

GENERAL SAFETY CHECKLIST

Indicate either: S=Satisfactory/Yes

U=Unsatisfactory/No

N/A=Not applicable



GENERAL SAFETY	
Safety committee meetings held and documented per State of CT requirements?	
Annual safety training (fire, blood, etc.) and review of Lockout tagout performed?	
New workers oriented on safety before sent to work?	
Annual fire/ emergency drill performed?	
Lab safety training performed? Is spill training performed or updated annually?	
Is a safety coordinator designated and are inspections and audits performed monthly?	
General housekeeping is neat and orderly?	
Have your OSHA safety plans been reviewed or updated annually?	
Have your completed OSHA 300 logs been posted and uploaded to OSHA website?	
Is there active shooter training and an annual refresher?	
Are near misses investigated?	
Are all serious accidents (lost time, recordable, property damage) investigated?	
PERSONAL PROTECTIVE EQUIPMENT	
Safety Glasses and/or goggles available & being used where flying parts or objects may injure a party (including customers/)?	
Face shield available for bulk liquid tasks? Grinding?	
Hand protection used/worn as required?	
Foot protection worn as required?	
Hearing protection worn where required?	
Hard hats worn if needed?	
Respirators if required? Type? Training annually-fit test annually?	
Are respirator cartridges the proper type for the work and is there a cartridge change out schedule?	
High visibility vest worn if construction workers in area?	

ELECTRICAL	
Electrical panels are labeled and not blocked- 36" clearance generally?	
Light bulbs for illumination protected from breakage?	
LO/TO is being used for appropriate tasks?	
NFPA 70E/Arc Flash procedures utilized?	
Temporary power equipment has no exposed electrical parts?	
Are extension cords damaged?	
Electrical cords inspected & have all prongs intact?	
Portable generators are grounded per NEC requirements?	
Electrical power tools are double insulated or grounded?	
BACK SAFETY/ ERGONOMICS	
Office staff trained/ retrained in office ergonomics?	
Back safety training workshop offered?	
Manual lifts limited to 51 lbs. at optimum distance?	
Exercises and stretching considered for staff with high repetition or awkward postures?	
Lighting acceptable and workstations adjustable?	
HAND TOOLS/POWER TOOLS	
Grinders (portable & stationary) have guards in place?	
Impact style air tools have safety clips/retainers installed?	
Pneumatic power tools have hoses secured?	
Portable circular/table saws equipped with protective guards?	
Unsafe hand tools are removed from service?	
Impact tools, hammers kept free of splinters/mushrooms?	

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COMPRESSED GASES	
Compressed gas cylinders stored, secured and upright?	
Oxygen/acetylene torch units have flash back arrestors?	
Compressed gas cylinders not in use have caps in place?	
HAZCOM	
SDS openly accessible- available to all employees?	
Annual review completed and process for sharing with employees in place?	
Flammable liquids are in approved safety cans?	
Flammable liquids storage containers labeled properly?	
All hazardous containers labeled appropriately?	
LADDER/WALKING SURFACES	
Ladders are safe and inspected as appropriate?	
Platform ladders if used, have locking mechanisms?	
Are platforms above 4 feet have guardrails or workers protected against falls?	
Wall openings & floor holes are covered or guarded?	
Stepladders are fiberglass & only used in open position?	
LACERATIONS/ STRUCK/ & NEAR MISS	
Do workers have appropriate cut level of gloves?	
Are drop zones for crane or forklift work established?	
Are specialty areas (such as Arc flash areas) sealed off against entry?	
Are forklift devices rated for the forklift?	
MATERIAL HANDLING	
Employees operating PITs are trained on the equipment?	
Wire rope used for lifting? Deterioration is absent?	
Web slings used for lifting? Deterioration is absent?	
Is crane training performed?	
Hooks used for lifting have safety latch in place?	

MATERIAL HANDLING CONT...	
Is sling and wire rope training performed and documented?	
Are devices rated and rate loading stamped on hoists and lifting equip?	
EMERGENCY/FIRST AID	
Emergency phone numbers posted and known by all?	
Is bloodborne pathogens training done annually?	
Emergency eyewash units accessible?	
First Aid kit available at work site?	
Fire extinguishers readily available (not blocked)?	
Fire extinguishers inspected?	
MACHINE GUARDING/OTHER	
Drill presses have chips shields?	
Machines- lathes have shielding around chuck?	
Other machines properly guarded from pinch points or power transmission?	
Are paint booth filters changed per manometer or on fixed schedule?	
Other:	

Audit Made By: _____

Signature: _____

Date: _____

Review By: _____

Signature: _____

Work Orders Submitted for items identified: YES or No

Date: _____