any area or operation that prepares or serves food to the public with or without charge. Although not directly applicable to general classroom activities, this checklist will be helpful in reviewing general food safety practices. A yes answer to a question indicates that this portion of the inspection complies with the Occupational Safety and Health Administration (OSHA) and U.S. Environmental Protection Agency (EPA) standard, or with a non regulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.



Questions marked with this symbol may require the help of an outside expert.

Please Circle

Garbage and Rubbish Disposal Facilities

- | | |
|--|------------|
| 1. Are all garbage and rubbish containers leak proof, non- absorbent, and constructed of durable metal or other approved material? | Y N N/A ?? |
| 2. Are waste containers, while being stored, covered with tight-fitting lids? | Y N N/A ?? |
| 3. Are kitchen waste containers emptied daily? | Y N N/A ?? |
| 4. Are waste containers cleaned on the outside and inside? | Y N N/A ?? |
| 5. Are cleaning supplies and an appropriate worksite-- located away from the food preparation areas--provided | Y N N/A ?? |

to clean garbage and rubbish containers?

6. Are sufficient numbers of containers available to hold all garbage and rubbish containing food waste? **Y N N/A ??**

Note: Plastic bags should not be used.

7. Are waste containers inaccessible to vermin? **Y N N/A ??**

8. Are exterior storage area enclosures large enough and kept clean? **Y N N/A ??**

9. Is the surface area under the outside waste containers smooth and nonabsorbent (e.g., concrete)? **Y N N/A ??**

10. Is the frequency of waste disposal daily or often enough so a health nuisance is not created? **Y N N/A ??**

Vermin Control

11. Are effective control measures used to minimize and eliminate the presence of vermin? **Y N N/A ??**

Note: This would include professional extermination.

12. Are all openings to the outside air effectively protected against the entrance of insects by self-closing doors, closed windows, screening, controlled air currents, or other means? **Y N N/A ??**

13. Are openings to the exterior, such as those caused by electrical wiring and plumbing, effectively protected against the entrance of rodents? **Y N N/A ??**

Floors, Walls, and Ceilings

14. Are floors, walls, and ceilings in good repair? **Y N N/A ??**

15. Are floors in kitchens, stock rooms, restrooms, and other places where foods are stored or prepared made of nonabsorbent materials and easily cleanable? **Y N N/A ??**

16. If provided, are floor drains sealed, pitched, and installed so they function properly? **Y N N/A ??**

17. If carpeting is used, is it closely woven (not shag), properly installed (sealed at seams), and kept clean **Y N N/A ??**

and in good repair?

Note: Carpeting is not recommended in food preparation, equipment-washing, and utensil-washing areas (where it would be exposed to large amounts of grease and water), in food storage areas, and toilet room areas.

- | | | | | |
|---|---|---|-----|----|
| 18. Are walking and driving surfaces clean, free of debris, and properly graded and drained? | Y | N | N/A | ?? |
| 19. Are walking and driving surfaces provided with concrete, asphalt, gravel, or similar materials to minimize dust? | Y | N | N/A | ?? |
| 20. Are concave juncture tiles installed between the floor and wall or baseboard to facilitate housekeeping? | Y | N | N/A | ?? |
| 21. Are walls in food preparation, utensil-washing, and handwashing areas of light color, smooth, and easily cleanable? | Y | N | N/A | ?? |

Lighting



- | | | | | |
|--|---|---|-----|----|
| 22. Are 30 footcandles of light provided on all food preparation surfaces and at work levels? | Y | N | N/A | ?? |
|--|---|---|-----|----|

Note: Inadequate lighting has been associated with poor housekeeping and mixing toxic substances into foodstuff.



- | | | | | |
|--|---|---|-----|----|
| 23. Are 20 footcandles of light provided in storage and lavatory areas? | Y | N | N/A | ?? |
|--|---|---|-----|----|



- | | | | | |
|---|---|---|-----|----|
| 24. Are 10 footcandles of light provided in all other areas? | Y | N | N/A | ?? |
|---|---|---|-----|----|

Ventilation

- | | | | | |
|--|---|---|-----|----|
| 25. Is sufficient ventilation provided to keep rooms free of excessive heat, steam, grease, condensation, vapors, obnoxious odors, smoke, and fumes? | Y | N | N/A | ?? |
|--|---|---|-----|----|

- | | | | | |
|--|---|---|-----|----|
| 26. Are all exhaust ducts in hoods provided with filters that are easily removable for cleaning and replacement? | Y | N | N/A | ?? |
|--|---|---|-----|----|

Housekeeping

- | | | | | |
|---|---|---|-----|----|
| 27. Are employees' clothing and personal belongings stored and maintained in an orderly manner? | Y | N | N/A | ?? |
|---|---|---|-----|----|

28. Are laundered cloths and napkins stored in a clean, protected place until used? **Y N N/A ??**
29. Are nonabsorbent containers or laundry bags used to store soiled or damp linen or clothing? **Y N N/A ??**
30. Are only items necessary for the operation of the establishment kept on the premises? **Y N N/A ??**

Live Birds and Animals

31. Are guide dogs accompanying a blind or deaf person the only animals permitted in food storage, preparation, or serving areas? **Y N N/A ??**

Enforcement Provisions

32. Is a food inspection conducted at least once a year by a local board of health? **Y N N/A ??**
33. After an inspection by a licensed official, are evaluation placards immediately posted near the entrance of the establishment? **Y N N/A ??**
34. Are inspection reports provided to the public on request and maintained for 2 years? **Y N N/A ??**

Food Manager Certification

35. Has at least one supervisory person completed a certified food safety and sanitation course? **Y N N/A ??**

Definitions:

Footcandle: a unit of measure of the intensity of light falling on a surface.

Comments/Corrective action:

G

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

General Classroom Conditions Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) general industry standards (29 CFR 1910.22, 1910.141 and 1910.176). These regulations apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. In addition, two questions were included that address recommended practices.

Please Circle

- | | |
|--|------------|
| 1. Are all changes in classroom use and alterations, repairs, construction, or installation of new equipment reviewed with the appropriate State and local agency that has jurisdiction over school modifications? [recommended] | Y N N/A ?? |
| 2. Is an electric solenoid key-operated gas shut-off switch installed on each gas supply line to your shop, lab or instructional area? [recommended] | Y N N/A ?? |
| 3. Are classrooms kept clean and free from debris to the greatest extent practical given the types of activities being performed? [29 CFR 1910.141(a)(3)(i)] | Y N N/A ?? |
| 4. Are waste materials that are prone to rotting placed in leakproof receptacles with tight fitting covers and removed daily for disposal? [29 CFR 1910.141(a)(4) and (g)(3)] | Y N N/A ?? |
| 5. Are classrooms maintained, as far as reasonably practicable, to prevent the entrance or harborage of rodents, insects, and other vermin? [29 CFR 1910.141(a)(5)] | Y N N/A ?? |
| 6. Is water available that is suitable for drinking, personal hygiene, food preparation or cleaning? [29 CFR 1910.141(b)(1)(i)] | Y N N/A ?? |

7. Are all nondrinkable water outlets clearly marked as such?
[29 CFR 1910.141(b)(2)(i)] Y N N/A ??
8. Are lavatories equipped with hot and cold running water, hand soap, and towels or driers?
[29 CFR 1910.141(d)(2)(ii),(iii),(iv)] Y N N/A ??
9. Where showers are required, are soap, hot and cold running water through a common discharge line, and individual towels provided? [29 CFR 1910.141(d)(3)(iii),(iv),(v)] Y N N/A ??
10. Is the consumption of food and beverages prohibited in or near toilet rooms or areas containing toxic materials?
[29 CFR 1910.141(g)(2)] Y N N/A ??
11. Is storage of food or beverages prohibited in toilet rooms or in an area exposed to a toxic material?
[29 CFR 1910.141(g)(4)] Y N N/A ??
12. Where employees are required to wear protective clothing, are change rooms provided with storage facilities for street clothes and separate storage facilities for the protective clothing? [29 CFR 1910.141(e)] Y N N/A ??
13. Is material stored so as not to create a hazard?
[29 CFR 1910.176(b)] Y N N/A ??
- Note:** Bags, containers, bundles, etc., stored in tiers must be stacked, blocked, interlocked, and limited in height so that they are stable and secured against sliding and collapse.
14. Are storage areas kept free from hazards that may cause tripping, fire, explosion, or pest harborage?
[29 CFR 1910.176(c)] Y N N/A ??
15. Is sufficient safe clearance available through aisles, loading docks, turns, or doorways when mechanical handling equipment is used? [29 CFR 1910.176(a)] Y N N/A ??
16. Are head clearance warning signs provided where needed?
[29 CFR 1910.176(e)] Y N N/A ??
17. Are all passageways, work areas, storerooms, and washing facilities kept orderly and sanitary? [29 CFR 1910.22(a)(1)] Y N N/A ??
- Note:** Examples of violations include floor areas strewn with lumber, tires, books, and boxes.
18. Are all floors kept clean and as far as possible dry?

[29 CFR 1910.22(a)(2)]	Y N N/A ??
19. If floors are likely to get wet (such as in food preparation), are platforms, mats, or other dry standing places provided where practicable? [29 CFR 1910.22(a)(2)]	Y N N/A ??
20. Are all floors kept free of protruding nails, splinters, holes, or loose boards? [29 CFR 1910.22(a)(3) and 1910.141(a)(3)(iii)]	Y N N/A ??
21. Are aisles and passageways kept clear and in good repair, with no obstructions that could create a hazard? [29 CFR 1910.22(b)(1)]	Y N N/A ??
22. Are covers and/or guardrails provided to protect people from falling into pits, tanks, vats, ditches, etc.? [29 CFR 1910.22(c)] (see checklist Guarding Floor, Stairs, and Other Openings)	Y N N/A ??
23. Are areas used for storage of materials marked with conspicuous signs that indicate the load-bearing capacity of the floor? [29 CFR 1910.22(d)(1)]	Y N N/A ??
24. Is the weight of stored materials assessed to ensure that it is below the load-bearing capacity of the floor? [29 CFR 1910.22(d)(2)]	Y N N/A ??

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

General Fire Requirements Self-Inspection Checklist

Guidelines: This checklist covers regulations from the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), general industry standards 29 CFR 1910.36, 1910.38, and 1910.159. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Recommendations from the National Fire Protection Association (NFPA) standards have also been included.

Please Circle

- | | |
|---|------------|
| 1. Are exit facilities inspected daily to make sure that all stairways, doors, and other exits are in proper working condition? [NFPA 1] | Y N N/A ?? |
| 2. Are all exit paths free and unobstructed?
[29 CFR 1910.36(b)(4)] | Y N N/A ?? |
| Note: Exit doors must not be locked, barred, or blocked in such a way as to prevent exit from the building. | |
| 3. Are wedges or devices holding exit doors open prohibited?
[NFPA 101] | Y N N/A ?? |
| 4. Are all fire escapes, stairs, passageways, doors, and windows free of obstructions that would interfere with the evacuation of the building or the operation of the fire department?
[29 CFR 1910.36(d)(1)] | Y N N/A ?? |
| 5. Are all fire doors tight fitting and in good operational condition? [NFPA 80] | Y N N/A ?? |
| 6. Are all classroom doors self closing? [NFPA 101] | Y N N/A ?? |
| 7. Are openings in the walls, floors, or ceilings that would contribute to the spread of fire from one room to another | Y N N/A ?? |

repaired? [NFPA 101]

- | | | | | |
|--|---|---|-----|----|
| 8. Is the vertical clearance between sprinklers and material below (such as head deflectors) at least 18 inches? [29 CFR 1910.159(c)(10)] | Y | N | N/A | ?? |
| 9. Are accumulations of flammable or combustible waste materials and residues removed so that they will not contribute to a fire? [29 CFR 1910.38(b)(3)] | Y | N | N/A | ?? |
| Note: Examples of violations include open boxes of papers stored under the stairs and stored empty cardboard boxes. | | | | |
| 10. Is adequate clearance maintained between stored materials and light fixtures to prevent possible ignition? [NFPA 231] | Y | N | N/A | ?? |
| 11. Is the clearance between stored materials and unit heaters, radiant space heaters, furnace ducts, and flues not less than three feet in all directions or in accordance with the clearances shown on the approval agency label? [NFPA 231] | Y | N | N/A | ?? |
| 12. Are furnishings or decorations of an explosive or highly flammable character prohibited? [NFPA 101] | Y | N | N/A | ?? |
| 13. Are decorative materials such as curtains, draperies, streamers, and fabrics flame resistant? [NFPA 101] | Y | N | N/A | ?? |
| 14. Do teaching materials and children's artwork cover 20% or less of the wall area? [NFPA 1] | Y | N | N/A | ?? |

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

General Safety and Health Provisions for Construction

Self-Inspection Checklist

Guidelines: This checklist covers selected construction regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1926. It applies to temporary worksites associated with construction, alteration, demolition, or repair work, including painting and decorating. Fixed facilities, such as Career-Technical educational classrooms, are not covered by these regulations. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.

The following construction regulations have not been covered in a checklist: asbestos (29 CFR 1926.58); hazard communication (29 CFR 1926.59); battery locations and battery charging (29 CFR 1926.441); cranes, derricks, elevators, and conveyors (subpart N - 29 CFR 1926.550 to 1926.556); motor vehicles, mechanized equipment, and marine operations (subpart O - 29 CFR 1926.600 to 1926.606); excavations (subpart P - 29 CFR 1926.650 to 1926.652); concrete and masonry construction (subpart Q - 29 CFR 1926.700 to 1926.706); steel erection (subpart R - 29 CFR 1926.750 to 1926.752); underground construction, caissons, cofferdams, and compressed air (subpart S - 29 CFR 1926.800 to 1926.804); demolition (subpart T - 29 CFR 1926.850 to 1926.860); blasting and use of explosives (subpart U - 29 CFR 1926.900 to 1926.914); power transmission and distribution (subpart V - 29 CFR 1926.950 to 1926.960); and rollover protective structures and overhead protection (subpart W - 29 CFR 1926.1000 to 1926.1003). Please consult the OSHA regulations for these situations.

Please Circle

- | | |
|--|--------------------------|
| <p>1. Is an injury prevention program established for construction worksites?
[29 CFR 1926.20(b)(1)]</p> | <p>Y N N/A ??</p> |
| <p>2. Does the program include frequent regular inspections by a designated competent person of the worksite, materials, and equipment?
[29 CFR 1926.20(b)(2)]</p> | <p>Y N N/A ??</p> |

3. When machines, tools, materials, or equipment are identified as unsafe, is one of these procedures followed? **Y N N/A ??**
- a. they are tagged
 - b. the controls are locked to render them inoperable; or
 - c. they are immediately removed from the work area?
- [29 CFR 1926.20(b)(3)]
4. Are only qualified employees (by training or experience) permitted to operate machinery? **Y N N/A ??**
[29 CFR 1926.20(b)(4)]
5. Are all employees and students trained to recognize and avoid unsafe conditions? Do they know the regulations applicable to the work environment? **Y N N/A ??**
[29 CFR 1926.21(b)(2)]
6. Have employees and students been instructed regarding the safe handling and use of poisons, caustics, and other harmful substances? Are they aware of the hazards, personal hygiene, and personal protective measures required? **Y N N/A ??**
[29 CFR 1926.21(b)(3)]
7. In areas where harmful plants or animals may be present, have employees and students been instructed regarding the hazards, how to avoid injury, and first aid procedures to be used in the event of injury? **Y N N/A ??**
[29 CFR 1926.21(b)(4)]
8. Have employees and students who are required to handle or use flammable liquids, gases, or toxic materials been instructed in the safe handling and use of these materials? **Y N N/A ??**
[29 CFR 1926.21(b)(5)]
9. Have all employees and students who are required to enter **confined or enclosed spaces** been instructed in the nature of the hazards involved, the necessary precautions to take, and the use of protective and emergency equipment required? **Y N N/A ??**
[29 CFR 1926.21(b)(6)(i)]

10. Are medical personnel available for advice and consultation?
[29 CFR 1926.23 and 1926.50(a)] Y N N/A ??
11. Are provisions made in advance of any project for prompt medical attention in case of serious injury?
[29 CFR 1926.50(b)] Y N N/A ??
12. If emergency medical care is not readily available, is a **certified person** available to render first aid?
[29 CFR 1926.50(c)] Y N N/A ??
13. Are first-aid supplies readily available at the worksite?
[29 CFR 1926.50(d)(1)] Y N N/A ??
14. Are first-aid supplies at the worksite in a weatherproof container with individual sealed packages for each type of item?
[29 CFR 1926.50(d)(2)] Y N N/A ??
15. Are first-aid supplies checked to replace expended items each time they are sent to the worksite and at least weekly if left at the worksite?
[29 CFR 1926.50(d)(2)] Y N N/A ??
16. Is transportation available for taking an injured person to medical care, or is a communication system available for contacting an ambulance service?
[29 CFR 1926.50(e)] Y N N/A ??
17. Are telephone numbers of physicians, hospitals, or ambulances conspicuously posted at the worksite?
[29 CFR 1926.50(f)] Y N N/A ??
18. Is an adequate supply of drinking water at or near the worksite?
[29 CFR 1926.51(a)(1)] Y N N/A ??
19. If portable drinking water containers are used at the worksite, can they be tightly closed and are they equipped with a tap? [29 CFR 1926.51(a)(2)] Y N N/A ??
20. Is dipping water from a drinking water container and use of a common drinking cup prohibited? Y N N/A ??

[29 CFR 1926.51(a)(2) and (4)]

21. Are washing facilities at or near the worksite for employees and students who handle paints, coatings, pesticides, or other harmful contaminants?
[29 CFR 1926.51(f)] **Y N N/A ??**
22. Has an effective fire protection and prevention program been established at the worksite through all phases of construction, repair, or alteration?
[29 CFR 1926.24] **Y N N/A ??**
23. Has all form and scrap lumber with protruding nails, and all other debris been cleared from work areas, passageways, and stairs in and around buildings or other structures?
[29 CFR 1926.25(a)] **Y N N/A ??**
24. Is combustible scrap and debris removed from the work area at regular intervals during the course of construction?
[29 CFR 1926.25 (b) and 1926.252(c)] **Y N N/A ??**
25. Are containers provided for the collection and separation of waste, trash, oily and used rags, and other refuse?
[29 CFR 1926.25(c)] **Y N N/A ??**
26. Are all solvent wastes, oily rags, and flammable liquids kept in fire-resistant, covered containers until removed from the work area?
[29 CFR 1926.252(e)] **Y N N/A ??**
27. Are all construction areas, aisles, stairs, ramps, runways, corridors, offices, labs, shops, and storage areas where work is in progress well lighted?
[29 CFR 1926.26 and 1926.56] **Y N N/A ??**
28. Is appropriate personal protective equipment used in all operations where hazardous conditions exist?
[29 CFR 1926.28] **Y N N/A ??**

Material Handling and Storage

29. Are all materials that are stored in tiers stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse?
Y N N/A ??

[29 CFR 1926.250(a)(1)]

30. Is the minimum safe load limit of floors within buildings and structures, in pounds per square foot, conspicuously posted in all storage areas?
[29 CFR 1926.250(a)(2)] **Y N N/A ??**
31. Are maximum safe loads always maintained?
[29 CFR 1926.250(a)(2)] **Y N N/A ??**
32. Are aisles and passageways kept clear to provide for the free and safe movement of material-handling equipment and people?
[29 CFR 1926.250(a)(3)] **Y N N/A ??**
33. Are such areas kept in good repair?
[29 CFR 1926.250(a)(3)] **Y N N/A ??**
34. Where a difference in road or working level exists, are means such as ramps, blocking, or grading provided to ensure the safe movement of vehicles between two levels?
[29 CFR 1926.250(a)(4)] **Y N N/A ??**
35. Is material stored inside buildings under construction placed more than 6 feet away from any hoistway or inside floor openings, or more than 10 feet away from an exterior wall?
[29 CFR 1926.250(b)(1)] **Y N N/A ??**
- Note:** The exterior wall must not extend beyond the top of the material stored.
36. Are noncompatible materials segregated in storage?
[29 CFR 1926.250(b)(3)] **Y N N/A ??**
37. Are bagged materials stacked by stepping back the layers and cross-keying the stack at least every 10 bags?
[29 CFR 1926.250(b)(4)] **Y N N/A ??**
38. Is it prohibited to store more material on scaffolds or runways than needed for the immediate operation?
[29 CFR 1926.250(b)(5)] **Y N N/A ??**
39. Are brick stacks limited to 7 feet in height?
[29 CFR 1926.250(b)(6)] **Y N N/A ??**

Note: When a loose brick stack reaches a height of 4 feet, it must be tapered back 2 inches on every foot of height above the 4 foot level.

- | | | | | |
|--|---|---|-----|----|
| 40. When masonry blocks are stacked higher than 6 feet, is the stack tapered back one half block per tier above the 6-foot level? [29 CFR 1926.250(b)(7)] | Y | N | N/A | ?? |
| 41. Are all nails withdrawn from lumber before lumber is stacked? [29 CFR 1926.250(b)(8)(i)] | Y | N | N/A | ?? |
| 42. Is lumber stacked on level and solidly supported sills? [29 CFR 1926.250(b)(8)(ii)] | Y | N | N/A | ?? |
| 43. Is lumber stacked in a stable, self-supporting manner? [29 CFR 1926.250(b)(8)(iii)] | Y | N | N/A | ?? |
| 44. Are all lumber piles 20 feet or less in height? [29 CFR 1926.250(b)(8)(iv)] | Y | N | N/A | ?? |
| 45. Are lumber piles to be handled manually stacked a height of 16 feet or less? [29 CFR 1926.250(b)(8)(iv)] | Y | N | N/A | ?? |
| 46. Are all structural steel, poles, pipe, bar stock and other cylindrical material (unless racked) stacked and blocked to prevent spreading or tilting? [29 CFR 1926.250(b)(9)] | Y | N | N/A | ?? |
| 47. Are all masonry walls over 8 feet in height braced to prevent overturning? [29 CFR 1926.706(b)] | Y | N | N/A | ?? |

Definitions:

Certified person: a person who has a valid certificate in first-aid training from the U.S. Bureau of Mines, the American Red Cross, or equivalent training that can be verified by documentary evidence. [29 CFR 1910.50(c)]

Confined or enclosed spaces: any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen-deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults, and vessels.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Guarding Floors, Stairs, and Other Openings Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.23. It applies to classrooms with **permanent and temporary** floor holes and openings greater than 1 inch in its least dimension, floor drains, manholes, hatchways, ladder openings, or pits; and raised open-sided floors, platforms, runways, or storage areas. For construction sites, please use the checklist **Guardrails, Handrails, and Covers for Construction Part 1**, **Part 2**, and **Part 3**. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist.

Please Circle

Y N N/A ??

1. Is every skylight **floor opening** and **hole** guarded by a standard skylight screen or a fixed standard railing on all exposed sides? [29 CFR 1910.23(a)(4)]

Y N N/A ??

2. Are all **floor openings** to stairways, ladderways, hatchways, chutes, or manholes guarded by a standard railing and toeboards (on all sides except the entrance) or other protective cover? [29 CFR 1910.23(a)(1), (2), (3), (5), and (6)]

Y N N/A ??

3. Is every temporary **floor opening** guarded by a standard railing or constantly attended by someone? [29 CFR 1910.23(a)(7)]

Y N N/A ??

4. Is every **floor hole** into which a person could fall guarded

by either a standard railing and toeboard or floor hole cover?
[29 CFR 1910.23(a)(8)]

Y N N/A ??

5. Is every **floor hole** into which a person could not fall (because of fixed machinery, equipment, or walls) protected by a cover that leaves no openings more than 1 inch wide?
[29 CFR 1910.23(a)(9)]

Note: The cover must be securely held in place to prevent tools or materials from falling through.

Y N N/A ??

6. Where doors or gates open directly onto a stairway, does a platform allow an effective width of at least 20 inches when the door swings open?
[29 CFR 1910.23(a)(10)]

Y N N/A ??

7. Is every open-sided floor or platform that is 4 feet or more above the adjacent floor ground level guarded by a standard railing on all open sides? [29 CFR 1910.23(c)(1)]

Y N N/A ??

8. Is every **runway** guarded by a standard railing on all open sides that are 4 feet or more above the floor or ground level?
[29 CFR 1910.23(c)(2)]

Y N N/A ??

9. Regardless of height, are all open-sided floors, walkways, platforms, or **runways** guarded with a standard railing and toeboard if they are above or adjacent to any dangerous equipment or operation? [29 CFR 1910.23(c)(3)]

Y N N/A ??

10. Is every open-sided floor or platform that is 4 feet or more above the adjacent floor ground level guarded by a toeboard if, beneath the open sides, (a) persons can pass, (b) machinery is moving, or (c) equipment could create a hazard of falling materials? [29 CFR 1910.23(c)(1)]

Y N N/A ??

11. Is every **wall opening** from which the drop is more than four feet guarded with a standard railing or other barrier?
[29 CFR 1910.23(b)(1), (2) and (4)]

Y N N/A ??

12. Is every window **wall opening** guarded by slats, grill work, or standard railing if (a) it is at a stairway landing, floor, platform, or balcony from which the drop is more than 4 feet, and (b) the bottom of the opening is less than 3 feet above the platform or landing?
[29 CFR 1910.23(b)(3)]

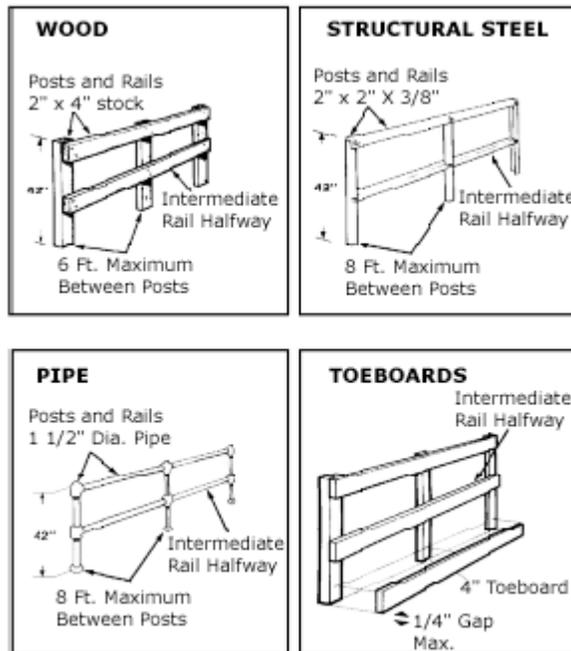
Y N N/A ??

13. Is every flight of stairs with four or more risers equipped with standard stair railings or standard handrails as specified below? [29 CFR 1910.23(d)(1)]
- a. On stairways less than 44 inches wide with both sides enclosed, at least one handrail is required, preferably on the right hand side descending.
 - b. On stairways less than 44 inches wide with one open side, at least one stair railing must be on the open side.
 - c. On stairways less than 44 inches wide with both sides open, one stair railing is required on each side.
 - d. On stairways more than 44 inches wide but less than 88 inches wide, one handrail on each enclosed side and one stair railing on each open side is required.
 - e. On stairways 88 or more inches wide, one handrail on each enclosed side, one stair railing on each open side, and one intermediate stair railing located approximately midway of the width is required.

Y N N/A ??

14. Where standard railings are provided, do they meet the specifications shown in figure below?
[29 CFR 1910.23(e)(1)]

Note: The rail must consist of a top rail at a height of 42 inches and a midrail at approximately 21 inches. The top rail must be smooth surfaced throughout the length of the railing.



Proper construction and specifications for guardrails

Y N N/A ??

15. Are all stair railings between 30 and 34 inches from the top of the rail to the surface of the tread in line with the face of the riser at forward edge of tread? [29 CFR 1910.23(e)(2)].

Y N N/A ??

16. If wooden railings are used for guardrails, are the posts at least 2 inches by 4 inches and spaced less than 6 feet apart? [29 CFR 1910.23(e)(3)(I)]

Note: The top rail and intermediate rails must also be at least 2 inches by 4 inches stock.

Y N N/A ??

17. If pipe railings are used, are posts and top and intermediate rails at least 1-1/2 inches nominal diameter with posts spaced less than 8 feet on centers? [29 CFR 1910.23(e)(3)(ii)]

Y N N/A ??

18. If structural steel is used for guardrails, are the posts and top and intermediate rails (a) at least 2 inches by 2 inches by 3/8 inch angle irons, or (b) other metal shapes of equivalent bending strength with posts spaced not more than 8 feet on centers? [29 CFR 1910.23(e)(3)(iii)]

Y N N/A ??

19. Is the guardrail anchored and of such construction that it is

capable of withstanding a load of at least 200 pounds applied in any direction at any point on the top rail? [29 CFR 1910.23(e)(3)(iv)]

Y N N/A ??

20. Are standard toeboards at least 4 inches in height provided at the floor of the guardrail? [29 CFR 1910.23(e)(4)]

Y N N/A ??

21. Are handrails constructed so that they can be easily grasped (i.e. rounded)? [29 CFR 1910.23(e)(5)]

Y N N/A ??

22. Are all handrails and railings provided with a clearance of at least 3 inches between the handrail or railing and any other object? [29 CFR 1910.23(e)(6)]

Note: A distance less than this would make it difficult to get a good grasp in an emergency.

Y N N/A ??

23. Are skylight screens constructed so that they are capable of withstanding a load of at least 200 pounds applied perpendicularly to any area on the screen? [29 CFR 1910.23(e)(8)]

Note: Sometimes people get on the roof and fall through skylight screens that are not designed to prevent this type of fall.

Y N N/A ??

24. Are **wall opening** barriers (rails, rollers, picket fences, and half doors) constructed and mounted so that the barrier is capable of withstanding a load of at least 200 pounds applied in any direction (except upward) at any point on the top rail or corresponding member? [29 CFR 1910.23(e)(9)]

Definitions:

Floor hole: an opening measuring between 1 and 12 inches in its least dimension in any floor, platform, pavement, or yard through which materials but not persons may fall.

Floor opening: an opening measuring 12 inches or more in its least dimension in any floor, platform, pavement, or yard through which persons may fall.

Runway: a passageway for persons, elevated above the surrounding floor or ground level, such as a footwalk along shafting or a walkway between buildings.

Wall opening: an opening at least 30 inches high and 18 inches wide in any wall or partition through which persons may fall (such as a chute opening).

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Guarding of Farm Equipment Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the agricultural standard 29 CFR 1928.57. It applies to hazards associated with moving machinery parts of **farm field equipment** and **farmstead equipment**. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist. This checklist does not address the regulations dealing with cotton gins. If cotton gins are encountered, consult 29 CFR 1928.57.

Please Circle

1. Have operating instructions been provided at the time of initial assignment and at least annually thereafter to all who come in contact with covered equipment? Do instructions discuss the safe operation and servicing of all farm equipment and include at least the following practices?

Y N N/A ??

[29 CFR 1928.57 (a)(6)]

- a. Keep all guards in place when the machine is in operation.
- b. Permit no riders on **farm field equipment** other than those required for instruction or assistance in machine operation.
- c. Stop engine, disconnect the power source, and wait for all machine movement to stop before servicing, adjusting, cleaning, or unclogging the equipment. If the machine must be running to be properly serviced or maintained, the teacher should instruct the students as to all steps and procedures that are necessary to service and maintain the equipment safely.
- d. Make sure everyone is clear of machinery before starting the engine, engaging power, or operating the machine.
- e. Lock out electrical power before performing maintenance or service work on **farmstead**

equipment.

Note: Many injuries occur while machinery is cleaned, repaired, and adjusted. The service person must make sure that the equipment is shut off with the key removed or the power locked out, and that the machinery or components (such as headers or buckets) cannot come down on him or her. On hydraulically raised equipment, use the manufacturer's hydraulic cylinder safety stops if they were provided. If cylinders stops are not available, use solid blocking. Once cylinders are blocked, the engine is shut off, and the key is removed, rock the hydraulic control levers to relieve the pressure for the hydraulic cylinders. Sufficient pressure can be stored in the hydraulic system to inject fluid under the skin of a worker attempting to service the system, causing severe infection or injury.

If jacks are needed, place them on firm, level surfaces, but use solid blocks to hold the machine in position. Do not rely on jacks or hydraulic for support; these can slip or develop leaks and the service person can be crushed.

Trying to stop rotating machinery with a piece of wood or metal can draw the service person into the machine, or cause injury with flying pieces. Always service rotating machinery according to manufacturers specifications. For example, observe the manufacturer's torque specifications when replacing a knife, blade, or rotating equipment. At the speeds farm equipment rotates, a loose nut, bolt, or part can become a lethal projectile.

2. Have all students and teachers been protected against contact with the hazards created by moving machine parts by either of the following methods?
[29 CFR 1928.57(a)(7)]
 - a. Through the installation and use of a guard or shield or **guarding by location**.
 - b. By a guardrail or fence whenever a guard or shield or **guarding by location** is not possible.

Y N N/A ??

Note: The clothing worn while working around moving machine parts can also help prevent entanglement. Work clothing should be well-fitting, zippered or buttoned, and not open. Frayed clothes, jackets, and sweatshirts with drawstrings, and boots or shoes with long shoelaces should be avoided. A shoelace or loose string, thread, flap of cloth, or the corner of a jacket can become easily entangled. Long hair can be a hazard when working with farm machinery; it can be easily entangled.

3. When guards are used to provide protection required by this section, are they designed and located to protect against contact with the hazard being guarded?
[29 CFR 1928.57(a)(8)]

Y N N/A ??

4. Unless otherwise specified, is each guard and its support capable of withstanding the force that a 250-pound person, leaning on or falling against the guard, would exert on that guard? [29 CFR 1928.57(a)(8)(ii)] Y N N/A ??

5. Are all guards free from burrs, sharp edges, and sharp corners, and securely fastened to the equipment or building? [29 CFR 1928.57(a)(8)(iii)] Y N N/A ??

6. Whenever a moving machinery part presents a hazard during servicing or maintenance, is the engine stopped, the power source disconnected, and all machine movement stopped before servicing or maintenance is performed? [29 CFR 1928.57(a)(11)] Y N N/A ??

Note: Exceptions to this requirement are as follows: (a) the equipment must be running to be properly serviced or maintained; (b) the equipment cannot be serviced or maintained while a guard or guards required by this standard are in place; and (c) the servicing or maintenance can be safely performed.

Farm Field Equipment

7. Are all power takeoff shafts, including rear-, mid-, or side-mounted shafts, guarded either by a master shield or by other protective guarding? [29 CFR 1928.57(b)(1)(i)] Y N N/A ??

8. Are all tractors equipped with an agricultural tractor master shield on the rear power take-off, except when the design of the power take-off driven equipment requires removal of the shield? [29 CFR 1928.57(b)(1)(ii)] Y N N/A ??

9. Does the master shield have sufficient strength to prevent permanent deformation of the shield when a 250-pound operator mounts or dismounts the tractor using the shield as a step? [29 CFR 1928.57(b)(1)(ii)] Y N N/A ??

10. Is power takeoff-driven equipment guarded to protect against employee contact with positively driven rotating members of the power-drive system, including the portion of the tractor power takeoff shaft that protrudes from the tractor if the master shield is removed? [29 CFR 1928.57(b)(1)(iii)] Y N N/A ??

11. Do signs placed at prominent locations on tractors and power takeoff-driven equipment specify that power takeoff-driven system safety shields must be kept in place? [29 CFR 1928.57(b)(1)(iv)] Y N N/A ??

12. Is the mesh or nip points of all power-driven gears, belts,

- chains, sheaves, pulleys, sprockets, and idlers guarded? [29 CFR 1928.57(c)(2)(i) and 29 CFR 1928.57(b)(2)(i)] **Y N N/A ??**
13. Are all revolving shafts, including projections such as bolts, keys, or set screws guarded, except smooth shaft ends protruding less than one-half the outside diameter of the shaft and its locking means? [29 CFR 1928.57(b)(2)(ii)] **Y N N/A ??**
14. Are ground driven components guarded? [29 CFR 1928.57(b)(2)(iii)] **Y N N/A ??**
15. Are the following components, which must be exposed for proper function, guarded as much as possible in a manner that will not interfere with normal functioning of the component: choppers, snapping or husking rolls, straw spreaders and choppers, cutterbars, flair rotors, rotary beaters, mixing augers, feed rolls, conveying augers, rotary tillers, rotary beaters, mixing augers, feed rolls, conveying augers, grain spreaders, stirring augers, sweep augers, and feed augers? [29 CFR 1928.57(b)(3) and 29 CFR 1928.57(c)(3)(i)] **Y N N/A ??**
16. Are guards, shields, and access doors in place when equipment is in operation? [29 CFR 1928.57(b)(4)(i)] **Y N N/A ??**
17. If removal of a guard or access door will expose a person to any component that continues to rotate after the power is disengaged, has the teacher provided, in the immediate area, the following? [29 CFR 1928.57(b)(4)(ii)] **Y N N/A ??**
- a. A readily visible or audible warning of rotation
 - b. A safety sign warning the student to
 - o look and listen for evidence of rotation, and
 - o do not remove the guard or access door until all components have stopped.

Farmstead Equipment

18. Are all power take-off shafts including rear, mid-, or side-mounted shafts, guarded either by a master shield or other protective guarding? [29 CFR 1928.57(c)(1)(i)] **Y N N/A ??**
19. Is power takeoff-driven equipment guarded to protect against contact with positively driven rotating members of the power- drive system? [29 CFR 1928.57(c)(1)(ii)] **Y N N/A ??**
20. If power takeoff-driven equipment is of a design requiring

- removal of the tractor master shield, does the equipment also include protection for that portion of the tractor takeoff shaft that protrudes from the tractor?
[29 CFR 1928.57(c)(1)(ii)] **Y N N/A ??**
21. Are signs placed at prominent locations on power takeoff-driven equipment specifying that power driven system safety shields must be kept in place?
[29 CFR 1928.57(c)(1)(iii)] **Y N N/A ??**
22. Are all revolving shafts, including projections such as bolts, keys, or set screws, guarded? [29 CFR 1928.57(c)(2)(ii)] **Y N N/A ??**
- Note:** Exceptions to this requirement include (a) smooth shafts and shaft ends (without any projecting bolts, keys, or set screws) revolving at less than 10 rpm on feed handling equipment used on the top surface of material in bulk storage facilities; and (b) smooth shaft ends protruding less than one-half the outside diameter of the shaft and its locking means.
23. Are sweep-arm material-gathering mechanisms used on top surfaces of materials within silo structures guarded?
[29 CFR 1928.57(c)(3)(ii)] **Y N N/A ??**
24. Is the lower or leading edge of the guard located no more than 12 inches above the material surface and no less than 6 inches in front of the leading edge of a rotating member of the gathering mechanism? [29 CFR 1928.57(c)(3)(ii)] **Y N N/A ??**
25. Is the guard parallel to, and extended to the fullest practical length of, the material-gathering mechanism?
[29 CFR 1928.57(c)(3)(ii)] **Y N N/A ??**
26. Is exposed auger flighting on portable grain augers guarded with either grating type guards or solid baffle-style covers as follows? [29 CFR 1928.57(c)(3)(iii)] **Y N N/A ??**
- a. The largest dimension or opening in grating-type guards through which materials are required to flow shall be 4-3/4 inches. The area of each opening shall be no larger than 10 square inches. The opening shall be located no closer to the rotating flighting than 2-1/2 inches.
 - b. Slotted openings in solid baffle-style covers shall be no wider than 1-1/2 inches or closer than 3-1/2 inches to the exposed flighting.
27. Are guards, shields, and access doors in place when the equipment is in operation? [29 CFR 1928.57(c)(4)(i)] **Y N N/A ??**

28. Is the application of electrical power from a location not under the immediate and exclusive control of the person maintaining or servicing the equipment prevented by one of the following methods?
[29 CFR 1928.57(c)(5)(i)]
- Y N N/A ??
- a. Providing an exclusive, positive locking means on the main switch that can be operated only by the student or students performing the maintenance or servicing.
 - b. In the case of material handling equipment located in a bulk storage structure, by physically locating on the equipment an electrical or mechanical means to disconnect the power.
29. Are all circuit protection devices (including those that are an integral part of a motor) of the manual reset type, except in the following cases? [29 CFR 1928.57(c)(5)(ii)]
- Y N N/A ??
- a. The teacher can establish that because of the nature of the operation, distances involved, and the amount of time normally spent by students in the area of the affected equipment, use of the manual reset device would not be possible.
 - b. An electrical disconnect switch is available to students within 15 feet of the equipment on which maintenance or service is being performed.
 - c. A sign is prominently posted near each hazardous component warning the student that unless the electrical disconnect switch is used, the motor could automatically reset while the student is working on the hazardous component.
-

Definitions:

Farm field equipment: tractors, implements (including self-propelled implements), or any combination thereof used in agricultural operations.

Farmstead equipment: agricultural equipment normally used in a stationary manner. This includes materials handling equipment and accessories for such equipment, whether or not the equipment is an integral part of a building.

Guarding by location: a situation when, because of its location, no employee can come into contact with a hazard during operation, maintenance, or servicing.

Comments/Corrective action:

H

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Hazard Communication Self-Inspection Checklist

Guidelines: This checklist covers hazard communication regulations (29 CFR 1910.1200) issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA). The purpose of these regulations is to ensure that health and safety information about **hazardous chemicals** is transmitted to affected employees. These regulations are applicable to any work site where employees may be exposed to **hazardous chemicals** under normal conditions of use or in an emergency. The following chemicals or items are not covered by this regulation: hazardous waste, tobacco, tobacco products, wood, wood products, manufactured **articles**, foods, alcoholic beverages, drugs, cosmetics, consumer products, nuisance particulates, ionizing radiation, nonionizing radiation, and biological hazards. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist.

Please Circle

Hazard Communication Program

- | | |
|--|-------------------|
| 1. Has a written hazard communication program been developed, implemented, and maintained at your worksite? [29 CFR 1910.1200(e)(1)] | Y N N/A ?? |
| 2. Has a list of known hazardous chemicals at your facility been prepared? [29 CFR 1910.1200(e)(1)(i)] | Y N N/A ?? |
| 3. Have methods been developed to inform employees of the hazards of nonroutine tasks? [29 CFR 1910.1200(e)(1)(ii)] | Y N N/A ?? |
| Note: Such tasks may include emergency response or equipment repair. | |
| 4. Are methods developed for communicating hazards to outside contractors or vendors who may be exposed to hazardous chemicals at your worksite? [29 CFR 1910.1200(e)(2)] | Y N N/A ?? |

Labels

5. Are all containers of **hazardous chemicals** in the workplace labeled, tagged, or marked with the following information? [29 CFR 1910.1200(f)(1)] **Y N N/A ??**
- The identity of the **hazardous chemical(s)**
 - The appropriate warnings
 - The name and address of the chemical manufacturer, importer, or other responsible party

Note: Labels must be affixed to all containers of **hazardous chemicals** when they are shipped by a manufacturer or supplier. If the container is received without a hazard warning label, you must make a good faith effort to obtain the missing information from the manufacturer or supplier. The following **hazardous chemicals** are exempt from this labeling requirement, although subject to other labeling requirements: pesticides, foods, food additives, color additives, drugs, cosmetics, medical devices, alcoholic beverages, consumer products, hazardous waste, tobacco products, and wood products.

6. Is removal or defacing of labels on incoming containers of **hazardous chemicals** prohibited? [29 CFR 1910.1200(f)(8)] **Y N N/A ??**
7. Are labels or other forms of warnings legible, in English, and prominently displayed? [29 CFR 1910.1200(f)(9)] **Y N N/A ??**

Material Safety Data Sheets

8. Are material safety data sheets on hand for each **hazardous chemicals** used and identified on the **hazardous chemicals** list? [29 CFR 1910.1200(g)(1)] **Y N N/A ??**
9. If a **hazardous chemical** has no material safety data sheet, are attempts made to obtain one from the chemical manufacturer or importer as soon as possible? [29 CFR 1910.1200(g)(6)(iii)] **Y N N/A ??**
10. Are material safety data sheets for the **hazardous chemicals** kept in the facility and made readily accessible to employees? [29 CFR 1910.1200(g)(10)] **Y N N/A ??**

Information and Training

11. Is information and training on **hazardous chemicals** in the worksite provided on initial assignment and whenever new **physical hazards** or **health hazards** are introduced into the **Y N N/A ??**

work area? [29 CFR 1910.1200(h)(1)]

12. Does the information provided include the requirements of this standard, as well as the following? [29 CFR 1910.1200(h)(2)] Y N N/A ??

- The operations at the worksite where **hazardous chemicals** are present
- The location and availability of the written hazard communication program, including the list of **hazardous chemicals** and material safety data sheets

13. Does the training provided include information about the following? [29 CFR 1910.1200(h)(3)] Y N N/A ??

- Methods and observations that may be used to detect the presence or release of a **hazardous chemicals** in the work area (such as monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of **hazardous chemicals** when being released, etc)
- The **physical hazards** and **health hazards** of the chemicals in the work area
- The measures employees can take to protect themselves from these hazards, including procedures the employer has implemented to protect employees from exposures to **hazardous chemicals** (appropriate work practices, emergency procedures, and personal protective equipment)
- The details of the hazard communication program developed by the employer, including explanations of the labeling system, material safety data sheets, and how employees can obtain and use the appropriate hazard information.

Definitions:

Article: a manufactured item other than a fluid or particle that (a) is formed to a shape or design during manufacture, (b) has end use function(s) dependent in whole or in part on its shape or design during end use, and (c) under normal conditions of use does not release more than very small quantities, e.g., minute or trace amounts of a **hazardous chemical**, and does not pose a **physical hazard** or health risk to employees.

Hazardous chemical: any chemical that is a **physical hazard** or a **health hazard**.

Health hazard: a chemical for which statistically significant evidence exists that acute or chronic health effects may occur in exposed employees. This evidence must be based on at least one study conducted in accordance with established scientific principles. The term includes chemicals that are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosive, sensitizers,

hepatotoxins, nephrotoxins, neurotoxins, agents that act on the hematopoietic system, and agents which damage the lungs, skin, eyes, or mucous membranes.

Physical hazard: a chemical for which scientifically valid evidence exists that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, and oxidizer, pyrophoric, unstable (reactive) or water-reactive.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Hazardous Waste Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the United States Environmental Protection Agency (EPA) regarding the generation, management, and disposal of hazardous wastes. Most states enforce these regulations as well as some of their own.

It is important to know that you may not be covered by federal or state regulations. Only specific waste materials, generated at one facility in specific quantities, are regulated. Lists of regulated materials, found in 40 CFR 261.31, 261.32, and 261.33, are available from your state environmental agency. Contact them for complete information for your facility.

If, after reviewing the listed sources identified above, you are unable to identify your waste, you must then determine if your waste may still be classified as hazardous waste by the Hazardous Waste Identification Questionnaire below. If you determine that you have hazardous waste, you must then determine if, as a facility, you have a regulated quantity of waste. If in a calendar month you generate or accumulate more than 100 kg (220 lb) of a hazardous waste or more than 1 kg (2.2 lb) of an acutely hazardous waste, you are a regulated generator and must obtain an EPA ID number (Form 8700-12) from the EPA.

Hazardous Waste Identification Questionnaire

Is the waste ignitable?

- The waste must be a liquid with a flash point below 140°F.
- The waste is capable of causing fire through friction, absorption, moisture or spontaneous chemical changes.
- The waste is an ignitable compressed gas.
- The waste is classified as an oxidizer by the United States Department of Transportation.

Is the waste corrosive?

- The waste must be a liquid with a pH less than or equal to 2 or has a pH greater than or equal to 12.6.

Is the waste reactive?

- The waste is unstable and readily undergoes violent reaction without detonation.
- The waste reacts violently with water.
- The waste, when mixed with water, forms potentially explosive mixtures.
- The waste, when mixed with water, forms toxic gases or fumes.
- The waste contains cyanide or sulfides which generate toxic gases when exposed to a pH less than or equal to 2 or greater than or equal to 12.5.

Is the waste toxic?

Does the waste contain leachable levels of certain metals or chemical contaminants? This is typically determined by performing a Toxicity Characteristic Leaching Procedure or TCLP test.

WASTE HANDLING PROCEDURES

While waste is being held for disposal, it must be managed in accordance with state and federal regulations. **It is strongly recommended that you set up a disposal procedure that takes advantage of satellite rules**, since regulations governing satellite accumulations are much less burdensome. Satellite rules apply to "active drums" that are used to accumulate hazardous waste. Satellite rules can be followed as long as filled drums are transferred to an authorized accumulation area within three days. A second drum can be utilized as a satellite drum until the original drum is moved to an authorized storage area. This checklist does not address hazardous waste stored in tanks and treatment, storage and disposal (TSD) facilities.



Questions marked with this symbol may require the help of an outside expert.

Please
Circle

Generators of Regulated Amounts of Hazardous Waste



1. Does the container storing hazardous waste meet US Department of Transportation container requirements? [40 CFR 262.30]

Y N
N/A ??

2. Is the container storing hazardous waste in good condition? [40 CFR 265.171]

Y N
N/A ??

3. Is the container storing hazardous waste compatible with the waste material? (For instance, solvents and

paint waste should be placed in steel drums, but acidic or alkaline waste should not be placed in steel drums.)
[40 CFR 265.172]

Y N
N/A ??

4. Is the container storing hazardous waste kept securely closed when not in use?
[40 CFR 265.173a]

Y N
N/A ??

5. Is the container storing hazardous waste at or near the point of generation and under the operator's control?
[40 CFR 262.34(c)(1)]

Y N
N/A ??

6. Is the container storing hazardous waste marked with the words "Hazardous Waste"?
[40 CFR 262.34(a)(3)]

Y N
N/A ??

7. If the container is being shipped for disposal, have arrangements been made for a Licensed Treatment, Storage, and Disposal (TSD) facility to accept your hazardous wastes?
[40 CFR 265.20]

Y N
N/A ??

Note: Although the school is responsible for completing manifest forms, the TSD facility handling your waste should be consulted about completing the paperwork necessary to ship hazardous waste.
[40 CFR 262.20]

8. If the container is being shipped for disposal, have arrangements with a registered Hazardous Waste Hauler been made for transport of wastes to the TSD facility?

Y N
N/A ??

[40 CFR 262.20]

9. Have Hazardous waste manifests been completed for all shipments of hazardous wastes within your state (or other State's Manifest for shipments to other States)?
[40 CFR 262.20]

Y N
N/A ??



10. Has a copy of the manifest with the signature of the initial transporter and date of shipment been retained by the school?
[40 CFR 262.23(a)]

Y N
N/A ??

11. Has the Hauler been supplied with all remaining copies of the manifest?
[40 CFR 262.23(b)]

Y N
N/A ??

12. Have Land Ban forms been completed prohibiting land disposal of affected wastes unless treated below

Y N



regulatory levels?
[40 CFR 268.7]

N/A ??



13. Have appropriate markings and labels been affixed to containers prior to shipment?
[40 CFR 262.31 and 262.32]

Y N
N/A ??

14. Has the Hauler's vehicle been inspected by the generator (or his/her designee) to ensure proper placarding before leaving the generators premises?
[40 CFR 262.33]

Y N
N/A ??

15. Has the school kept a copy of each signed manifest for at least three years, or until a copy is received from the owner and operator of the facility which received the waste for at least three years?
[40 CFR 262.40(a)]

Y N
N/A ??

16. Has the school prepared and submitted a copy of a Biennial Report to the EPA Regional Administrator by March 1 of each even numbered year for all hazardous waste shipped off-site for treatment, storage or disposal?
[40 CFR 262.41]

Y N
N/A ??

Satellite Accumulation Sites

17. Is the quantity of waste less than 55 gallons or less than 1 quart for acutely toxic waste?
[40 CFR 262.34(c)(1)]

Y N
N/A ??

18. If the quantities of hazardous waste exceed the amounts in question 17, are the containers moved within three days to a less than 90-day accumulation area or off site to an authorized facility?
[40 CFR 262.34(c)(1)]

Y N
N/A ??

Small Quantity Generator (Generate between 100 and 1000 Kilograms of Hazardous Waste Per Month)

19. Have hazardous waste containers been accumulated at your facility for 180 days or less?
[40 CFR 262.34(f)]

Y N
N/A ??

Note: If you store hazardous waste for more than 180 days, additional regulations apply which are not covered in this checklist. Contact your state environmental agency for additional information. The quantity of waste accumulated on-site may never exceed 6000 kilograms. Wastes may be stored longer than 180 days for certain situations.

20. Are containers marked with accumulation start date?
[40 CFR 262.34(a)(2)]
- Y N
N/A ??
21. Are container labels visible?
[40 CFR 262.34(a)(2)]
- Y N
N/A ??
22. Are containers segregated according to waste type?
[40 CFR 265.177]
- Y N
N/A ??
23. Are the containers inspected weekly?
[40 CFR 265.174]
- Y N
N/A ??
24. Is there adequate aisle space between container rows?
- Y N
N/A ??
- Note:** 18 inches between single stacked drums and 30 inches between double or triple stacked drums
[40 CFR 265.35]
25. Is there immediate access to communication or alarm systems whenever hazardous waste is poured, mixed or handled?
[40 CFR 265.32 and 265.34(a)(b)]
- Y N
N/A ??
26. Is there an adequate supply of fire extinguishers and spill control equipment in the accumulation area?
[40 CFR 265.32(c)]
- Y N
N/A ??
27. Is there adequate water pressure to supply fire hoses?
[40 CFR 265.32(d)]
- Y N
N/A ??
28. Is the fire fighting equipment, communications and alarm equipment, and decontamination equipment, spill control and water supply tested and maintained?
[40 CFR 265.33]
- Y N
N/A ??
29. Have the police, fire department and emergency response teams been familiarized with the layout of the facility?
[40 CFR 265.37(a)(1)]
- Y N
N/A ??
30. Are there written agreements with emergency response contractors and equipment suppliers?
[40 CFR 265.37(a)(2)and(3)]
- Y N
N/A ??
31. Have arrangements been made with the local hospitals to familiarize them with the properties of the hazardous waste handled at your facility
- Y N
N/A ??



and the types of injuries which may result from contact with these wastes? (This is usually a letter to the local hospitals identifying the wastes generated and the types of injuries that result from contact with the waste.)
[40 CFR 265.37(a)(4)]

32. Is there an emergency coordinator on-site or on call who is available to respond to an emergency?
[40 CFR 262.34(d)(5)(i)]

Y N
N/A ??

Note: The emergency coordinator or his designee must respond to any emergencies that arise.

33. Is the following information posted next to the telephone: the name and telephone number of the emergency coordinator; the location of fire extinguishers and spill control material, and, if present, fire alarm; and the telephone number of the fire department, unless the facility has a direct alarm?
[40 CFR 262.34(d)(5)(ii)]

Y N
N/A ??

Note: In the event of a fire, explosion or other release which could threaten human health outside the facility or when the generator has knowledge that a spill has reached surface water, the generator must immediately notify the National Response Center (using their 24-hour toll free number 800-424-8802).
[40 CFR 262.34(d)(5)(iv)(c)]

34. Are all employees thoroughly familiar with proper waste handling and emergency procedures, relevant to their responsibilities during normal facility operations and emergencies?
[40 CFR 262.34(d)(5)(iii)]

Y N
N/A ??

35. Has the school notified the EPA Regional Administrator of any manifests which were not received for shipments made to a designated facility within 60 days?
[40 CFR 262.42(b)]

Y N
N/A ??

Large Quantity Generator (Generate More Than 1000 Kilograms of Hazardous Waste Per Month)

36. Have hazardous waste containers been accumulated at your facility for 90 days or less?
[40 CFR 262.34(g)]

Y N
N/A ??

Note: If you store hazardous waste for more than 90 days, additional regulations apply which are not covered in this checklist. Contact your state environmental agency for additional information.

37. Are containers marked with accumulation start date?
[40 CFR 262.34(q)(4)(iii)]
38. Are container labels visible?
[40 CFR 262.34(q)]
39. Are containers segregated according to waste type?
[40 CFR 265.177)(a)and(c)]
40. Are the containers inspected weekly?
[40 CFR 265.174]
41. Are containers of ignitable and reactive wastes located greater than 50 feet from the facility's property line?
[40 CFR 265.176]
42. Is there adequate aisle space between container rows?
[40 CFR 265.35]
43. Is there immediate access to communication or alarm systems whenever hazardous waste is poured, mixed or handled?
[40 CFR 265.32 and 265.34(a)(1)]
44. Is there an adequate supply of fire extinguishers and spill control equipment in the accumulation area?
[40 CFR 265.32(c)]
45. Is there adequate water pressure to supply fire hoses?
[40 CFR 265.32(a)(1)]
46. Is the fire fighting equipment, spill control and water supply tested and maintained?
[40 CFR 265.33(a)(2)and(3)]
47. Have the police, fire department and emergency response teams been familiarized with the layout of the facility?
[40 CFR 265.37(a)(1)]
48. Are there written agreements with emergency response contractors and equipment suppliers?
[40 CFR 265.37(a)(2)and(3)]
49. Have arrangements been made with the local

Y N
N/A ??



- | | |
|---|-----------------------|
| <p>hospitals to familiarize them with the properties of the hazardous waste handled at your facility and the types of injuries which may result from contact with these wastes? (This is usually a letter to the local hospitals identifying the wastes generated and the types of injuries that result from contact with the waste.)
[40 CFR 265.37(a)(4)]</p> | <p>Y N
N/A ??</p> |
| <p>50. Has a contingency plan been developed describing the actions to be taken by facility personnel in the event of a fire, explosion or hazardous materials release?
[40 CFR 265.51]</p> | <p>Y N
N/A ??</p> |
| <p>51. Does the plan describe arrangements with local authorities including fire police, and emergency medical services personnel, for handling such emergencies?
[40 CFR 265.52(c)]</p> | <p>Y N
N/A ??</p> |
| <p>52. Does the plan list telephone numbers for the emergency coordinator and alternates?
[40 CFR 265.52(c)]</p> | <p>Y N
N/A ??</p> |
| <p>53. Does the plan list the locations and capabilities of emergency equipment kept at the school including fire extinguishers, spill control equipment and communications and alarm systems and decontamination systems?
[40 CFR 265.52(e)]</p> | <p>Y N
N/A ??</p> |
| <p>54. Does the plan include primary and alternate evacuation routes for students and faculty?
[40 CFR 265.52(f)]</p> | <p>Y N
N/A ??</p> |
| <p>55. Is a copy of the plan available at the school for inspection?
[40 CFR 265.53(a)]</p> | <p>Y N
N/A ??</p> |
| <p>56. Has a copy of the plan been forwarded to local emergency agencies including police, fire, emergency medical, the local emergency planning committee, and any emergency response contractors who may be called upon during an incident?
[40 CFR 265.53(b)]</p> | <p>Y N
N/A ??</p> |
| <p>57. Are there provisions for updating the Contingency Plan as operations and/or personnel change?</p> | <p>Y N</p> |

[40 CFR 265.54]	N/A ??
58. Is the training program directed by a person trained in hazardous waste management procedures? [40 CFR 264.16(a)(2)]	Y N N/A ??
59. Is the training program designed to ensure that personnel are able to respond effectively? [40 CFR 264.16(a)(3)]	Y N N/A ??
60. Does the training program include: [40 CFR 264.16(a)(3)] (i) Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment; (ii) Key parameters for automatic waste feed cut-off systems; (iii) Communications or alarm systems; (iv) Response to fires or explosions; (v) Response to ground-water contamination incidents; and (vi) Shutdown of operations.] a. The use of personnel safety equipment? b. Procedures for using facility emergency and monitoring equipment? c. Procedures for utilizing communications or alarm systems? d. Response procedures for fires and explosions? e. Ground water contamination response procedures?	Y N N/A ??
61. Is training provided within 6 months of the date of employment or assignment to an area involving the handling of hazardous waste? [40 CFR 264.16(b)]	Y N N/A ??
62. Is training reviewed annually? [40 CFR 264.16(c)]	Y N N/A ??
63. Is training documented with the following information: 1) Job title for each position and the name of the person filling each job; 2) A written job description; 3) A description of the training given; and 4) Documentation of actual training? [40 CFR 264.16(d)]	Y N N/A ??
64. Are training records maintained for at least three (3) years?	Y N

[40 CFR 264.16(e)]

N/A ??

65. Has the school contacted the transporter and/or owner or operator of the designated facility of any manifests which were not received for shipments made to a designated facility within 35 days?
[40 CFR 262.42(a)(2)]

Y N
N/A ??

66. Has an Exception Report been submitted to the EPA regional Administrator if the generator has not received a copy of the manifest within 45 days?
[40 CFR 262.42(a)(2)]

Y N
N/A ??

Note: Efforts to obtain the manifest must be documented.

67. Are Biennial Reports and Exception reports kept on file for 3 years?
[40 CFR 262.40(b)]

Y N
N/A ??

Comments/Corrective action:



Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Indoor Air Quality Self-Inspection Checklist

Guidelines: This checklist covers general recommendations for addressing indoor air quality issues in school districts. No Federal regulations or laws require these recommendations. States, however, may have additional regulations that apply.



Questions marked with this symbol may require the help of an outside expert.

Please Circle

General

- | | Y | N | N/A | ?? |
|--|---|---|-----|----|
| 1. Is someone designated to develop and implement an indoor air quality management plan for your school district? | | | | |
| 2. Does your district have an indoor air quality management plan that includes steps for preventing and resolving indoor air quality problems? | | | | |
| 3. Has your school district been tested for radon, and have radon-mitigation systems installed where needed? | | | | |
| 4. Does your school district use integrated pest management principles in all areas? | | | | |
| 5. Is spot-treatment of pesticides used to control infested areas? | | | | |
| 6. Are all pesticide applicators trained in the safe use of pesticides? | | | | |

- | | |
|--|------------|
| 7. Have painted surfaces in your district been tested for lead-based paint, and has a lead control or removal program been implemented? | Y N N/A ?? |
| 8. Are school buildings inspected once or twice each year for conditions that may lead to indoor air quality problems? | Y N N/A ?? |
| 9. Is a preventive maintenance schedule established and in operation for the heating, ventilation, and air conditioning (HVAC) system? Is the schedule in accordance with the manufacturer's recommendations or accepted practice for the HVAC system? | Y N N/A ?? |
| 10. Does the HVAC preventive maintenance schedule include the following?: checking and/or changing air filters and belts, lubricating equipment parts, checking the motors, and confirming that all equipment is in operating order. | Y N N/A ?? |
| 11. Are damaged or inoperable components of the HVAC system replaced or repaired as appropriate? | Y N N/A ?? |
| 12. Are reservoirs or parts of the HVAC system with standing water checked visually for microbial growth? | Y N N/A ?? |
| 13. Are water leaks that could promote growth of biologic agents promptly repaired? | Y N N/A ?? |
| 14. Are damp or wet materials that could promote growth of biologic agents promptly dried, replaced, removed, or cleaned? | Y N N/A ?? |
| 15. Are microbial contaminants removed from ductwork, humidifiers, other HVAC and building system components, and from building surfaces such as carpeting and ceiling tiles when found during regular or emergency maintenance activities or visual inspection? | Y N N/A ?? |
|  16. Is general or local exhaust ventilation used where housekeeping and maintenance activities could reasonably be expected to result in exposure to hazardous substances above applicable exposure limits? | Y N N/A ?? |
|  17. When point sources generate airborne concentrations of contaminants above applicable limits, are local exhaust ventilation or substitution used to reduce the exposure concentrations to below the limits? | Y N N/A ?? |



- 18. When the carbon dioxide level exceeds 1,000 parts per million, is the HVAC system checked and repaired as necessary to ensure the system is operating properly? **Y N N/A ??**
- 19. When the temperature is outside of the range of 68 to 79°F, is the HVAC system checked and repaired as necessary to ensure the system is operating properly? **Y N N/A ??**
- 20. Are humidity levels maintained between 30% to 60% relative humidity? **Y N N/A ??**
- 21. When a contaminant is identified in the make-up air supply, is the source of the contaminant eliminated, or are the make-up inlets or exhaust air outlets relocated to avoid entry of the contaminant into the air system? **Y N N/A ??**
- 22. If buildings do not have mechanical ventilation, are windows, doors, vents, stacks, and other portals used for natural ventilation operating properly? **Y N N/A ??**
- 23. Are complaints promptly investigated that may involve a building-related illness? **Y N N/A ??**

Smoking

- 24. Is smoking in school buildings prohibited except as part of a classroom instruction or a theatrical production? **Y N N/A ??**
- 25. Do written district board of education policies and procedures prohibit smoking in school buildings? **Y N N/A ??**

Renovations and Remodeling

- 26. During renovation work or new construction, are local ventilation or other protective devices used to safeguard employees and students from dust, stones, other small particles, and toxic gases, which may be harmful in certain quantities? **Y N N/A ??**
- 27. Are renovation areas in occupied buildings isolated so that dust and debris is confined to the renovation or construction area? **Y N N/A ??**
- 28. Are precautions implemented in case lead-based paint is

disturbed during renovation or new construction? Y N N/A ??

29. When renovating or during new construction, are product labels checked, or is information obtained on whether paints, adhesives, sealants, solvents, insulation, particle board, plywood, floor coverings, carpet backing, textiles or other materials contain volatile organic compounds that could be emitted during regular use? Y N N/A ??

30. Is the information referred to in Question 29 used to select products and to determine necessary measures to be taken to comply with indoor air quality regulations? Y N N/A ??

31. Are employees notified at least 24 hours in advance, or promptly in emergency situations, of work to be performed on the building that may introduce air contaminants into their work area? Y N N/A ??

Recordkeeping

32. Is the maintenance schedule updated to show all maintenance performed on the **building systems**? Y N N/A ??

33. Does the maintenance schedule include the dates that the **building systems** maintenance was performed and the names of the persons or companies performing the work? Y N N/A ??

34. Are maintenance schedules retained for at least three years? Y N N/A ??

Definitions:

Building systems includes the heating, ventilation and air-conditioning (HVAC) system, the energy management system, and all other systems in a facility that may impact indoor air quality.

Integrated pest management is a sustainable approach to controlling pests by using biological, mechanical, physical, and chemical means in ways that minimize health risks, environmental risks, and cost.

Additional Information:

For additional information and resources for addressing indoor air quality issues in schools, contact the Environmental Protection Agency (EPA) Indoor Air Quality Information Clearinghouse at 1-800-438-4318 or the Web site <http://www.epa.gov/iaq/schools/index.html>.

Comments/Corrective action:

J

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Jacks and Hoists Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under general industry standards 29 CFR 1910.244 and 1910.308 and the construction standards 29 CFR 1926.305 and 1926.554. These regulations cover jacks, overhead hoists, and monorail hoists. The regulations cited apply only to private employers and their employees, unless adopted by a state agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.

Please Circle

Jacks

- | | |
|--|------------|
| 1. Do jacks in use have a rating sufficient to lift and sustain the loads?
[29 CFR 1910.244(a)(1)(i)] | Y N N/A ?? |
| 2. Is the rated load legibly and permanently marked in a prominent location on the jack by casting, stamping, or other suitable means?
[29 CFR 1910.244(a)(1)(ii) and 1926.305(a)(1)] | Y N N/A ?? |
| 3. In the absence of a firm foundation, is the base of the jack blocked or cribbed?
[29 CFR 1910.244(a)(2)(i) and 1926.305(c)] | Y N N/A ?? |
| 4. If the cap could slip, is a block placed between the cap and the load?
[29 CFR 1910.244(a)(2)(i) and 1926.305(c)] | Y N N/A ?? |
| 5. Do all jacks have a positive stop to prevent over-travel?
[29 CFR 1926.305(a)(2)] | Y N N/A ?? |
| 6. Are operators instructed to watch the stop | |

- indicator (which must be kept clean) in order to determine the limit of travel?
[29 CFR 1910.244(a)(2)(ii)] Y N N/A ??
7. After the load has been raised, is it required to be cribbed, blocked, or otherwise secured at once?
[29 CFR 1910.244(a)(2)(iii) and 1926.305(d)(1)(i)] Y N N/A ??
8. Are hydraulic jacks that are exposed to freezing temperatures supplied with adequate antifreeze liquid?
[29 CFR 1910.244(a)(2)(iv) and 1926.305(d)(1)(ii)] Y N N/A ??
9. Are all jacks properly lubricated at regular intervals?
[29 CFR 1910.244(a)(2)(v) and 1926.305(d)(1)(iii)] Y N N/A ??
10. Is each jack thoroughly inspected?
[29 CFR 1910.244(a)(2)(vi) and 1926.305(d)(1)(iv)] Y N N/A ??
11. Are jacks that are used constantly or intermittently at one locality thoroughly inspected at least every six months?
[29 CFR 1910.244(a)(2)(vi)(a) and 1926.305(d)(1)(iv)(a)] Y N N/A ??
12. Are jacks that are sent out thoroughly inspected when they are returned?
[29 CFR 1910.244(a)(2)(vi)(b) and 1926.305(d)(1)(iv)(b)] Y N N/A ??
13. Are jacks that are subjected to abnormal load or shock thoroughly inspected immediately before and immediately after use?
[29 CFR 1910.244(a)(2)(vi)(c) and 1926.305(d)(1)(iv)(c)] Y N N/A ??
14. Are repair or replacement parts examined for defects?
[29 CFR 1910.244(a)(2)(vii) and 1926.305(d)(1)(v)] Y N N/A ??
15. Are repairs made on disabled jacks before they are used again?
[29 CFR 1910.244(a)(2)(viii) and 1926.305(d)(1)(vi)] Y N N/A ??

Electric Monorail Hoists

16. On an electric monorail hoist, is a readily accessible disconnecting means provided between the runway contact conductors and the power supply?
[29 CFR 1910.306(b)(1)(i)] Y N N/A ??
17. On an electric monorail hoist, is another **disconnecting**

- means** (capable of being locked in the open position) provided in the lead from the runway contact conductors or other power supply?
[29 CFR 1910.306(b)(1)(ii)]
- Note:** See 29 CFR 1910.306(b)(1)(ii)(B)(1 to 3) for exceptions.
18. If the additional disconnecting means required in question 17 is not readily accessible from the crane or monorail hoist operating station, is a means provided at the operating station to open the power circuit to all motors of the crane or monorail hoist?
[29 CFR 1910.306(b)(1)(ii)(A)]
19. On an electric hoist, is a minimum of 2 feet 6 inches of working space provided in the direction of access to live parts for examination, adjustment, servicing, or maintenance?
[29 CFR 1910.306(b)(3)]
20. On an electric hoist where controls are enclosed in cabinets, are door(s) removable or capable of opening at least 90 degrees?
[29 CFR 1910.306(b)(3)]
21. Is a limit switch or other device provided to prevent the load block from passing the safe upper limit of travel of any hoisting mechanism?
[29 CFR 1910.306(b)(2)]
22. Is the safe working load of an overhead hoist, as determined by the manufacturer, indicated on the hoist?
[29 CFR 1926.554(a)(1)]
23. Is the weight of the load maintained at or below the safe working load?
[29 CFR 1926.554(a)(1)]
24. Does the supporting structure to which an overhead hoist is attached have a safe working load at least equal to that of the hoist?
[29 CFR 1926.554(a)(2)]
25. Does the support for an overhead hoist allow free movement of the hoist so that the hoist can line itself up with the load?
[29 CFR 1926.554(a)(3)]

Y N N/A ??

26. Is the overhead hoist installed only in locations that will permit the operator to stand clear of the load at all times?
[29 CFR 1926.554(a)(4)] **Y N N/A ??**
27. Are air hoists connected to an air supply of sufficient capacity and pressure to operate the hoist safely?
[29 CFR 1926.554(a)(5)] **Y N N/A ??**
28. Are air hoses supplying air to air hoists connected by a positive method to prevent their becoming disconnected during use?
[29 CFR 1926.554.(a)(5)] **Y N N/A ??**
29. Do overhead hoists meet the applicable requirements for construction, design, installation, testing, inspection, maintenance, and operation as prescribed by the manufacturer?
[29 CFR 1926.554(a)(6)] **Y N N/A ??**
30. Are overhead hoist hooks equipped with a hook-latch safety device? [recommended] **Y N N/A ??**
-

Definitions:

Disconnecting means: a device, group of devices, or other means by which the conductors of a circuit can be disconnected from their source of supply.

Comments/Corrective action:

M

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Machines General Requirements

Self-Inspection Checklist

Guidelines: This checklist covers machines which require guards to protect the operators and others near the machines from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. Examples of guarding methods are barrier guards, two-hand tripping devices, and electronic safety devices.



Questions marked with this symbol may require the help of an outside expert.

Please Circle

1. Are all machines guarded to protect the operator and other people in the machine area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips, and sparks? [29 CFR 1910.212(a)(1)] Y N N/A ??

2. Is the point of operation guarded, in conformity with appropriate standards, if operation of machinery exposes individuals to injury? [29 CFR 1910.212(a)(3)(ii)] Y N N/A ??

Note: In the absence of applicable specific standards, guarding shall be so designed and constructed as to prevent the operator from having any part of his/her body in the danger zone during the operating cycle. Examples of cited violations include: paper cutters had no finger guards, a radial arm saw's blade protruded beyond the edge of the cutting table during its operating cycle, bench and pedestal drills had no bit guards, and lathes had no shields.

3. Are guards attached to the machine when possible, and if that is not possible, attached elsewhere? Y N N/A ??

[29 CFR 1910.212(a)(2)]

4. If hand tools are used for placing or removing material, are they designed to be easily handled without a need to place hands in a danger zone?
[29 CFR 1910.212(a)(3)(iii)]
- Y N N/A ??

Note: Such tools are not a substitute for guarding. They can only be used as supplemental protection.

5. Are revolving drums, barrels and containers guarded by an enclosure that is interlocked so that containers cannot revolve unless the enclosure is in place?
[29 CFR 1910.212(a)(4)]
- Y N N/A ??

6. Are all fans less than 7 feet from the floor equipped with guards that have openings no larger than one-half (1/2) inch?
[29 CFR 1910.212(a)(5)]
- Y N N/A ??

Note: Examples of cited violations include: exhaust fan blades and floor fans were not provided with protective guards, a portable table fan had a blade guard whose openings were approximately one inch in width, and a guard was broken creating a hole approximately 4" x 2."

7. Is all machinery designed for a fixed location securely anchored to prevent "walking" or "moving?"
[29 CFR 1910.212(b)]
- Y N N/A ??

8. Are all machines constructed, installed and maintained as to be free from excessive vibration or play?
[Recommended]
- Y N N/A ??

9. Are all machines and equipment requiring the presence of an operator not left unattended while in operation or still in motion?
[Recommended]
- Y N N/A ??

10. Are all machines provided with a power cut off switch that can be reached from the operating position?
[Recommended]
- Y N N/A ??

11. Is all fixed motorized machinery equipped with a magnetic-type switch designed to prevent automatic restarting of machinery when power is restored after a power failure or electrical cutoff?
[29 CFR 1910.213(b)(3)]
- Y N N/A ??

12. Are all machine operating controls easily reachable

from the standard operating position and away from any hazardous point of operation?
[29 CFR 1910.213(b)(4)]

Y N N/A ??

13. Are all electrically powered machines provided with a positive means for rendering the motor starting controls inoperative while repairs or tool changes are being made?
[29 CFR 1910.213(b)(5)]

Y N N/A ??

14. Is your shop or lab equipped with two or more push-type emergency cut-out switches, provided at appropriate locations for each (maximum) 1000 square feet of shop floor area, for de-energizing the electrical supply to nonportable machinery. [Recommended]

Y N N/A ??

Note: The switch must have a clear unobstructed access of at least 36 inches. In addition, the reset of the switch must be key operated.

15. Are all power tools and machines which generate dust connected to a dust collection system?
[Recommended]

Y N N/A ??



16. If required in your state, are dust collections systems permitted by the appropriate state agency?
[see the [Air Pollution Control](#) checklist]

Y N N/A ??

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Means of Egress/Escape Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1910.36 and 1910.37. These regulations apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees.

Please Circle

General

- | | |
|---|--------------------------|
| <p>1. Are exits provided to permit the prompt escape of occupants in case of fire or other emergency? [29 CFR 1910.36 (b)(1)]</p> | <p>Y N N/A ??</p> |
| <p>2. Is every exit, way of approach, and way to travel from the exit to the street continuously maintained free of all obstructions or impediments?
[29 CFR 1910.36(d)(1) and 1910.37(l)(1)]</p> <p>Note: The following items, if they block fire exits, are examples of violations: boxes of light tubes, empty boxes, a cart, metal fence posts, lawnmowers, steel racks, wood, tools, scales, ballracks, soccer balls, stored equipment, machines on the floor, and tripping hazards such as electric cords, tools, lumber, and hoses.</p> | <p>Y N N/A ??</p> |
| <p>3. Are exits maintained so as to provide free and unobstructed egress or escape when the room is occupied?
[29 CFR 1910.36(b)(4)]</p> <p>Note: No locks, chains, or fastenings to prevent free escape from the inside are permitted.</p> | <p>Y N N/A ??</p> |
| <p>4. Does every building or area have two exits if one exit could be blocked because of a fire, smoke, or other emergency?
[29 CFR 1910.36(b)(8)]</p> | <p>Y N N/A ??</p> |

5. Do exits discharge directly onto a street, yard, court, or other open space that gives safe access to a public way? [29 CFR 1910.37(h)(1)] **Y N N/A ??**
6. Do exit doors swing in the direction of travel when an area is occupied by more than 50 people or where hazardous operations are conducted? [29 CFR 1910.37(f)(2)] **Y N N/A ??**
7. Are all exit doors and paths of exit 28 inches or more in width? [29 CFR 1910.37(f)(6)] **Y N N/A ??**
- Note:** Examples of violations include a stack of wood restricting the exit to 14 inches, a space of only 17 inches between the desk and the wall, and a space of only 14 inches between desks.
8. Are means of egress or exit designed and maintained to provide adequate head room, with the ceiling height at least 7-1/2 feet and any projection from the ceiling more than 6 feet 8 inches from the floor? [29 CFR 1910.37(i)] **Y N N/A ??**
9. Is every exit clearly visible and the route to it conspicuously indicated so everyone readily knows the direction of escape from any point? [29 CFR 1910.36(b)(5) and 29 CFR 1910.37(f)(4) and (l)(1)] **Y N N/A ??**
- Note:** Draperies or similar decorative hangings must not obstruct the view of, nor access through, any element of a means of egress or escape. Mirrors shall not be placed in or adjacent to a means of egress in any manner that may confuse the direction of egress. Exit doors must not be decorated in any way that would obscure or confuse the purpose of the door.
10. In areas equipped for artificial illumination, do all exit paths have adequate and reliable illumination? [29 CFR 1910.36(b)(6)] **Y N N/A ??**
11. Are exits prohibited through bathrooms or other rooms subject to locking? **Y N N/A ??**
12. Is storage of flammable or combustible materials in exit corridors prohibited? [recommended] **Y N N/A ??**
13. Is the use of highly flammable furnishings or decorations prohibited? [29 CFR 1910.37(l)(2)] **Y N N/A ??**

Exit Marking

- | | |
|--|------------|
| 14. Is access to exits marked by readily visible signs and arrows when the way to reach it is not immediately visible? [29 CFR 1910.37(q)(1) and (5)] | Y N N/A ?? |
| 15. Are doors, passageways or stairways that are neither exits nor a way to an exit, and which can be mistaken for an exit, marked with a sign reading "Not An Exit" or similar designation? [29 CFR 1910.36(b)(5) and 29 CFR 1910.37(q)(2)] | Y N N/A ?? |
| Note: Other appropriate markings would be "To Basement," "To Storeroom," "To Linen Closet," etc. | |
| 16. Are exit signs clearly visible, distinctive in color, and easily distinguished from decorations, interior finish, and other signs? [29 CFR 1910.37(q) (3) and (4)] | Y N N/A ?? |
| Note: The following are prohibited: decorations, furnishings, or equipment that impair the visibility of exit signs; and any brightly illuminated sign, display, or object in or near the line of vision of the egress sign that detracts attention from the egress sign so that it is not noticed. | |
| 17. Is every exit sign illuminated by a reliable light source? [29 CFR 1910.37(q)(6)] | Y N N/A ?? |
| 18. In areas where reduction of normal illumination is permitted, are exit signs internally illuminated? [29 CFR 1910.37(q)(7)] | Y N N/A ?? |
| 19. Does every exit sign have the word "Exit" in plainly legible letters not less than 6 inches high, with the principal strokes of letters not less than three-fourths-inch wide? [29 CFR 1910.37(q)(8)] | Y N N/A ?? |

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Mechanical Power-Transmission Apparatus Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.219. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.

This checklist does not address power-transmission apparatus located in basements; guarding friction drives; and belt shifters, clutches, shippers, poles, perches, and fasteners. Consult 29 CFR 1910.219 for regulations dealing with these types of equipment.

Please Circle

Care of Equipment

- | | |
|---|--------------------------|
| <p>1. Is all power-transmission equipment inspected every 60 days or less and kept in good working condition at all times?
[29 CFR 1910.219(p)(1)]</p> | <p>Y N N/A ??</p> |
| <p>2. Are hangers inspected to make certain that all supporting bolts and screws are tight and that supports of hanger boxes are adjusted properly?
[29 CFR 1910.219(p)(4)]</p> | <p>Y N N/A ??</p> |
| <p>3. Is machinery oiled wherever possible when not in motion?
[29 CFR 1910.219(p)(7)]</p> | <p>Y N N/A ??</p> |
| <p>4. Do regular oilers wear tight-fitting clothing?
[29 CFR 1910.219(p)(7)]</p> | <p>Y N N/A ??</p> |

Prime-Mover Guards

5. When exposed to contact, are **flywheels** guarded by an enclosure, guard rail, or toeboard?
[29 CFR 1910.219(b)(1)] Y N N/A ??

6. Are crank and connecting rods guarded when exposed to contact?
[29 CFR 1910.219(b)(2)] Y N N/A ??

7. Are tail rods or extension piston rods guarded?
[29 CFR 1910.219(b)(3)] Y N N/A ??

Shafting

8. Is each continuous line of shafting secured against excessive end movement?
[29 CFR 1910.219(c)(1)(i)] Y N N/A ??

9. Are inclined and vertical shafts (particularly inclined idler shafts) securely held in position against end-wise thrust?
[29 CFR 1910.219(c)(1)(ii)] Y N N/A ??

10. For horizontal shafting 7 feet or less above the floor or working platform, are all exposed parts protected by (a) a stationary casing completely enclosing the shafting, or (b) a trough enclosing the sides and top, or sides and bottom of the shafting (as the location requires)?
[29 CFR 1910.219(c)(2)(i)] Y N N/A ??

11. Is shafting under bench machinery enclosed by (a) a stationary casing, or (b) a trough at sides and top, or sides and bottom (as location requires)?
[29 CFR 1910.219(c)(2)(ii)] Y N N/A ??

- Note:** The sides of the trough shall come within at least 6 inches of the underside of the table, or within 6 inches of the floor if shafting is near the floor. In every case, the sides of the trough shall extend at least 2 inches beyond the shafting or protuberance.

12. Is vertical or inclined shafting that is 7 feet or less from the floor or working platform (except maintenance runways) enclosed with a stationary casing?
[29 CFR 1910.219(c)(3)] Y N N/A ??

13. Do projecting shaft ends have a smooth edge and end? Y N N/A ??

[29 CFR 1910.219(c)(4)(i)]

14. Are shaft ends that project more than 1/2 of the diameter of the shaft guarded by nonrotating caps or safety sleeves?
[29 CFR 1910.219(c)(4)(i)]

Y N N/A ??

15. Are unused keyways filled up or covered?
[29 CFR 1910.219(c)(4)(ii)]

Y N N/A ??

16. Is shafting kept in alignment and free from rust and excess oil or grease?
[29 CFR 1910.219(p)(2)]

Y N N/A ??

Pulleys

17. Are pulleys 7 feet or less from the floor guarded?
[29 CFR 1910.219(d)(1)]

Y N N/A ??

18. Are pulleys with cracks or pieces broken out of the rims taken out of service? (shall not be used)
[29 CFR 1910.219(d)(3)]

Y N N/A ??

19. Are pulleys kept in proper alignment to prevent belts from running off?
[29 CFR 1910.219(p)(5)]

Y N N/A ??

Belt, Rope, and Chain Drives

20. Are horizontal belts seven feet or less from the floor level guarded?
[29 CFR 1910.219(e)(1)(i)]

Y N N/A ??

21. Are **belts**, lacings, and fasteners inspected and maintained in good repair?
[29 CFR 1910.219(p)(6)(ii)]

Y N N/A ??

Gears, Sprockets, and Chains

22. Are all gears fully guarded?
[29 CFR 1910.219(f)(1)]

Y N N/A ??

23. Are all sprocket wheels and chains that are less than 7 feet above the floor or platform fully guarded?
[29 CFR 1910.219(f)(3)]

Y N N/A ??

24. Are openings with hinged or sliding self-closing

covers provided when frequent oiling must be done on gears, sprockets, and chains?
[29 CFR 1910.219(f)(4)]

Y N N/A ??

Keys, Setscrews, and Other Projections

25. Are all projecting keys, set-screws, and other projections in revolving parts guarded by metal covers or made flush?
[29 CFR 1910.219(h)(1)]

Y N N/A ??

Collars and Couplings

26. Are shaft couplings constructed so they do not present hazards from bolts, nuts, set-screws, or revolving surfaces?
[29 CFR 1910.219(i)(2)]

Y N N/A ??

Note: Bolts, nuts, and setscrews are permitted if covered with safety sleeves.

Bearings and Facilities for Oiling

27. Are all drip cups and pans securely fastened?
[29 CFR 1910.219(j)]

Y N N/A ??

28. Are bearings kept in alignment and properly adjusted?
[29 CFR 1910.219(p)(3)]

Y N N/A ??

Guards

29. Are all metal guards free from burrs and sharp edges?
[29 CFR 1910.219(m)(1)(ii)]

Y N N/A ??

30. Are all metal guards securely fastened to the floor or to frame of the machine?
[29 CFR 1910.219(m)(1)(i)]

Y N N/A ??

31. Are all guards rigidly braced every 3 feet or fractional part of their height to a fixed part of machinery or building structure?
[29 CFR 1910.219(o)(1)(i)(a)]

Y N N/A ??

Definitions:

Belts: include all power transmission belts, such as flat belts, round belts, V-belts, etc., unless otherwise specified.

Flywheels: include flywheels, balance wheels, and flywheel pulleys mounted and revolving on crankshaft of engine or other shafting.

Prime movers: include steam, gas, oil, and air engines; motors, steam, and hydraulic turbines; and other equipment used as a source of power.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Medical Services and First Aid Self-Inspection Checklist

Guidelines: This checklist covers the regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard subpart K: 29 CFR 1910.151. These regulations apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Reference is also made to the OSHA standard 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens, since employees responding to medical emergencies must use universal precautions.

Medical services and first aid at construction sites covered by the OSHA construction standard 29 CFR 1926.50 are not addressed as part of this checklist. See the checklist for [General Safety and Health Provisions for Construction](#).

Please Circle

- | | |
|--|------------|
| 1. Are medical personnel readily available for advice and consultation on work related health issues?
[29 CFR 1910.151(a)] | Y N N/A ?? |
| 2. If a hospital, clinic or infirmary is not proximate to areas where employees are located, is at least one person available who is adequately trained to render first aid?
[29 CFR 1910.151(b)] | Y N N/A ?? |
| 3. Are adequate first aid supplies readily available?
[29 CFR 1910.151(b)] | Y N N/A ?? |
| 4. Are suitable facilities for quick drenching or flushing of the eyes and body available in work areas where the eyes or body may be exposed to corrosive materials?
[29 CFR 1910.151(c)] | Y N N/A ?? |
| 5. Do all employees handling blood and body fluids in an emergency follow universal precautions? | Y N N/A ?? |

[29 CFR 1910.1030]

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Mobile Ladder Stands Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.29. It applies to **mobile ladder stands** that may be used in labs and shops to reach lights or other overhead storage areas. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist.

Please Circle

- | | |
|--|------------|
| 1. Are all exposed surfaces of mobile ladder stands free from sharp edges, burrs, or other safety hazards? [29 CFR 1910.29(a)(2)(v)] | Y N N/A ?? |
| 2. Is the maximum work level height less than or equal to four times the minimum or least base dimension of the mobile ladder stand ? [29 CFR 1910.29(a)(3)(i)] | Y N N/A ?? |
| <p>Note: Suitable outrigger frames may be used to achieve the required base dimension or other means used to guy or brace the unit against tipping.</p> | |
| 3. Is the minimum step width for ladder stands 16 inches? [29 CFR 1910.29(a)(3)(ii)] | Y N N/A ?? |
| 4. Are the steps of ladder stands fabricated from slip-resistant treads ? [29 CFR 1910.29(a)(3)(iv)] | Y N N/A ?? |
| 5. Are at least two of the four casters equipped with a swivel lock to prevent movement? [29 CFR 1910.29(a)(4)(ii)] | Y N N/A ?? |
| 6. Are steps of mobile ladder stands uniformly spaced? [29 CFR 1910.29(f)(3)] | Y N N/A ?? |

7. Are steps of mobile ladder stands sloped, with a rise that is not less than 9 and not more than 10 inches, and a depth of at least 7 inches? [29 CFR 1910.29(f)(3)]

Y N N/A ??

Note: The slope of the steps section shall be a minimum of 55 degrees and a maximum of 60 degrees measured from the horizontal.

8. Are mobile ladder stands with more than five steps equipped with handrails? [29 CFR 1910.29(f)(4)(i)]

Y N N/A ??

9. Are the handrails at least 29 inches high? [29 CFR 1910.29(f)(4)(ii)]

Y N N/A ??

Note: Measurements must be taken vertically from the center of the steps.

10. Are all ladder stands with a work level 10 feet or higher above the ground or floor equipped with a standard (4-inch nominal) toeboard? [29 CFR 1910.29(a)(3)(vi)]

Y N N/A ??

Definitions:

Mobile ladder stand: a manually propelled mobile fixed-size self-supporting ladder consisting of a wide flat tread ladder in the form of stairs. The assembly may include handrails.

Rise: the vertical distance from the top of a tread to the top of the next higher tread.

Tread: the horizontal member of a step.

Comments/Corrective action:

N

Information

Name of Location:

Date of inspection:

Career-Technical program/course/room:

Signature of inspector:

Noise (occupational) Self-Inspection Checklist

Guidelines: This checklist is based on regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.95. **For noise exposure at construction sites, please use the checklist entitled [Noise, Radiation, and Other Exposures for Construction](#).** These regulations are not designed to cover nuisance noise exposure (e.g. ambient noise, road traffic, etc.). They are designed to protect against hearing loss and apply to situations in which noise levels equal or exceed 85 **dBA** as an **8-hour time-weighted-average**. The OSHA **permissible exposure limit (PEL)** for noise is 90 dBA. The National Institute for Occupational Safety and Health (NIOSH), however, recommends a different, more protective standard to prevent hearing loss. Please contact NIOSH (1-800-35-NIOSH) for information on their recommendations. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.



Questions marked with this symbol may require the help of an outside expert.

Noise-generating operations, processes, and equipment to which people are exposed may cause hearing loss depending on the intensity and duration of exposure. Noisy machinery does not automatically mean a problem exists. As a general rule, if normal conversation is difficult between two people standing at arms length, further investigation is warranted. If noise problems are suspected, a formal evaluation by a qualified person, such as an industrial hygienist, is recommended to determine compliance. The questions below provide general guidance in evaluating your lab, shop or classroom.

Please Circle



Have all operations or equipment believed to exceed an 8 hour time-weighted average of 85 **dBA** been measured to determine their noise levels? [29 CFR 1910.95(d)(1)]

Y N N/A ??



2. If noise levels from operations or equipment equal or exceed 85 **dBA**, has personal noise dosimetry been performed on exposed persons to determine

Y N N/A ??

their **8-hour time-weighted-averages**?

[29 CFR 1910.95(d)(1)(ii)]



3. Does the school administer a continuing, effective hearing conservation program when noise exposures equal or exceed 85 **dB**A as an **8-hour time-weighted-average**? **Y N N/A ??**
[29 CFR 1910.95(c)]

4. Are hearing protectors available at no cost to all persons exposed to noise levels at or above 85 **dB**A as an **8-hour time-weighted-average**? **Y N N/A ??**
[29 CFR 1910.95(i)(1)]



5. Have feasible engineering or administrative controls been used to reduce operation or equipment noise levels to below 90 **dB**A as an **8-hour time-weighted-average**? **Y N N/A ??**
[29 CFR 1910.95(b)(1)]

6. Are noise measurements repeated when a change in operations or equipment may increase noise exposure? **Y N N/A ??**
[29 CFR 1910.95(d)(3)]

7. Are employees permitted to observe noise measurements? **Y N N/A ??**
[29 CFR 1910.95(f)]

8. Are employees notified of noise monitoring results when exposures equal or exceed 85 **dB**A as an **8-hour time-weighted-average**? **Y N N/A ??**
[29 CFR 1910.95(e)]



9. Are hearing protectors evaluated to verify that they effectively reduce noise to levels below 85 **dB**A as an **8-hour time-weighted-average**? **Y N N/A ??**
[29 CFR 1910.95(j)(1)]

10. Are noise measurement records maintained for at least two years? **Y N N/A ??**
[29 CFR 1910.95(m)(3)(i)]

11. Are employees' hearing test records maintained for the duration of matriculation or employment? **Y N N/A ??**
[29 CFR 1910.95(m)(i)]

12. Is a copy of the OSHA noise standard available to employees or students, with a copy posted in the classroom or work area? **Y N N/A ??**

[29 CFR 1910.95(l)(1)]



13. If noise measurements indicate an **8-hour time-weighted-average** of 85 **dba** or greater, is a training program given that covers the effects of noise on hearing; the purpose of hearing protection and how to use it; and the purpose of audiometric testing?
[29 CFR 1910.95(k)(3)(i),(ii),and (iii)]
- Y N N/A ??



14. If noise measurements indicate an **8-hour time-weighted-average** of 85 **dba** or greater, are baseline and annual audiometric tests given at no cost to employees or students using properly calibrated testing equipment?
[29 CFR 1910.95 (g)(1),(2),(3),(4),and(h)]
- Y N N/A ??

15. Are audiometric tests preceded by at least 14 hours without career-technical or occupational noise exposure?
[29 CFR 1910.95(g)(5)(iii)]
- Y N N/A ??



16. Are audiometric tests conducted by a licensed or certified audiologist; otolaryngologist, or other physician; or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation or who has demonstrated competence in administering audiometric tests?
[29 CFR 1910.95(g)(3)]
- Y N N/A ??

17. If audiometric tests show hearing loss due to noise exposure at work, are procedures in place for appropriate referrals, mandatory use of hearing protection, and training?
[29 CFR 1910.95(g)(8)(ii)(a)(b),and(c)]
- Y N N/A ??



18. Do all students or employees exposed to 85 **dba** or above as an **8-hour time-weighted-average** receive hearing conservation training when they begin work and annually thereafter?
[29 CFR 1910.95(k)(1)and(2)]
- Y N N/A ??

Definitions:

8-hour time-weighted average: an average exposure weighted to account for time and changing noise levels throughout an 8-hour day.

Administrative controls: reducing the period of personal noise exposure by job rotation or adding periods of quiet to the work day or work process such that the 8-hour time-weighted-average noise level does not exceed permissible limits.

dB(A): noise levels in decibels measured with a sound level meter set to the A scale. The A scale simulates how humans hear noise levels at different frequencies.

Permissible exposure limit (PEL): an employee's exposure limit to an airborne concentration of a substance which OSHA/USDOL publishes and enforces. It is expressed as an 8-hr time-weighted average (TWA). PELs are protective limits that shall not be exceeded.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Noise, Radiation, and Other Exposures for Construction Self-Inspection Checklist

Guidelines: This checklist covers selected construction regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1926. It applies to temporary worksites associated with construction, alteration, demolition, and repair including painting and decorating. Fixed facilities, such as career-technical educational classrooms, are not covered by the construction regulations. This checklist covers exposure to noise, ionizing radiation, nonionizing radiation (lasers and microwaves), gases, vapors, fumes, dusts and mists. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.



Questions marked with this symbol may require the help of an outside expert.

Compliance with the regulations dealing with exposures cannot be completely determined by using a checklist. Many factors are involved in making judgements about exposures including the amount and duration of exposure, sensitive populations, engineering controls such as ventilation, adequacy and use of personal protective equipment, and operating conditions. The following checklist is meant to provide guidance in identifying potential problems. If problems are identified, outside expert professional assistance is recommended.

Please Circle

Gases, Vapors, Fumes, Dusts, and Mists



1. If employees or students may be exposed to excessive amounts of breathing gases, vapors, fumes, dusts, and mists, has the exposure been evaluated by a competent person to determine whether the exposure is harmful? [29 CFR 1926.55(a)]

Y N N/A ??

2. If situations of excessive exposure exist, are administrative and engineering controls implemented (if practical) to eliminate or reduce the exposure so that students and employees no longer have to wear **respirator** protection?
[29 CFR 1926.55(b)]

Y N N/A ??

3. If such controls are not feasible to achieve full compliance, do students use **respirators** on an interim basis?
[29 CFR 1926.55(b)]

Y N N/A ??

Note: See the [Respiratory Protection](#) checklist for additional information on implementing a respiratory protection program.



4. If any **respirators** are being used voluntarily, has the respiratory protection program been implemented as required by 29 CFR 1910.134?

Y N N/A ??

Note: See the [Respiratory Protection](#) checklist for additional information on implementing a respiratory protection program.

Noise



5. Have noise levels been evaluated by a competent person to determine whether noise levels exceed 90 **dBA** as an 8-hour time-weighted-average or 140 **dB** as a peak value?
[29 CFR 1926.52(a)]

Y N N/A ??

Note: The National Institute for Occupational Safety and Health (NIOSH) recommends a different, more protective standard to prevent hearing loss. Please contact NIOSH for information on their recommendations (1-800-35-NIOSH).



6. If employees or students are exposed to noise levels above 90 **dBA** as an 8-hour time-weighted-average, are feasible administrative or engineering controls used to reduce the noise level to below 90 **dBA**?
[29 CFR 1926.52(b)]

Y N N/A ??

7. If employees or students are exposed to noise levels above 90 **dBA** as an 8-hour time-weighted-average, are they required to wear hearing protection?
[29 CFR 1926.52(b) and 1926.101(a)]

Y N N/A ??



8. If students or employees are exposed to noise levels above 90 **dBA** as an 8-hour time-weighted-average, is a continuing, effective hearing

Y N N/A ??

conservation program being administered?
[29 CFR 1926.52(d)(1)]

9. If hearing protection is used, is the type of hearing protection fitted or determined by a competent person? **Y N N/A ??**
[29 CFR 1926.101(b)]

10. Is the use of plain cotton as hearing protection prohibited? **Y N N/A ??**
[29 CFR 1926.101(c)]

Ionizing Radiation



11. If ionizing radiation sources are used (such as radioactive materials or X-rays), are precautions taken to protect against radiation exposure? **Y N N/A ??**
[29 CFR 1926.53(a)]



12. Are activities involving ionizing radiation sources (such as radioactive materials or X-rays) only performed by competent persons specially trained in the proper and safe operation of such equipment? **Y N N/A ??**
[29 CFR 1926.53(b)]

Nonionizing Radiation--Lasers

13. Do only qualified and trained persons install, adjust, and operate laser equipment? **Y N N/A ??**
[29 CFR 1926.54(a)]

14. If lasers are used, do operators have proof of qualification available at all times? **Y N N/A ??**
[29 CFR 1926.54(b)]

15. If lasers are used that have a potential to give reflected light greater than 0.005 watts (5 milliwatts), are antilaser eye- protection devices used? **Y N N/A ??**
[29 CFR 1926.54(c)]

16. Do laser safety glass or goggles provide sufficient protection for the wavelength of the laser, and is the optical density adequate for the energy involved? **Y N N/A ??**
[29 CFR 1926.102(b)(2)(i)]

17. Are all laser goggles labeled with the laser wavelengths for which use is intended, the optical density of those wavelengths, and the visible light transmission? **Y N N/A ??**

[29 CFR 1926.102(b)(2)(ii)(a),(b),and(c)]

18. If lasers are used, are areas posted with a standard laser warning placard?
[29 CFR 1926.54(d)] **Y N N/A ??**
19. Are beam shutters or caps used for lasers, or is the laser turned off when laser transmission is not required?
[29 CFR 1926.54(e)] **Y N N/A ??**
20. Are lasers turned off when left unattended?
[29 CFR 1926.54(e)] **Y N N/A ??**
21. Are only mechanical or electronic means used as a detector for guiding the internal alignment of the laser (not your eyes)?
[29 CFR 1926.54(f)] **Y N N/A ??**
22. Are lasers prohibited from being directed at students and teachers?
[29 CFR 1926.54(g)] **Y N N/A ??**
23. Are lasers prohibited from being used during conditions of rain, snow, dust, or fog?
[29 CFR 1926.54(h)] **Y N N/A ??**
24. Are lasers labeled with the maximum output?
[29 CFR 1926.54(i)] **Y N N/A ??**
25. Where practical, are laser set up above the heads of students and teachers?
[29 CFR 1926.54(k)] **Y N N/A ??**

Nonionizing Radiation--Microwaves



26. If students and teachers have exposure to microwaves, has the exposure been evaluated by a competent person to determine whether the exposure is harmful?
[29 CFR 1926.54(l)] **Y N N/A ??**

Definitions:

dB: noise levels in decibels.

dBA: noise levels in decibels with a weighting factor imposed to simulate how humans hear noise levels at different frequencies.

Respirator: a device designed to protect the wearer from inhaling harmful atmospheres. Types of **respirators** include self-contained breathing apparatus (SCBA), air-line **respirators** and air-purifying **respirators**.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Nonionizing Radiation Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.97. It applies to exposures to electromagnetic energy of frequencies from 10 megahertz (MHz) to 100 gigahertz (GHz). This includes radio frequency (RF) and microwave radiation. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation. Definitions of terms in bold type are provided at the end of the checklist.



Questions marked with this symbol may require the help of an outside expert.

Nonionizing radiation is a complex technical subject and may be beyond the ability of untrained personnel to evaluate properly. If you suspect or know that nonionizing radiation sources exist, first obtain competent assistance in measuring field strengths, and then complete the following checklist. This checklist does not cover regulations dealing with **nonionizing radiation** at construction sites. **Please use the [Noise, Radiation, and Other Exposures for Construction checklist](#).**

**Please
Circle**



1. Have all possible sources of **nonionizing radiation** in or near the classroom or work environment been identified? (e.g., RF heat sealers, microwave ovens, radio station transmitting towers, FM radio stations, RF dielectric heaters; communications equipment, and antennas)
[recommended]

**Y N
N/A ??**



2. Have the sources of **nonionizing radiation** been evaluated by a qualified person (such as an industrial hygienist or health physicist)?
[recommended]

**Y N
N/A ??**



3. Is the radiation protection guide 10 milliwatts per square centimeter power density and 1 milliwatt hour per square centimeter energy density as averaged over any 0.1 hour period?
[29 CFR 1910.97(a)(2)(i)]

Y N
N/A ??

4. Have warning signs been posted in and around equipment that emits **nonionizing radiation**?
[29 CFR 1910.145(c)(3)]

Y N
N/A ??



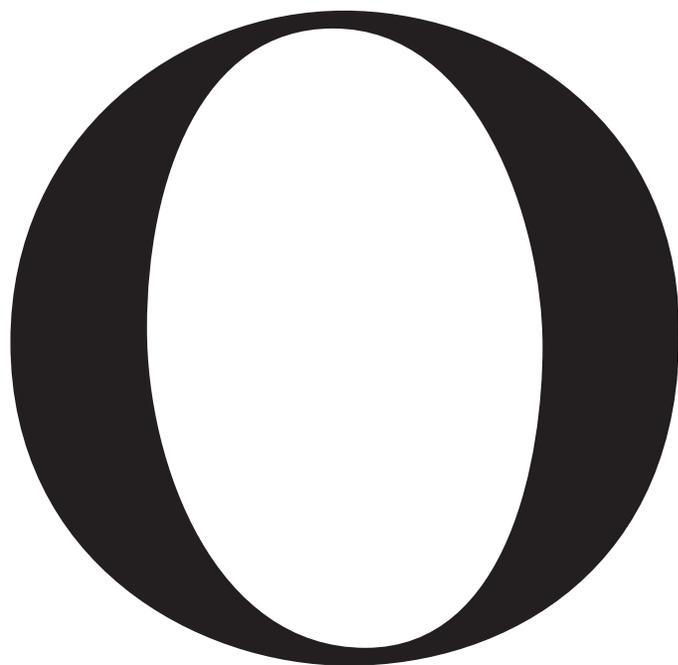
5. Have persons with medical conditions that may be affected by **nonionizing radiation** (such as those with pacemakers or metallic implants) been identified and evaluated? Have their anticipated exposures been evaluated?
[recommended]

Y N
N/A ??

Definitions:

Nonionizing radiation: electromagnetic radiation that does not cause ionization in biological systems. Examples of ionizing radiation include X-rays and gamma rays. Examples of nonionizing radiation include ultraviolet, visible, microwave, infrared, and radiofrequency radiation.

Comments/Corrective action:



Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Occupational Injury and Illness Reporting Self Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1904. These regulations apply only to private employers and their employees, unless adopted by a state agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist to help you understand some of the questions.

**Please
Circle**

1. Does the school (employer) maintain a log and summary of **recordable occupational injuries and illnesses** (OSHA Form No. 300 or equivalent) that reflects separately the illness and injury experience of each **establishment**? (in most cases this would mean your school building, see definition) [29 CFR 1904.2(a)]

**Y N
N/A ??**

Note: The OSHA No. 300 is a log and summary form available from OSHA for recording occupational injuries and illnesses. OSHA accepts equivalent forms as long as the forms include all the required information and are readable and comprehensible.

2. Are all recordable injuries or illnesses reported on the log and summary within 6 working days after the employer finds out about the case, **or** are the requirements for alternative site recording met, as described Question 3? [29 CFR 1904.2(a)]

**Y N
N/A ??**

3. If the employer keeps the log and summary at an alternative site or in a computer, is a hard copy of the information available at the **establishment** that is current to within 45 days and which can, at anytime, be updated to within 6 days after a reportable case has occurred? [29 CFR 1904.2(b)]

**Y N
N/A ??**

4. Is a supplementary record on OSHA Form No. 301 or

equivalent available for each recordable occupational injury or illness? [29 CFR 1904.4]

Y N
N/A ??

Note: The OSHA Form No. 301 is a form available from OSHA for recording supplementary information about an occupational injury or illness. Workmen's compensation, insurance, or other reports are acceptable alternative records if they contain the information required by OSHA Form No. 301.

5. Is the summary of the previous calendar year showing the totals from the OSHA Form No. 300 completed by February 1 and posted from February 1 to March 1? [29 CFR 1904.5]

Y N
N/A ??

6. Does the posted summary include totals from the OSHA Form No. 300, calendar year covered, **establishment** name and address, signature of certifier (employer representative), title, and date? [29 CFR 1904.5]

Y N
N/A ??

7. Is the summary posted in places where information for employees is normally posted (such as employee or union bulletin boards)? [29 CFR 1904.5]

Y N
N/A ??

8. Do employees who do not regularly report to their **establishment** receive a copy of the summary with their paycheck or in the mail? [29 CFR 1904.5]

Y N
N/A ??

9. Are all of the injury and illness records described above kept for 5 years? [29 CFR 1904.6]

Y N
N/A ??

10. Are employees, former employees, and their representatives granted access to the summary and the log (OSHA Form No. 300) for examination and copying? [29 CFR 1904.7]

Y N
N/A ??

11. Is every fatality or the in-patient hospitalization of three or more employees resulting from a work-related incident reported within 8 hours to the nearest OSHA Area Office **in person or** by using the OSHA toll-free central telephone number? [29 CFR 1904.8]

Y N
N/A ??

12. Are work-related needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or potentially infected material recorded in the OSHA 300 log? [29 CFR 1904.8]

Y N
N/A ??

13. Does your establishment complete OSHA's annual survey form, if requested? [29 CFR 1904.17]

Y N
N/A ??

Definitions:

Establishment: If an employer has more than one establishment, a separate set of records must be maintained for **each** one. The recordkeeping regulations define an establishment as a single physical or administrative location where governmental business is conducted or where services or other activities are performed (for example: a garage, prison, central administrative office, warehouse, fire station, police precinct, school, institution, etc.). If distinctly separate activities are performed at a single physical location, each activity must be considered as a separate establishment and a separate OSHA No. 200 must be prepared for each such establishment.

Recordable occupational injuries or illnesses are any occupational injuries or illnesses that result in:

1. Fatalities, regardless of the time between the injury and death, or the length of the illness; or
2. Lost workday cases, other than fatalities, that result in lost workdays; or
3. Nonfatal cases without lost workdays that
 - a. result in transfer to another job or termination of employment,
 - b. require medical treatment (other than first aid), or
 - c. involve loss of consciousness or restriction of work or motion. This category also includes any diagnosed occupational illnesses that are reported to the employer but are not classified as fatalities or lost workday cases.

Comments/Corrective action:

P

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Personal Protective Equipment (PPE) Self Inspection Checklist

Guidelines: This checklist covers the use of personal protective equipment, including, but is not limited to, safety glasses, goggles, hard hats, gloves, safety shoes, and heat or electrically resistant clothing. Electrical protective equipment, respiratory protection, hearing protection, PPE for construction site lasers, and equipment like safety belts, lifelines, lanyards, and safety nets, are addressed in separate checklists.

It is important to note that engineering controls should be the primary method of establishing a safe workplace. Personal protective equipment should only be used where engineering controls are not feasible.

Please Circle

General Requirements

1. Has a hazard assessment been conducted in the workplace to identify possible hazards that would require the use of PPE?
[29 CFR 1910.132(d)(1)]
- Y N N/A ??**

Note: The OSHA standard has a non-mandatory Appendix B which contains example procedures for conducting a hazard assessment.

2. Is there a written certification of hazard assessment which identifies the workplace evaluated, the person certifying that the evaluation has been performed, and the date(s) of the hazard assessment?
[29 CFR 1910.132(d)(2)]
- Y N N/A ??**

3. Based on the hazards identified, has PPE been selected for all appropriate individuals?
[29 CFR 1910.132(d)(1)(i)]
- Y N N/A ??**

4. Have individuals involved been informed of the

- PPE selection decisions?
[29 CFR 1910.132(d)(1)(ii)] Y N N/A ??
5. If PPE is necessary to prevent injury or impairment by exposure to chemical hazards, radiological hazards, or mechanical irritants through absorption, inhalation or physical contact, is it provided?
[29 CFR 1910.132(a) and 1926.95(a)] Y N N/A ??
6. Has the selected PPE been fitted to appropriate individuals?
[29 CFR 1910.132(d)(1)(iii)] Y N N/A ??
7. Is PPE maintained in a sanitary and reliable condition?
[29 CFR 1910.132(a) and 1926.95(a) and (b)] Y N N/A ??
8. Do appropriate individuals use the PPE selected?
[29 CFR 1910.132(d)(1)(i)] Y N N/A ??
9. Is defective or damaged PPE removed from service immediately? (shall not be used)
[29 CFR 1910.132(e)] Y N N/A ??

Training

10. Has each individual who is required to use PPE been provided with training?
[29 CFR 1910.132(f)(1)] Y N N/A ??
11. Has training on PPE included all of the following elements: when PPE is necessary; what PPE is necessary; how to properly don, doff, adjust, and wear PPE; the limitations of the PPE; and the proper care, maintenance, useful life and disposal of the PPE.
[29 CFR 1910.132(f)(1)(i)-(iv)] Y N N/A ??
12. Have the trained individuals demonstrated an understanding of the training and the ability to use PPE properly before being allowed to perform work requiring the use of PPE?
[29 CFR 1910.132(f)(2)] Y N N/A ??
13. Are individuals retrained when there is reason to believe that they do not have the understanding or skill to use PPE properly?
[29 CFR 1910.132(f)(3)] Y N N/A ??

14. Is retraining conducted whenever changes in the workplace or changes in types of PPE make previous training obsolete?
[29 CFR 1910.132(f)(3)(i)-(iii)]

Y N N/A ??

15. Is there written certification for each person who has received PPE training that includes the following: a statement indicating the person understood the training; the name of the person trained; the date(s) of the training; and the subject of the certification?
[29 CFR 1910.132(f)(4)]

Y N N/A ??

Head, Foot, and Hand Protection

16. Are protective helmets used wherever there is the possible danger of head injury from impact, or from falling or flying objects, or from electrical shock and burns?
[29 CFR 1910.132(a), 1910.135(a), 1926.95(a), and 1926.100(a)]

Y N N/A ??

17. Do protective helmets that are used in the workplace that were purchased prior to July 5, 1994 meet the American National Standard Safety Requirements for Industrial Head Protection, ANSI Z89.1-1969?
[29 CFR 1910.135(b)(2) and 1926.100(b)]

Y N N/A ??

18. Do protective helmets that are used in the workplace that were purchased after July 5, 1994 meet the American National Standard for Personnel Protection--Protective Headwear for Industrial Workers--Requirements, ANSI Z89.1-1986?
[29 CFR 1910.135(b)(1)]

Y N N/A ??

19. Is protective footwear used wherever there is the danger of foot injuries due to falling or rolling objects, or objects piercing the sole, and where feet are exposed to electrical hazards?
[29 CFR 1910.136(a)]

Y N N/A ??

20. Does protective footwear that is used in the workplace that was purchased prior to July 5, 1994 meet the requirements of the American National Standard for Men's Safety-Toe Footwear, ANSI Z41.1-1967?
[29 CFR 1910.136(b)(2)]

Y N N/A ??

21. Does protective footwear that is used in the workplace that was purchased after July 5, 1994 meet the requirements of the American National Standard for Personal Protection--Protective

Y N N/A ??

Footwear, ANSI Z41-1991?
[29 CFR 1910.136(b)(1)]

22. Are appropriate protective gloves used wherever there is the danger to hands of exposure to hazards such as those from skin absorption of harmful substances, severe cuts or lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes?
[29 CFR 1910.138(a)]
- Y N N/A ??

Eye and Face Protection

23. Are individuals issued and required to wear appropriate eye protective devices while participating or observing activities which present a potential eye safety hazard?
[29 CFR 1910.133(a) and 1926.102(a)]
- Y N N/A ??

Note: Eye potential hazards include: caustic or explosive chemicals or materials, hot liquids or solids, molten materials, welding operations of any type, repairing or servicing of vehicles, heat treatment or tempering of metals, the shaping of solid materials and laser device operation and experimentation.

24. Do all protective eye and face devices purchased after July 5, 1994 comply with Z87.1-1989?
[29 CFR 1910.133(b) and 1926.102(a)(2)]
- Y N N/A ??

Note: Regular prescription eye glasses do not meet this requirement. Goggles or other protective glasses meeting the American National Standard must be worn over-top prescription eye glasses.

Posting Requirements

25. Are all lab or shop entrances, areas and equipment requiring the use of PPE devices posted with a sign indicating this requirement?
[29 CFR 1910.145(c)(3)]
- Y N N/A ??

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Personnel Protection for Electrical Work Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.335. It applies to persons who are at risk of electrical shock. This checklist does not apply to **qualified persons** working on generation, transmission, and distribution installations; communications installations; installations in vehicles; and railway installations. Definitions of terms in bold type are provided at the end of the checklist. See also the checklist for personal protective equipment. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a nonregulatory recommendation.

Please Circle

- | | |
|--|--------------------------|
| <p>1. Are students and employees who work in areas where electrical hazards exist provided with and required to use protective equipment that is appropriate for the body parts to be protected and the work to be performed?
[29 CFR 1910.335(a)(1)(i)]</p> | <p>Y N N/A ??</p> |
| <p>2. Is the protective equipment maintained in good working condition and periodically inspected or tested?
[29 CFR 1910.335(a)(1)(ii)]</p> | <p>Y N N/A ??</p> |
| <p>3. Is the insulation of protective equipment protected if it is subject to damage during use? (For example, an outer covering of leather may be used to protect rubber insulating material.)
[29 CFR 1910.335(a)(1)(iii)]</p> | <p>Y N N/A ??</p> |
| <p>4. Are employees and students required to wear nonconductive head protection if head injury might occur from electric shock or burns when exposed energized parts are contacted?</p> | <p>Y N N/A ??</p> |

[29 CFR 1910.335(a)(1)(iv)]

5. Are employees and students required to wear protective equipment for the eyes and face if injury might occur when electrical explosion causes electric arcs or flashes or flying objects?
[29 CFR 1910.335(a)(1)(v)]
- Y N N/A ??

6. Are employees and students required to use insulated tools or handling equipment if the tool or equipment might contact exposed energized conductors or circuit parts?
[29 CFR 1910.335(a)(2)(i)]
- Y N N/A ??

Note: If the insulation of tools or handling equipment is subject to damage, the insulating material shall be protected.

7. Is fuse-handling equipment that is insulated from the circuit voltage required to remove or install fuses when the fuse terminals are energized?
[29 CFR 1910.335(a)(2)(i)(A)]
- Y N N/A ??

8. Are nonconductive ropes and handlines used near exposed energized parts?
[29 CFR 1910.335(a)(2)(i)(B)]
- Y N N/A ??

9. Are protective shields, protective barriers, or insulating material used to protect employees and students from shock, burns, or other injuries while they work near exposed energized parts or where dangerous electric heating or arcing might occur?
[29 CFR 1910.335(a)(2)(ii)]
- Y N N/A ??

10. Are the following techniques used to warn employees and students about hazards (such as failure of electrical equipment) that could cause electric shock, burns, or other injury?
[29 CFR 1910.335(b)]
- Y N N/A ??

1. Safety signs, safety symbols, or tags.
[29 CFR 1910.335(b)(1)]
2. Barricades shall be used with safety signs to prevent or limit access to work areas where people may be exposed to uninsulated energized conductors or circuit parts. Conductive barricades may not be used where they might cause an electrical contact hazard.
[29 CFR 1910.335(b)(2)]
3. If signs and barricades do not provide sufficient warning and protection from electrical hazards,

an attendant shall be stationed to warn and protect employees and students.
[29 CFR 1910.335(b)(3)]

Definitions:

Qualified person: one who is familiar with the construction and operation of the equipment and the hazards involved. A person is likely to be considered "qualified" with regard to certain equipment in the workplace, but "unqualified" as to other equipment. A person who is undergoing on-the-job training and who, in the course of such training, has demonstrated an ability to perform duties safely at his or her level of training and who is under the direct supervision of a qualified person is considered to be a qualified person for those duties.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Pesticides Self-Inspection Checklist

Guidelines: Pesticide manufacturing, packaging, distribution and application are regulated by the Environmental Protection Agency (EPA) under subchapter E, 40 CFR Parts 150 to 189. States develop their own pesticide regulations and enforcement programs in accordance with EPA regulations.

The following checklist is based on New Jersey State regulations and may be used as a general guidance for assessing pesticide applications in schools. Consult your State pesticide enforcement agency to determine what regulations are applicable in your State.

Definitions of terms in bold type are provided at the end of the checklist. Some questions have no code reference. These questions are provided as recommended good practice.

Please Circle

Restricted-use Pesticides

1. Are **restricted-use pesticides** applied only by a certified applicator or someone under the direct supervision of a certified applicator? Y N N/A ??

Note: Some pesticides that pose special risks to the environment or the public health are classified as restricted-use by the Environmental Protection Agency or your State. A certified applicator has passed written exams demonstrating his or her knowledge about pesticide use and has met other licensing requirements.

2. Is a separate storage area available for **restricted-use pesticides**? Is it locked when unattended, and the windows tight, barred, or boarded over? Y N N/A ??

3. Is the storage area properly ventilated to prevent buildup of noxious fumes? Y N N/A ??

4. Are herbicides stored separately from other pesticides? Y N N/A ??

All Pesticides

5. Is a separate space available to store pesticides? Y N N/A ??

6. Is the pesticide storage area restricted to a first-story room or area that has direct access to the outside? Y N N/A ??

7. Are all pesticides kept in this storage area rather than in a garage, basement, refrigerator, or other areas accessible to unauthorized persons? Y N N/A ??

8. Are signs posted on the storage area indicating that pesticides are stored inside? Y N N/A ??

9. Do all pesticide containers used for storage have a complete, readable registered label? Y N N/A ??

10. Do all pesticide service containers have a copy of the registered label or a readable label with the following information: (a) brand or trade name, (b) EPA registration number, (c) name and percentage of active ingredient(s) in the service container, and (d) an appropriate sign, that is, **Danger-poison, Warning, or Caution**? Y N N/A ??

11. Do you keep a list, separate from the storage area, of all pesticides stored? Y N N/A ??

12. Is a material safety data sheet available for each pesticide at each storage location? Y N N/A ??

13. Does the fire department have a copy of this list? Y N N/A ??

14. Do you check periodically for leaking containers? Y N N/A ??

15. Are damaged or leaking containers immediately separated and disposed of in accordance with state regulations? Y N N/A ??

16. Are pesticides stored in the original container rather than in milk jugs, soda bottles, or other containers commonly used for food or drink? Y N N/A ??

17. Do you carefully read the label before mixing and

applying the pesticide? **Y N N/A ??**

Note: No person shall use or apply a pesticide in a manner inconsistent with its Federal or State registered label or labeling.

18. Do you make note of the safety precautions and antidotes before mixing and applying the pesticide? **Y N N/A ??**

19. Do you read the label to see what protective clothing you should wear? **Y N N/A ??**

Note: All persons using pesticides must be provided appropriate safety equipment in good working order.

20. Do you know how to use the protective equipment recommended on the label? **Y N N/A ??**

Note: All persons using pesticides must be provided training in the proper operation of safety equipment.

21. Do you clean and maintain your protective equipment regularly and often? **Y N N/A ??**

22. Do you check your protective equipment for wear and tear before each use? **Y N N/A ??**

23. Do you know what to do if you spill a pesticide on yourself while mixing? **Y N N/A ??**

24. Do you wear adequate footgear with your pant cuffs on the outside so pesticides won't run into your footgear? **Y N N/A ??**

25. Do you have sawdust, vermiculite, kitty litter, or other absorbent material on hand to soak up spills? **Y N N/A ??**

26. Do you have a list of emergency numbers to call in case of spill? **Y N N/A ??**

27. Is your application equipment well maintained and calibrated so it doesn't leak or dispense the improper amount of pesticide? **Y N N/A ??**

28. Do you avoid draining leftover spray mix on the ground? **Y N N/A ??**

Note: No person shall clean or rinse containers or application equipment that holds or has held a pesticide

in a manner that causes harm, injury, or damage to persons, property, or the environment, or a significant risk of harm, injury, or damage.

29. Do you rinse each empty liquid container at least three times and return the rinsate into the tank? **Y N N/A ??**
30. Do you keep used containers in the storage area until disposed of? **Y N N/A ??**
31. Do you collect every container, for disposal or storage, before leaving an application site? **Y N N/A ??**
32. Do you dispose of all pesticide containers and unused pesticides in accordance with State regulations? (see [Hazardous Waste](#) checklist) **Y N N/A ??**
33. Do you puncture, break, or crush containers before disposal so they cannot be reused? **Y N N/A ??**
34. Do you keep your spray equipment clean so that those touching it will not be contaminated? **Y N N/A ??**
35. Do you always release pressure on your equipment so spray guns won't be accidentally triggered? **Y N N/A ??**
36. Do you check the wind direction and speed and the area downwind before applying pesticides? **Y N N/A ??**
- Note:** No person shall apply a pesticide to a target site in such a manner or under such conditions that drift or other movement of the pesticide, which is avoidable through reasonable precautions, infringes on a nontarget site.
37. Do you consider substituting a less toxic chemical if you are spraying near a sensitive area? **Y N N/A ??**
38. Do you check for the possibility of showers and damaging runoff before applying pesticides? **Y N N/A ??**
- Note:** No person shall apply pesticides in a manner that causes harm, injury, or damage to persons, property, or the environment, or a significant risk of harm, injury, or damage.
39. Do you plan your pesticide application so it will have little or no effect on bees, birds, fish, or other wildlife? **Y N N/A ??**

Definitions:

Restricted-use pesticide: any pesticide or pesticide use so classified under the provisions of your State code, or so classified by the Administrator of the United States Environmental Protection Agency.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Portable Fire Extinguishers Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under 29 CFR 1910.157. It applies to the placement, use, maintenance, and testing of portable fire extinguishers. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist.

This checklist does not address detailed regulations covering the methods used for hydrostatic testing of fire extinguishers. Please consult 29 CFR 1910.157 for additional information.

Please Circle

General Requirements

- | | |
|---|------------|
| 1. Are all portable fire extinguishers approved? [29 CFR 1910.157(c)(2)] | Y N N/A ?? |
| 2. Are portable fire extinguishers using carbon tetrachloride or chlorobromomethane prohibited? [29 CFR 1910.157(c)(3)] | Y N N/A ?? |
| 3. Have all the following portable fire extinguishers been removed from service? [29 CFR 1910.157(c)(5)] | Y N N/A ?? |
| <ul style="list-style-type: none"> • Soldered or riveted shell self-generating soda acid. • Self-generating foam • Gas cartridge water | |

Note: These types of fire extinguishers are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure-generating chemical reaction to expel the agent.

- | | |
|--|------------|
| 4. Are portable fire extinguishers mounted, located, and identified so that they are readily accessible? | Y N N/A ?? |
|--|------------|

[29 CFR 1910.157(c)(1)]

5. Are portable fire extinguishers fully charged, operable, and kept in their designated places at all times?
[29 CFR 1910.157(c)(4)] **Y N N/A ??**
6. If fire extinguishers are enclosed in cabinets, is access to the cabinet unobstructed and is the cabinet clearly visible?
[recommended] **Y N N/A ??**
7. If fire extinguishers are enclosed in cabinets with opaque doors, are doors unlocked, and are the cabinet contents indicated on the outside? [recommended] **Y N N/A ??**
8. When fire extinguishers are enclosed in locked cabinets and doors are equipped with approved visual identification clear glass panels, are glass panes easily broken? Is the door capable of being opened when the glass panel is broken? Is the unlocking handle painted red? Is the direction the handle must be pushed or pulled to open the door indicated? Is the door labeled **Fire equipment: in case of fire, break glass and operate red handle**? [recommended] **Y N N/A ??**
9. When fire extinguishers are enclosed in locked cabinets and doors are completely glass, are doors labeled **In case of fire, break glass**? [recommended] **Y N N/A ??**
10. Are extinguishers installed on the hangers or on the supplied brackets, mounted in cabinets, or set on shelves unless the extinguishers are of the wheeled type? [recommended] **Y N N/A ??**
11. Are extinguishers installed where they are subject to physical damage protected from impact? [recommended] **Y N N/A ??**

Training and Education

12. When employees are expected to use fire extinguishers, have they been trained in the general principles of fire extinguisher use and the hazards involved with **incipient stage fire** fighting? [29 CFR 1910.157(g)(1)] **Y N N/A ??**
13. Is this training given at the time of initial assignment and annually thereafter? [29 CFR 1910.157(g)(2)] **Y N N/A ??**

Selection and Distribution

14. Is at least one fire extinguisher available in each laboratory, shop, or other career-technical room, and one fire extinguisher **Y N N/A ??**

available for each 2,500 square feet of floor area?
[recommended]

15. According to the table that follows, are portable fire extinguishers selected and distributed based on the classes (see class definitions at end of checklist) of anticipated fires and on the size and degree of hazard that would affect their use? [29 CFR 1910.157(d)(1)]

Y N N/A ??

First Hazard Class	Maximum Permitted Distance to Portable Fire Extinguisher
A	75 feet ¹
B	50 feet ²
C	50-75 feet ³
D	75 feet ⁴

¹ Uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use may be used instead of Class A portable fire extinguishers.

² Depending on size of extinguisher and size of fire hazard, a maximum 30 feet travel distance may be required.

³ Use existing Class A or Class B hazards to determine the required pattern.

⁴ Required where combustible metal powders, flakes, shavings or similarly sized products are generated at least once very two weeks.

17.

Inspection, Maintenance, and Testing

16. Are portable fire extinguishers inspected monthly?
[29 CFR 1910.157(e)(2)]

Y N N/A ??

17. Are portable fire extinguishers subjected to an annual maintenance check? [29 CFR 1910.157(e)(3)]

Y N N/A ??

18. Does each extinguisher have a tag or label securely attached that indicates the month and year the inspection, maintenance, states that recharging was performed and identifies the person performing the service? [recommended]

Y N N/A ??

19. Are records of the annual maintenance check kept and

retained for at least a year? [29 CFR 1910.157(e)(3)]

Y N N/A ??

20. When portable fire extinguishers are removed for service, are standby or spare units temporarily installed of the same type and capacity?
[29 CFR 1910.157(e)(5)]

Y N N/A ??

21. Are stored pressure dry chemical extinguishers that require a 12-year hydrostatic test emptied and subjected to applicable maintenance procedures every 6 years? [29 CFR 1910.157(e)(4)]

Y N N/A ??

Note: Dry chemical extinguishers with non-refillable disposable containers are exempt from this requirement.

Hydrostatic Testing

22. Are extinguishers hydrostatically tested at the intervals listed in the table below?
[29 CFR 1910.157(f)(2)]

Y N N/A ??

Type of Extinguishers	Test Interval (years)
Stored pressure water and/or antifreeze	5
Wetting agent	5
Aqueous film forming agent (AFFF)	5
Dry chemical with stainless steel	5
Carbon dioxide	5
Dry chemical, stored pressure, with mild steel, brazed brass or aluminum shells	12
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated with mild steel shells	12

23.

23. Is hydrostatic testing performed by trained persons with suitable testing equipment and facilities?
[29 CFR 1910.157(f)(1)]

Y N N/A ??

24. Are hydrostatic testing certification records maintained that show the date of the test, the signature of the person who performed the test, and the serial number (or other identifier) of the fire extinguisher that was tested?

Y N N/A ??

Definitions:

Class A fire: a fire involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.

Class B fire: a fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.

Class C fire: a fire involving energized electrical equipment where safety requires the use of electrically nonconductive extinguishing media.

Class D fire: a fire involving combustible metals such as aluminum, magnesium, titanium, zirconium, sodium, lithium, and potassium.

Incipient stage fire: a fire that is in the initial or beginning stage and can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Portable Hand and Power Tools Self Inspection Checklist

Guidelines: This checklist applies to **hand** and **portable power tools and equipment** including **pneumatic power tools**. **Fixed** and **portable abrasive wheels and tools**, and **fixed woodworking machinery** are covered in other checklists.

Please Circle

General Requirements

- | | |
|---|-------------------|
| <p>1. Are all portable hand or power tools maintained in a safe condition?
[29 CFR 1926.300(a)]</p> | <p>Y N N/A ??</p> |
| <p>2. If compressed air is used for cleaning purposes, is it used at pressures less than 30 psi and only with effective chip guarding and personal protective equipment?
[29 CFR 1910.242(b) and 1926.302(b)(4)]</p> | <p>Y N N/A ??</p> |
| <p>3. Are power tools equipped and used with guards whenever possible?
[29 CFR 1926.300(b)(1)]</p> | <p>Y N N/A ??</p> |
| <p>4. Are all belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating or moving parts of equipment guarded if operator is exposed to contact or if they otherwise create a hazard?
[29 CFR 1926.300(b)(2)]</p> | <p>Y N N/A ??</p> |
| <p>5. Is all necessary personal protective equipment provided whenever the use of hand and power tools could create falling, flying or splashing debris, or harmful dusts, fumes, mists, vapors, or gases.
[29 CFR 1926.300(c)]</p> | <p>Y N N/A ??</p> |

6. If tools and equipment are brought in from home, are they subject to the same safety requirements as supplied tools and equipment?
[29 CFR 1910.242(a)]

Y N N/A ??

7. Are all chain saws, percussion tools, and hand-held powered circular saws (with blades greater than 2 inches in diameter) equipped with a constant pressure switch that shuts off power when released?
[29 CFR 1910.243(a)(2)(i); and 1926.300(d)(3)]

Y N N/A ??

8. Are all hand-held powered drills; tappers; fastener drivers; horizontal, vertical and angle grinders (with wheels greater than 2 inches in diameter); disc sanders (with discs greater than 2 inches in diameter); belt sanders; reciprocating saws; saber, scroll, jig saws (with blade shanks greater than a nominal one-fourth (1/4) inch); and other similarly power tools equipped with a constant pressure switch or control?
[29 CFR 1910.243(a)(2)(ii) and 1926.300 (d)(1)-(3)]

Y N N/A ??

Note: They may be equipped with a lock-on control provided the turnoff can be accomplished by a single motion by the same finger or fingers that turns it on.

The Construction standard requires a "momentary contact on-off control" instead of a constant pressure switch or control. This means that if the switch is pressed, the tool turns on and if the switched is pressed again, the tool turns off.

9. Are all-hand held powered platen sanders, grinders (with wheels two-inch diameter or less), routers, planers, laminate trimmers, nibblers, shears, scroll saws, and jig saws (with blade shanks one-fourth (1/4) of an inch wide or less), equipped with a positive "on-off" control?
[29 CFR 1910.243(a)(2)(iii) and 1926.300(d)(1)]

Y N N/A ??

Note: A positive "on-off" control means a switch that you must push to turn the tool on and then push again to turn it off. Control switches as described in questions seven and eight may also be used.

10. On hand-held power tools, is the operating control located so as to minimize the possibility of accidental operation?
[29 CFR 1910.243(a)(2)(iv)]

Y N N/A ??

Note: This requirement does not apply to concrete vibrators, concrete breakers, powered tampers, jackhammers, rock drills, garden appliances, household and kitchen appliances, personal care appliances, medical or dental equipment, or to fixed machinery.

11. Are all portable power driven circular saws (with blade diameter greater than 2 inches) equipped with guards above and below the base plate or shoe? [29 CFR 1910.243(a)(1)(i) and 1926.304(d)] **Y N N/A ??**
- Note:** This requirement does not apply to meat cutting saws.
12. Does the upper guard on a circular saw cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts? [29 CFR 1926.304(d)] **Y N N/A ??**
13. Does the lower guard on a circular saw cover the saw to the depth of the teeth, except for the minimum arc required to allow proper retraction and contact with the work? [29 CFR 1926.304(d)] **Y N N/A ??**
14. When a circular saw is removed from the material being sawed, does the lower guard automatically and instantly return to the covering position? [29 CFR 1926.304(d)] **Y N N/A ??**
15. Are belt sanding machines provided with guards at each nip point, where the sanding belt runs onto a pulley? [29 CFR 1910.243(a)(3)] **Y N N/A ??**
16. If a saw cracks, is it immediately removed from service? [29 CFR 1910.243(a)(4)] **Y N N/A ??**
17. Are all portable, electrically powered tools properly grounded or double insulated? [29 CFR 1910.243(a)(5) and 1926.302(a)(1)] (See checklist for [Electrical--Wiring Design and Protection](#)) **Y N N/A ??**
18. Are impact tools, such as drift pins, wedges, and chisels, kept free of mushroomed heads? [29 CFR 1926.301(c)] **Y N N/A ??**
19. Are the wooden handles of tools kept free of splinters or cracks and are they fixed tightly in the tool? [29 CFR 1926.301(d)] **Y N N/A ??**
20. Is it prohibited to lower or hoist a tool by the cord? [29 CFR 1926.302(a)(2)] **Y N N/A ??**
21. Do woodworking tools meet the American National Standards Institute (ANSI) safety codes? **Y N N/A ??**

[29 CFR 1926.304(f)]

Pneumatic Power Tools and Hose

22. Are pneumatic power tools secured to the hose or whip by some positive means, so as to prevent the tool from being accidentally disconnected?
[29 CFR 1926.302(b)(1)] **Y N N/A ??**
23. Are safety clips or retainers used on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled?
[29 CFR 1910.243(b)(1) and 1926.302(b)(2)] **Y N N/A ??**
24. Are all pneumatically driven nailers, staplers, and other similar equipment which have automatic fastener feeds and which operate at more than 100 psi pressure at the tool equipped with a safety device on the nozzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface?
[29 CFR 1926.302(b)(3)] **Y N N/A ??**
25. Are all compressed air hoses and hose connections designed for the pressure and service to which they are subjected?
[29 CFR 1910.243(b)(2) and 1926.302(b)(5)] **Y N N/A ??**
26. Is it prohibited to lower or hoist tools by the hose?
[29 CFR 1926.302(b)(6)] **Y N N/A ??**
27. Do all hoses (exceeding one-half inch inside diameter) have safety devices at the source of the supply or branch line, to reduce pressure in case of hose failure?
[29 CFR 1926.302(b)(7)] **Y N N/A ??**
28. Are airless spray guns [of the type which atomize paints and fluids at high pressure (1,000 pounds or more per square inch)] equipped with automatic or visible manual safety devices which prevent accidental release of paint or fluid?
[29 CFR 1926.302(b)(8)] **Y N N/A ??**

Note: In lieu of the above, a diffuser nut which will prevent high pressure, high velocity release while the nozzle tip is removed, plus a nozzle tip guard which will prevent the tip from coming in contact with the operator (or other equivalent protection) shall be provided.

29. Are all fuel powered tools stopped while being refueled, serviced, or maintained?
[29 CFR 1926.302(c)(1)] Y N N/A ??
30. Is all fuel transported, handled, and stored in accordance with applicable regulations?
[29 CFR 1926.302(c)(1)] Y N N/A ??
31. When fuel powered tools are used in enclosed spaces, are measures taken to prevent the build-up of toxic gases?
[29 CFR 1926.302(c)(2)] Y N N/A ??

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Portable Ladders for Construction Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the construction standards 29 CFR 1926.1050 to 1926.1060. It applies to **portable ladders** used at temporary worksites associated with construction, alteration, demolition, or repair work including painting and decorating. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Definitions of terms in bold type are provided at the end of the checklist. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation.

- | | Please Circle |
|--|--------------------------|
| <p>1. Are ladders or stairways provided at all points of access that are elevated 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided?
[29 CFR 1926.1051(a)]</p> | <p>Y N N/A ??</p> |
| <p>2. Does a competent person provide ladder training that teaches users how to recognize hazards and procedures for minimizing these hazards?
[29 CFR 1926.1060(a)]</p> | <p>Y N N/A ??</p> |
| <p>3. Is ladder retraining provided when necessary?
[29 CFR 1926.1060(b)]</p> | <p>Y N N/A ??</p> |
| <p>4. Can ladders support the load they are expected to carry?
[29 CFR 1926.1053(a)(1)(i),(ii),and(iii)]</p> | <p>Y N N/A ??</p> |
| <p>5. Are ladder rungs, cleats, and steps parallel, level, and uniformly spaced when the ladder is in position for use?</p> | <p>Y N N/A ??</p> |

[29 CFR 1926.1053(a)(2)]

6. Are rungs, **cleats**, and steps of **portable ladders** (other than **step stools** and **extension trestle ladders**) spaced at least 10 but not more than 14 inches apart (as measured between center lines of the rungs, **cleats**, and steps)?
[29 CFR 1926.1053(a)(3)(i)]
Y N N/A ??
7. Are rungs, **cleats**, and steps of **step stools** at least 8 but not more than 12 inches apart (as measured between center lines of the rungs, **cleats**, and steps)?
[29 CFR 1926.1053(a)(3)(ii)]
Y N N/A ??
8. Are rungs, **cleats**, and steps of the base section of **extension trestle ladders** at least 8 but not more than 18 inches apart (as measured between center lines of the rungs, **cleats**, and steps)?
[29 CFR 1926.1053(a)(3)(iii)]
Y N N/A ??
9. Are rungs, **cleats**, and steps of the extension section of **extension trestle ladders** at least 6 but not more than 12 inches apart (as measured between center lines of the rungs, **cleats**, and steps)?
[29 CFR 1926.1053(a)(3)(iii)]
Y N N/A ??
10. Is the clear distance between side rails for all **portable ladders** at least 11-1/2 inches?
[29 CFR 1926.1053(a)(4)(ii)]
Y N N/A ??
11. Are the rungs and steps of portable metal ladders corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping?
[29 CFR 1926.1053(a)(6)(ii)]
Y N N/A ??
12. Are ladders prohibited from being tied or fastened together to provide longer sections (unless they are designed for such use)?
[29 CFR 1926.1053(a)(7)]
Y N N/A ??
13. Is a metal spreader or locking device provided on each stepladder to hold the front and back sections in an open position when the ladder is being used?
[29 CFR 1926.1053(a)(8)]
Y N N/A ??

14. Are ladders surfaced to prevent injury from punctures or lacerations, and to prevent snagging of clothing?
[29 CFR 1926.1053(a)(11)] **Y N N/A ??**
15. Is it prohibited to coat wood ladders with any opaque covering, except for identification or warning labels that are placed on only one face of a side rail?
[29 CFR 1926.1053(a)(12)] **Y N N/A ??**
16. Do **portable ladders** extend at least 3 feet above the upper landing surface for which the ladder is used to gain access?
[29 CFR 1926.1053(b)(1)] **Y N N/A ??**
- Note:** As an alternative, secure the ladder at its top to a rigid support that will not deflect. Use a grasping device (such as a grabrail) to mount and dismount the ladder. The extension should never be such that the ladder deflection under load would, by itself, cause the ladder to slip off its support.
17. Are ladders maintained free of oil, grease, and other slipping hazards?
[29 CFR 1926.1053(b)(2)] **Y N N/A ??**
18. Are ladders loaded at or below the maximum intended load for which they were built, or at or below the manufacturer's rated capacity?
[29 CFR 1926.1053(b)(3)] **Y N N/A ??**
19. Are ladders only used for the purpose for which they were designed?
[29 CFR 1926.1053(b)(4)] **Y N N/A ??**
20. Are non-self-supporting ladders used at an angle such that the horizontal distance from the top support to the foot of the ladder is approximately 1/4 of the working length of the ladder (the distance along the ladder between the foot and the top support)?
[29 CFR 1926.1053(b)(5)(i)] **Y N N/A ??**
21. Are ladders used only on stable and level surfaces, unless secured to prevent displacement?
[29 CFR 1926.1053(b)(6)] **Y N N/A ??**
22. Are ladders used on slippery surfaces ONLY when they are secured or provided with **Y N N/A ??**

slip-resistant feet to prevent displacement?
[29 CFR 1926.1053(b)(7)]

Note: Do not use slip-resistant feet as a substitute for care in placing, lashing, or holding a ladder on surfaces such as flat metal or concrete that cannot be prevented from becoming slippery.

23. Are ladders secured to prevent displacement, especially in busy, high-traffic areas?
[29 CFR 1926.1053(b)(8)]
- Y N N/A ??

Note: As an alternative, a barricade may be used to keep the activities or traffic away from the ladder.

24. Is the area around the top and bottom of ladders kept clear?
[29 CFR 1926.1053(b)(9)]
- Y N N/A ??

25. Is the top of a non-self-supporting ladder placed with the two rails supported equally, unless it has a single support attachment?
[29 CFR 1926.1053(b)(10)]
- Y N N/A ??

26. Is it prohibited to move, shift, or extend ladders while they are occupied?
[29 CFR 1926.1053(b)(11)]
- Y N N/A ??

27. Do ladders have nonconductive siderails if they are used where they could contact exposed energized electrical equipment?
[29 CFR 1926.1053(b)(12)]
- Y N N/A ??

28. Is standing on the top or top step of a stepladder prohibited?
[29 CFR 1926.1053(b)(13)]
- Y N N/A ??

29. Is climbing on the cross-bracing on the rear section of stepladders prohibited?
[29 CFR 1926.1053(b)(14)]
- Y N N/A ??

Note: This is allowed IF the ladder is designed and provided with steps for climbing on both front and rear sections.

30. Are ladders inspected periodically by a competent person and after any incident that could affect their safe use?
[29 CFR 1926.1053(b)(15)]
- Y N N/A ??

31. Are portable ladders with structural defects

(a) immediately marked in a manner that readily identifies them as defective, (b) tagged with **DO NOT USE** or similar language, or (c) withdrawn from service until repaired?
[29 CFR 1926.1053(b)(16)]

Y N N/A ??

Note: Structural defects include broken or missing rails, corroded components, or other faulty or defective components.

32. Does a ladder that is repaired meet its original design criteria, before it is returned to use?
[29 CFR 1926.1053(b)(18)]

Y N N/A ??

33. Do all students and employees face the ladder when moving up or down the ladder?
[29 CFR 1926.1053(b)(20)]

Y N N/A ??

34. Do all students and employees use at least one hand to grasp the ladder when moving up or down the ladder?
[29 CFR 1926.1053(b)(21)]

Y N N/A ??

35. Is it prohibited to carry any object or load that could cause a person to lose balance and fall?
[29 CFR 1926.1053(b)(22)]

Y N N/A ??

Definitions:

Cleat: a ladder crosspiece of rectangular cross section placed on edge. A person steps on a cleat while ascending or descending a ladder.
[29 CFR 1926.1050(b)]

Extension trestle ladder: a self-supporting **portable ladder**, adjustable in length, consisting of a trestle ladder base and a vertically adjustable extension section, with a suitable means for locking the ladders together.

Portable ladder: a ladder that can be readily moved or carried.

Step stool (ladder type): a self-supporting, foldable, **portable ladder**, nonadjustable in length, 32 inches or less in overall size, with flat steps and without a pail shelf, designed to be climbed on the ladder top cap as well as all steps. The side rails may continue above the top cap.

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Portable Ladders Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standards 29 CFR 1910.25 (portable wooden ladders) and 29 CFR 1910.26 (portable metal ladders). It applies to wooden and metal ladders, including step ladders. It does not apply to stockroom step ladders, aisle-way step ladders, shelf ladders, and library ladders. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. Please use the checklist entitled [Portable Ladders for Construction](#) for construction site situations.

Please Circle

Portable Wooden Ladders

1. Are all wooden ladder parts (a) sound, (b) free of sharp edges and splinters, and (c) on visual inspection, free from shake, wane, compression failure, decay, or other irregularities? [29 CFR 1910.25(b)(1)(i)] Y N N/A ??

2. Are all portable wooden step ladders 20 feet or less in length? [29 CFR 1910.25(c)(2)] Y N N/A ??

3. Is the portable step ladder of uniform step spacing and less than 12 inches apart? [29 CFR 1910.25(c)(2)(i)(b)] Y N N/A ??

4. Is the inside width between side rails of each portable step ladder at least 11-1/2 inches? [29 CFR 1910.25(c)(2)(i)(c)] Y N N/A ??

5. Is the metal spreader or locking device of portable step ladders of sufficient size and strength to securely hold the front and back sections in the open position? [29 CFR 1910.25(c)(2)(i)(f)] Y N N/A ??

6. Are all single wooden ladders 30 feet or less in length?
[29 CFR 1910.25(c)(3)(ii)(a)] Y N N/A ??
7. Are all two-section wooden extension ladders 60 feet or less in length? [29 CFR 1910.25(c)(3)(iii)(a)] Y N N/A ??
8. Are all wooden ladders in good condition with the joint between the step and siderails tight? Are all hardware and fittings securely attached? Are the movable parts operating freely without binding or undue play?
[29 CFR 1910.25(d)(1)(i)] Y N N/A ??
9. Are the metal bearings of locks, wheels, pulleys, etc. frequently lubricated? [29 CFR 1910.25(d)(1)(ii)] Y N N/A ??
10. Is frayed or badly worn rope replaced?
[29 CFR 1910.25(d)(1)(iii)] Y N N/A ??
11. Are the safety feet or other auxiliary equipment kept in good condition? [29 CFR 1910.25(d)(1)(iv)] Y N N/A ??
12. Are wooden ladders inspected frequently? Are those with defects withdrawn from service for repair or destruction and tagged or marked as **Dangerous, do not use**?
[29 CFR 1910.25(d)(1)(x) and (d)(2)(viii)] Y N N/A ??
- Note:** Wooden ladders with missing steps, rungs, or cleats; broken siderails; or other faulty equipment must not be used. Discarded ladders should be cut down the center of the rungs.
13. Are rungs kept free of grease and oil?
[29 CFR 1910.25(d)(1)(xi)] Y N N/A ??
14. Are wooden ladders used and placed so that the horizontal distance from the top support to the foot of the ladder is one quarter of the working length of the ladder (the length along the ladder between the foot and the top support)?
[29 CFR 1910.25(d)(2)(i)] Y N N/A ??
15. Is the ladder (a) placed to prevent slipping, (b) lashed, or (c) held in position? [29 CFR 1910.25(d)(2)(i)] Y N N/A ??
16. Is the use of wooden ladders in the horizontal position prohibited? [29 CFR 1910.25(d)(2)(i)] Y N N/A ??
- Note:** Ladders must never be used as platforms, runways, or scaffolds.
17. Is only one person allowed on the ladder at one time?

- [29 CFR 1910.25(d)(2)(ii)] Y N N/A ??
18. Are ladders placed away from the front of doors that open toward the ladder unless the door is blocked, locked, or guarded? [29 CFR 1910.25(d)(2)(iv)] Y N N/A ??
19. Are ladders always placed on stable bases? [29 CFR 1910.25(d)(2)(v)] Y N N/A ??
- Note:** Ladders must never be placed on boxes, barrels, or other unstable bases.
20. Is the splicing of short ladders together prohibited? [29 CFR 1910.25(d)(2)(ix)] Y N N/A ??
21. Is the use of the tops of stepladders as steps prohibited? [29 CFR 1910.25(d)(2)(xii)] Y N N/A ??
22. When in use, do all 36-foot or less two-section extension wooden ladders have a minimum overlap of 3 feet between the two sections? [29 CFR 1910.25(d)(2)(xiii)] Y N N/A ??
23. When in use, do all 36- to 48-foot two-section extension wooden ladders have a minimum overlap of 4 feet between the two sections? [29 CFR 1910.25(d)(2)(xiii)] Y N N/A ??
24. When in use, do all 48- to 60-foot two-section extension wooden ladders have a minimum overlap of 5 feet between the two sections? [29 CFR 1910.25(d)(2)(xiii)] Y N N/A ??
25. If ladders are used to gain access to a roof, are they extended at least 3 feet above the point of support? [29 CFR 1910.25(d)(2)(xv)] Y N N/A ??
26. Are all portable rung ladders equipped with nonslip bases where a hazard of slipping exists? [29 CFR 1910.25(d)(2)(xix)] Y N N/A ??
- Note:** Nonslip bases are not intended as a substitute for care in safely placing, lashing, or holding a ladder that is being used.

Portable Metal Ladders

27. Are metal ladders maintained in good usable condition at all times? [29 CFR 1910.26(c)(2)(iv)] Y N N/A ??
28. Are the rungs and steps of portable metal ladders corrugated,

- knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping? [29 CFR 1910.26(a)(1)(v)] **Y N N/A ??**
29. Are all portable metal single ladders 30 feet or less in length? [29 CFR 1910.26(a)(2)(ii)] **Y N N/A ??**
30. Are all portable metal two-section ladders 48 feet or less in length? [29 CFR 1910.26(a)(2)(ii)] **Y N N/A ??**
31. If a portable metal ladder tips over, is it inspected immediately for damage? [29 CFR 1910.26(c)(2)(vi)(a)] **Y N N/A ??**
- Note:** The inspection must include looking for dents, bends, or excessively dented rungs; and checking all rungs to siderail connections, checking hardware connections, and checking rivets for shears.
32. If metal ladders are exposed to oil and grease, are they cleaned immediately? [29 CFR 1910.26(c)(2)(vi)(d)] **Y N N/A ??**
33. Are metal ladders with defects marked and taken out of service until repaired by either the maintenance department or the manufacturer? [29 CFR 1910.26(c)(2)(vii)] **Y N N/A ??**
34. Are metal ladders placed at the proper angle? [29 CFR 1910.26(c)(3)(i)] **Y N N/A ??**
- Note:** That is, the base distance from the vertical wall to the ladder is one fourth the working length of the ladder or height at which the ladder touches the wall.
35. Is the use of a metal ladder as a brace, skid, guy or gin pole, gangway, or for other uses than that which the ladder was intended prohibited? [29 CFR 1910.26(c)(3)(vii)] **Y N N/A ??**
36. Has inspection been conducted to determine if metal ladders might contact energized conductors? [29 CFR 1910.26(c)(3)(viii)] **Y N N/A ??**
- Note: The use of metal ladders should be prohibited wherever they might make contact with energized electrical conductors.**

Comments/Corrective action:

Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Powered Lawnmowers Self-Inspection Checklist

Guidelines: This checklist covers regulations issued by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) under the general industry standard 29 CFR 1910.243(e). It applies to walk-behind and riding rotary mowers. Selected design specifications required in 29 CFR 1910.243(e) have not been included as part of this checklist. Please consult the OSHA regulations for additional details in this area. The regulations cited apply only to private employers and their employees, unless adopted by a State agency and applied to other groups such as public employees. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or EPA standard, or with a nonregulatory recommendation.

Please Circle

General Requirements

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|---|--------------------------|
| <p>1. Are all power-driven chains, belts, and gears positioned or otherwise guarded to prevent contact during starting, mounting, and operation?
[29 CFR 1910.243(e)(1)(ii)]</p> | <p>Y N N/A ??</p> |
| <p>2. Is a shutoff device provided to stop operation of a motor or engine?
[29 CFR 1910.243(e)(1)(iii)]</p> <p>Note: This device must require manual reactivation to restart the motor or engine.
[29 CFR 1910.243(e)(1)(iii)]</p> | <p>Y N N/A ??</p> |
| <p>3. Are all positions of the operating controls clearly identified?
[29 CFR 1910.243(e)(1)(iv)]</p> | <p>Y N N/A ??</p> |
| <p>4. Are the words Caution: be sure the operating control(s) is in neutral before starting the engine (or similar wording) clearly visible at an engine-starting control point on self-propelled mowers?
[29 CFR 1910.243(e)(1)(v)]</p> | <p>Y N N/A ??</p> |

Walk-Behind and Riding Rotary Mowers

5. Is the mower blade enclosed except on the bottom, and the enclosure extended to or below the lowest cutting point of the blade in the lowest blade position?
[29 CFR 1910.243(e)(2)(i)] **Y N N/A ??**
6. If guards must be removed to install a catcher assembly, is a warning affixed to the mower near the opening stating that the mower must not be used without either the catcher assembly or the guard in place?
[29 CFR 1910.243(e)(2)(ii)(a)] **Y N N/A ??**
7. Are openings in the blade enclosure that are intended for discharge of grass limited to a maximum vertical angle of the 30-degree opening measured from the lowest blade position?
[29 CFR 1910.243(e)(2)(iii)] **Y N N/A ??**
8. Is the word **Caution** (or stronger wording) placed on the mower at or near the discharge opening?
[29 CFR 1910.243(e)(2)(v)] **Y N N/A ??**
9. After declutching or shutting off the power, do the blades stop rotating from the manufacturer's maximum speed within 15 seconds?
[29 CFR 1910.243(e)(2)(vii)] **Y N N/A ??**

Walk-Behind Rotary Mowers

10. Is the horizontal angle of the opening(s) in the blade enclosure intended for the discharge of grass directed so it does not contact the operator?
[29 CFR 1910.243(e)(3)(i)] **Y N N/A ??**
11. Is one of the following found at all openings in the blade enclosure intended for the discharge of grass?
[29 CFR 1910.243(e)(3)(ii)] **Y N N/A ??**
- a. A minimum unobstructed horizontal distance of 3 inches from the end of the discharge chute to the blade tip circle
[29 CFR 1910.243(e)(3)(ii)(a)]
 - b. A rigid bar fastened across the discharge opening, secured to prevent removal without the use of tools. The bottom of the bar shall be no higher than the bottom edge of the blade enclosure.
[29 CFR 1910.243(e)(3)(ii)(b)]

12. Is the highest point on the blade enclosure front (except discharge openings) 1-1/4 inches or less above the lowest cutting point of the blade in the lowest blade position?
[29 CFR 1910.243(e)(3)(iii)]

Y N N/A ??

13. Is the mower handle fastened to the mower to prevent loss of control by uncoupling?
[29 CFR 1910.243(e)(3)(iv)]

Y N N/A ??

14. Is a positive upstop or latch provided for the mower handle in the normal operating position?
[29 CFR 1910.243(e)(3)(v)]

Y N N/A ??

Note: The upstop shall not be disengaged during normal operation of the mower.

15. Do wheel-drive disengaging controls, except deadman controls, move opposite to the direction of the vehicle motion to disengage the drive?
[29 CFR 1910.243(e)(3)(vii)]

Y N N/A ??

Note: Deadman controls shall automatically interrupt the power to a drive when the operator's activating force is removed, and may operate in any direction to disengage the drive.

Riding Rotary Mowers

16. Are openings placed so that grass or debris will not discharge directly toward any part of the operator's seat in the normal operating position?
[29 CFR 1910.243(e)(4)(ii)]

Y N N/A ??

17. Is one of the following present at all openings in the blade enclosures intended for grass discharge?
[29 CFR 1910.243(e)(4)(iii)]

Y N N/A ??

- a. A minimum unobstructed horizontal distance of 6 inches from the end of the discharge chute to the blade tip circle
[29 CFR 1910.243(e)(4)(iii)(a)]
- b. A rigid bar fastened across the discharge opening, secured to prevent removal without the use of tools. The bottom of the bar shall be no higher than the bottom edge of the blade enclosure.
[29 CFR 1910.243(e)(4)(iii)(b)]

18. Are mowers provided with stops to prevent jackknifing or locking of the steering mechanisms?
[29 CFR 1910.243(e)(4)(iv)]

Y N N/A ??

19. Are vehicle-stopping means provided?
[29 CFR 1910.243(e)(4)(v)] Y N N/A ??
20. Do hand-operated wheel-drive disengaging controls move opposite to the direction of the vehicle motion to disengage the drive?
[29 CFR 1910.243(e)(4)(vi)] Y N N/A ??
21. Do foot-operated, wheel-drive disengaging controls disengage the drive when depressed?
[29 CFR 1910.243(e)(4)(vi)] Y N N/A ??
22. Do deadman controls (both hand- and foot-operated) automatically interrupt power to the drive when the mower's actuating force is removed, and operate in any direction to disengage the drive?
[29 CFR 1910.243(e)(4)(vi)] Y N N/A ??

Comments/Corrective action:

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Information
Name of Location:
Date of inspection:
Career-Technical program/course/room:
Signature of inspector:

Regulated Medical Waste Self-Inspection Checklist

Guidelines: No Federal regulations cover the disposal of medical waste. However some States such as New Jersey have adopted their own regulations. This checklist is modeled on medical waste regulations issued by the New Jersey Department of Environmental Protection (NJDEP) under the New Jersey Administrative Code 7:26-3A. It applies to the generation, storage, transportation, disposal and management of **regulated medical waste**. This checklist addresses regulations covering on site generation of **regulated medical waste**, subsequent temporary storage, and its shipment off site for disposal or treatment. It does not cover **regulated medical waste** transporters, on site treatment or disposal, or shipment through the U.S. Postal Service and rail shipments. Definitions of terms in bold type are provided at the end of the checklist. Use this checklist as a guideline for handling medical waste. A **yes** answer to a question indicates that this portion of the inspection complies with the OSHA or U.S. Environmental Protection Agency (EPA) standard, or with a nonregulatory recommendation. Consult the appropriate agency or agencies in your State to determine what regulations are enforced in your State. This checklist should also be used with the [Bloodborne Pathogens](#) checklist.

Please Circle

- | | |
|---|--------------------------|
| <p>1. If medical waste is generated or stored, has someone determined whether it is a regulated medical waste in your State?</p> | <p>Y N N/A ??</p> |
| <p>2. If regulated medical waste is generated, is the school registered with your State as a regulated medical waste generator?</p> | <p>Y N N/A ??</p> |
| <p>3. Is regulated medical waste to be transported off site separated in containers according to the following groups: sharps, fluids (use quantities greater than 20 cubic centimeters as a guideline), and other regulated medical waste?</p> | <p>Y N N/A ??</p> |
| <p>4. Is regulated medical waste to be transported off site placed in containers that are rigid, leak-resistant, impervious to moisture, strong enough to prevent tearing or bursting under normal conditions of use and handling, and sealed to prevent leakage</p> | <p>Y N N/A ??</p> |

during transport?

5. Are sharps with residual fluids to be transported off site packaged in puncture-resistant containers? **Y N N/A ??**
6. Are fluids (use quantities greater than 20 cubic centimeters as a guideline) to be transported off site packaged in containers that are break-resistant and have tight lids or stoppers? **Y N N/A ??**
7. Is **regulated medical waste** stored in a manner and location that maintains the integrity of the packaging and provides protection from water and wind? **Y N N/A ??**
8. Is **regulated medical waste** stored to prevent rotting or decay, using refrigeration when necessary? **Y N N/A ??**
9. Are outdoor **regulated medical waste** storage areas locked to prevent unauthorized access? **Y N N/A ??**
10. Is access to **regulated medical waste** storage areas limited to authorized persons? **Y N N/A ??**
11. Is **regulated medical waste** stored in a manner that gives protection from animals and does not provide a breeding place or a food source for insects and rodents? **Y N N/A ??**
12. Are all non-rigid packaging and inner liners from reusable containers managed as **regulated medical waste** and not reused? **Y N N/A ??**
13. Are reusable containers, used to hold **regulated medical waste**, decontaminated if the containers show signs of contamination? **Y N N/A ??**
14. Are reusable containers used to hold **regulated medical waste** disposed of as **regulated medical waste** if the containers can't be properly decontaminated? **Y N N/A ??**
15. Does each package of untreated **regulated medical waste** to be transported off site display the biohazard symbol or have a water-resistant label or print on the outside of the container with the words **medical waste** or **infectious waste**? **Y N N/A ??**

Note: Red plastic bag(s) used as inner packaging do not need a label.

16. Is each package of **regulated medical waste** to be transported off site marked on the outside with the following information: the generator's name and address; the transporter's name and the State solid waste registration number; the date of shipment; and the identification of contents as medical waste? **Y N N/A ??**

17. Is each inner container within a package of **regulated medical waste** to be transported off site marked with the generator's name and address? **Y N N/A ??**

18. If required by your State, do the transporters of the school's **regulated medical waste** have State registration numbers? **Y N N/A ??**

19. If required by your State, are State **regulated medical waste** tracking forms completed for each shipment of **regulated medical waste** sent off site for treatment, destruction, or disposal? **Y N N/A ??**

20. If required by your State, are copies of completed **regulated medical waste** tracking forms maintained for at least 3 years? **Y N N/A ??**

21. If required by your State, are logs maintained of all **regulated medical waste** that are generated and sent off site for treatment or disposal? **Y N N/A ??**

22. If required by your State, are copies of **regulated medical waste** logs maintained for at least 3 years? **Y N N/A ??**

23. If required by your State, are annual generator reports submitted to the appropriate State agency? **Y N N/A ??**

24. If required by your State, are copies of the annual generator reports maintained for at least 3 years? **Y N N/A ??**

25. If the generator does not receive a copy of the completed tracking form with the handwritten signature of the owner or operator of the destination facility within 35 days of the date the waste was accepted by the initial transporter, are the owner or operator of a destination facility, transporter(s), and intermediate handler(s) contacted to determine the status of any **Y N N/A ??**