

**TDI**

**Safety @ Work**  
Division of Workers' Compensation



# General Industry Self- Inspection Checklist

Texas Department of Insurance, Division of Workers' Compensation  
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# INTRODUCTION



This document contains a wide range of safety inspection checklist items. The entire list may be suitable in some instances for comprehensive safety reviews. For less stringent reviews such as monthly safety inspections, the user may wish to draw appropriate items from the list and add any checklist items that are not found here. Checklist items may reflect Occupational Safety and Health Administration (OSHA) requirements, voluntary standards, or best practices.



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(A negative answer to any question indicates an area of safety or health concern.)

**Company name:** \_\_\_\_\_ **Date/Time:** \_\_\_\_\_

**Physical address of worksite:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

Worksite general	Yes	No	Date Corrected
1. Are Occupational Safety and Health Administration (OSHA) and other federal- and state-required posters displayed in a prominent location?			
2. Are safety signs or warnings posted where appropriate?			
3. Are emergency telephone numbers posted where they can be readily found?			
4. Is a first aid kit available and adequately stocked?			
5. Is a substance abuse policy in place?			
6. Is the OSHA 300 a Summary of Work-Related Injuries and Illnesses signed by a ranking manager and posted between February 1 and April 30th?			
7. Are emergency evacuation traffic routes identified?			
8. Are all work areas clean and orderly?			
9. Are combustible scrap, debris, and waste stored safely and removed from work areas promptly?			
10. Are adequate toilets and washing facilities provided?			
11. Are toilets and wash areas clean and sanitary?			
12. Are work areas adequately illuminated?			
Recordkeeping	Yes	No	Date Corrected
1. Are OSHA 300 logs and 301 Injury and Illness Incident reports maintained as required?			

2. Is the OSHA 300 a Summary of Work-Related Injuries and Illnesses signed by a ranking manager and posted between February 1 and April 30th?	
3. Are medical records and exposure records maintained as required?	
4. Are training records maintained according to OSHA requirements?	
5. Are operating permits and records up-to-date?	
6. Are procedures in place to maintain records and logs? a. Safety inspections? b. Incident logs? c. Safety meeting minutes? d. Accident investigations? e. Emergency response drills?	
<b>Medical services/first aid</b>	<b>Yes No Date Corrected</b>
1. Is a Bloodborne Pathogens Exposure Control Plan in place if required?	
2. Is regulated waste discarded according to applicable laws and regulations?	
3. Are medically approved first aid kits and sharps containers adequately supplied?	
4. Are all dated medical products current and not expired?	
5. If medical or first aid facilities are not nearby, is at least one employee on each shift qualified to give first aid?	
6. Are medical personnel readily available for advice and consultation?	
7. Are quick drenching showers and eye flushing stations available where corrosive liquids or materials are handled? a. Are these stations suitably marked and readily accessible? b. Are all stations inspected at least monthly? c. Is the fluid changed at least every six months in tank-type eyewash stations?	

<b>Health and safety training</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Is management committed to employee training?			
2. Have all new employees received safety orientation training?			
3. Do employees participate in regularly scheduled safety meetings?			
4. Are adequate training resources available?			
5. Is it documented that all employees have received the required training?			
6. Did the training include information on work area hazards? a. Emergency action plan? b. Equipment operation? c. Personal protective equipment (PPE)? d. Location and use of emergency equipment? e. Hazard communications/safety data sheets (SDSs) and labels? f. Lockout/tagout? g. Hearing conservation?			
7. Do all employees receive refresher training at least annually?			
8. Have employees received instructions on procedures to report unsafe conditions, defective equipment, and unsafe acts?			
<b>Fire protection</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Is the local fire department acquainted with the facility and its specific hazards?			
2. Are fire suppression system inspections current?			
3. Are fire alarm systems tested at least annually?			
4. Are interior sand pipes and valves inspected regularly?			
5. Are fire doors and shutters maintained and inspected regularly?			
6. Are automatic sprinkler system water control valves, along with air and water pressure, checked as required?			

7. Do sprinkler risers have a three-foot buffer zone?	
8. Are sprinkler heads protected by metal guards if exposed to possible physical damage?	
9. Is there adequate clearance between sprinkler heads and stored materials?	
10. Are fire extinguishers provided in adequate number and type, and are they in readily accessible locations?	
11. Are extinguishers in their assigned stations?	
12. Can fire extinguishers be located readily?	
13. Do signs point to available fire extinguishers?	
14. Are employees trained or educated annually in the use of fire extinguishers?	
15. Do all fire extinguishers have current annual inspections?	
16. Do all fire extinguishers receive monthly visual inspections?	
17. Are safety pins and plastic secondary wraps in place and unbroken on all fire extinguishers?	
<b>Exit routes</b>	<b>Yes No Date Corrected</b>
1. Are all exit routes that are subject to blackout protected by emergency lights? a. Do the lights work?	
2. Are doors, passageways, or stairways that are neither exits nor accessible to exits appropriately marked as "Not an Exit" or with an indication of their actual use?	
3. Is the lettering on exit signs at least 5 inches high with a ½-inch-wide stroke?	
4. Where areas could black out, are exit signs either lighted or luminescent? a. If lighted, do the signs work?	
5. Where exit doors to the exterior are not visible, are exit routes marked with exit signs or exit signs with arrows?	
6. Are exit doors single-hinged?	
7. Are all exits free from obstructions?	
8. Are all exit routes at least 28 inches high?	

9. Are there sufficient exits to permit prompt emergency escape?	
10. Where ramps are used as required exits, is the ramp slope limited to dimensions of 1 foot vertical and 12 feet horizontal?	
11. Are frameless glass doors, glass exit doors, and storm doors fully tempered, and do they meet safety requirements for human impact?	
12. Do all exit doors open from the inside without the use of a key, tool, or any special knowledge?	
13. Where panic hardware is installed on an exit door, will it allow the door to open with 15 pounds or less force in the direction of the exit traffic?	
14. Are there adequate barriers or warnings on exit doors that lead to vehicle traffic areas?	
15. Do exit discharges lead to clear areas without obstruction?	
<b>Walkways</b>	<b>Yes No Date Corrected</b>
1. Are aisles and passageways kept clear and clean?	
2. Are wet surfaces covered with non-slip materials?	
3. Are pits and floor openings covered or guarded?	
4. Is sufficient aisle clearance provided for motorized or mechanical handling equipment operation?	
5. Are walkways properly marked?	
6. Are aisles and walkways that are near moving or operating machinery, welding operations, or similar operations positioned to minimize potential hazard exposure?	
7. Is adequate headroom provided for the entire length of each walkway?	
8. Are standard guardrails provided when the walkway surface is elevated more than 30 inches above any adjacent floor or ground?	
9. Are bridges provided over conveyors and similar hazards?	
<b>Floor and wall openings</b>	<b>Yes No Date Corrected</b>
1. Are floor openings guarded by a cover, guardrail, or equivalent on all sides?	

2. Are toeboards that are at least 4 inches tall installed around the edges of permanent floor openings where there is a danger of tools or materials falling onto persons or machinery on a lower level?	
3. Is the maximum gap between a floor or deck surface and the bottom of the toeboard no greater than 1/4 inch?	
4. Are skylight screens capable of supporting at least 200 pounds?	
5. Are grates or similar types of floor covers designed so that foot traffic or rolling equipment will not be affected by their placement?	
6. Are portions of pits that are not in use either covered or protected by guardrails or equivalent?	
7. Are manhole covers, trench covers, or similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds?	
<b>Stairs and stairways</b>	<b>Yes No Date Corrected</b>
1. Are standard stair rails or handrails on all stairways with four or more risers?	
2. Are stairways at least 22 inches wide?	
3. Do stair landing platforms extend not less than 30 inches in the direction of travel, and extend 22 inches in width at every 12 feet or less of vertical rise?	
4. Do stairs angle no more than 50 degrees and no less than 30 degrees?	
5. Are stairs of hollow pan-type treads and landings filled to the top edge of the pan with solid material?	
6. Are step risers on stairs of a uniform height from top to bottom?	
7. Are steps designed or provided with a slip-resistant surface?	
8. Are handrails located between 30 and 34 inches above the stair treads?	
9. Do handrails have at least 3 inches of clearance between the handrail and the wall surface they are mounted on?	
10. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?	
11. Are handrails capable of withstanding a load of 200 pounds applied within 2 inches of the top edge?	

<b>Elevated surfaces</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Are signs posted showing the surface load capacity?			
2. Are surfaces that are elevated more than 30 inches above the floor or ground provided with standard guardrails?			
3. Are elevated surfaces that expose people or machinery to falling objects provided with standard, 4-inch (normal) toeboards?			
4. Are permanent means of access and egress provided to elevated storage and work surfaces?			
5. Is the material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tripping, falling, collapsing, rolling, or spreading?			
6. Are dock boards or bridge plates used for transferring materials between docks and trucks or railcars?			
<b>Ladders</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Are ladders inspected and maintained in good condition? a. Are the inspections recorded in writing, either on the ladders themselves or on other written records?			
2. Are non-slip feet provided on each ladder, where needed?			
3. Are ladder runs and steps free of grease and oil?			
4. Are employees trained in the proper use and operation of ladders?			
5. Are ladders prohibited from being placed on boxes, barrels, or other unstable bases to obtain extra height?			
6. Are ladders with broken or missing steps, rungs, cleats, broken side rails, or faulty equipment removed from service?			
7. Are employees instructed to face ladders when climbing and descending?			
8. Are employees instructed not to use the braces on the top 2 steps of step ladders as steps?			
9. When in use, do ladders extend at least 3 feet above an elevated surface?			
10. Are the manufacturer's load limit and warning stickers easy to read on each ladder?			
11. Are metal ladders marked with easy-to-read signs cautioning against using them around electrical power sources?			
12. Are rungs of ladders uniformly spaced at 12 inches, center to center?			

<b>Personal protective equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Are protective goggles or face shields provided and worn where there is a danger of flying particles or corrosive materials?			
2. Are approved safety glasses worn at all times in areas where there is a risk of eye injuries?			
3. Are protective gloves, aprons, shields, or other means provided where employees could be cut or where there is a reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?			
4. Are hard hats provided and worn where a danger of falling objects exists?			
5. Are hard hats inspected periodically for damage to the shell and suspension system?			
6. Is foot protection required as appropriate?			
7. Is PPE maintained in a sanitary condition and ready to use?			
8. Are adequate work procedures and PPE provided and used when cleaning up spilled toxic or other hazardous materials or liquids?			
9. Are appropriate procedures in place for disposing of or decontaminating PPE?			
10. Are employees trained in the use, limitations, maintenance, storage, and inspection requirements of PPE?			
<b>Respiratory protection</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Is there a written respiratory protection procedure for the selection and use of respirators where needed?			
2. Are respirator users given periodic medical evaluations to determine their ability to wear respirators?			
3. Are respirator users annually instructed in the current usage and limitations of the respirators?			
4. Are respirator users given annual fit tests?			
5. Are respirators regularly inspected, cleaned, sanitized, and maintained?			
6. Are respirators stored in a convenient, clean, and sanitary location?			
7. Is voluntary respirator use governed through 1910.134 Appendix D?			

<b>Welding, cutting, and brazing</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment?			
2. Does each operator have a copy of the appropriate operating instructions, and does the operator follow the instructions?			
3. Are arc-welding cables intact with no damaged insulation or exposed conductors?			
4. Are precautions taken to prevent the mixture of oxygen with flammable gases, except at a burner or in a torch?			
5. Are only approved apparatuses (torches, regulators, pressure-reducing valves, acetylene generators, and manifolds) used?			
6. Are cylinders kept away from sources of heat?			
7. Are cylinders kept away from elevators, stairs, or gangways?			
8. Are hotwork permits required in areas not designed for regular hot work?			
9. Are used drums, barrels, tanks, and other containers thoroughly cleaned so that no explosive or hazardous chemical substances remain?			
10. Is required PPE used properly and inspected periodically?			
11. Is an inspection made to ensure adequate ventilation where welding or cutting is conducted?			
<b>Compressors and compressed air</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Are all compressors equipped with pressure relief valves and pressure gauges?			
2. Are compressor air intakes installed and equipped to ensure only clean, uncontaminated air enters?			
3. Are air filters installed and regularly inspected?			
4. Are compressor safety devices checked frequently?			
5. Before repair work is done on the pressure system, is all pressure bled off and the system locked out?			
6. Are signs posted warning of the automatic starting feature of the compressors?			
7. Are all belt drive systems enclosed?			
8. Are compressed air nozzles either operated at 30 pounds per square inch (psi) system pressure or equipped with pressure-reducing tips that reduce the pressure to less than 30 psi?			

9. Is it strictly prohibited to direct compressed air toward a person?	
10. Are safety chains or other suitable locking devices used at couplings of high-pressure hose lines where a connection failure could create a hazard?	
11. When compressed air is used with abrasive blast-cleaning equipment, is the opening valve a type that must be held open manually?	
12. Is every compressed air receiver equipped with a pressure gauge and one or more automatic, spring-loaded safety valves?	
13. Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10%?	
14. Is every air receiver provided with a drain pipe and a valve at the lowest point for the removal of accumulated oil and water?	
15. Are compressed air receivers periodically drained of moisture and oil?	
16. Are all safety valves tested frequently and at regular intervals to determine whether they're in good operating condition?	
17. Are inlets of air receivers and piping systems free of accumulated oil and carbonaceous materials?	
<b>Compressed gas cylinders</b>	<b>Yes No Date Corrected</b>
1. Are cylinders with a water capacity of more than 30 pounds equipped with the means for connecting a valve protector device, or with a collar or recess to protect the valve?	
2. Are cylinders legibly marked to identify the gas contained?	
3. Are compressed gas cylinders stored in an area that is protected from external heat sources?	
4. Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or tampered with by unauthorized persons?	
5. Cylinders stored or transported in a manner that prevents them from creating a hazard by slipping, falling, or rolling?	
6. Are valve protectors or caps always placed on cylinders and tightened when cylinders are not in use or connected for use?	
7. Are all valves closed before a cylinder is moved, when the cylinder is empty, and after each job?	

8. Are low-pressure fuel gas cylinders checked periodically for corrosion, general distortion, cracks, or other defect that might indicate a weakness or render it unfit for service?	
9. Are compressed gas cylinders regularly examined for expired hydrostatic test dates, obvious signs of defects, deep rusting, or leaking?	
10. Does the periodic check of low-pressure fuel gas cylinders include a close inspection of the cylinders' bottoms?	
11. Are cylinders stored at least 20 feet away from highly combustible materials?	
12. Are cylinders maintained with current hydro inspection dates?	
13. Are fuel gas and oxygen cylinders stored a minimum of 20 feet apart or separated by a one-hour firewall?	
14. Are in-service cylinders adequately supported to prevent them from falling over?	
<b>Lockout/tagout procedures</b>	<b>Yes No Date Corrected</b>
1. Are all hazardous energy sources required to be de-energized, disengaged, blocked, or locked out during cleaning, servicing, adjusting, operation setup, or as required?	
2. Are all lockout/tagout procedures performed by authorized employees?	
3. Is there a list of authorized employees in lockout/tagout records?	
4. When electrical control circuits cannot be disconnected, are the appropriate electrical supply enclosures identified?	
5. Is lockout of control circuits in place of lockout of main power disconnects prohibited?	
6. Are equipment-specific lockout/tagout procedures in place for all machines or procedures that involve multiple energy sources?	
7. Do lockout procedures require that stored energy be released or blocked?	
8. Are authorized employees provided individually keyed safety locks?	
9. Are authorized employees required to keep personal control of their key(s) while they have safety locks in use?	
10. Is it required that only the authorized employee who is exposed to the hazard place or remove the safety lock?	
11. Is an emergency lock-removal procedure in place?	

12. Do you require authorized employees to verify equipment lockout by attempting a start-up after making sure no one is exposed to the hazard?	
13. Are authorized employees instructed to always push the control circuit stop button before reenergizing the main power switch?	
14. Are means established to identify all authorized employees who are working on lockout equipment by their locks or accompanying tags?	
15. If equipment or lines cannot be shut down, locked out, and tagged out, is a safe job procedure established and rigidly followed?	
<b>Confined spaces</b>	<b>Yes No Date Corrected</b>
1. Is the space a confined space?	
2. Is the space A permit-required confined space (PRCS) (containing one or more known or potential hazards)?	
3. Can the hazards be removed?	
4. Are permit-required confined spaces marked as such, or are employees notified through equivalent means?	
5. Are confined spaces thoroughly emptied and rinsed of corrosive or hazardous substances before entry?	
6. Are all lines to a confined space containing hazardous substances locked out and tagged before entry?	
7. Is adequate ventilation provided before and during confined space entry?	
8. Are appropriate atmospheric tests performed before confined space entry?	
9. Is the atmosphere inside the confined space frequently tested or continuously monitored during work?	
10. Are atmospheric tests done on all levels, from bottom to top?	
11. Is adequate light provided in confined spaces?	
12. Are assigned attendants outside of the confined space?	
13. Are confined space entrants, attendants, and supervisors appropriately trained and equipped to handle an emergency?	
14. Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?	
15. Is portable electrical equipment used inside confined spaces grounded or insulated, or equipped with ground fault circuit interrupter protection?	

16. Are hotwork permits required before using welding and other oxygen-consuming equipment?	
17. Is a confined space entry permit filled out by a qualified PRCS supervisor and posted at the entry point before entry is made?  a. Is the entry permit good for eight hours or the duration of the work performed inside, whichever is less?  b. If a new permit is needed, is the space freshly evaluated and tested before entry is made?	
18. Does the attendant have authorization to shut down the job if needed?	
19. Are rescuers or retrieval equipment ready for rapid use?	
20. Is a procedure in place to ensure the safety of contract employees working in a confined space?	
<b>Environmental conditions</b>	<b>Yes No Date Corrected</b>
1. Are all work areas properly lit?	
2. Are workers aware of the hazardous chemicals they may be exposed to in their work environment?	
3. Is employee exposure to chemicals kept within acceptable levels?	
4. Is the work area's ventilation system appropriate for the work being done?	
5. Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system?	
6. Are noise levels in work areas below the OSHA action level of 85 dBA?  a. If not, are hearing protectors required of all employees in the area?	
7. Are proper precautions being taken when handling asbestos and other fibrous materials?	
8. Are caution labels and signs used to warn of hazardous substances and biohazards?	
9. Are wet methods used to prevent the emission of hazardous airborne fibers?	
10. Are grinders, saws, and other machines that produce respirable dust vented to an industrial collector or central exhaust system?	

11. Do plant or shop processes produce combustible dust? a. If yes, are steps taken to limit the accumulation of dust on horizontal surfaces, including electrical boxes and rafters?	
12. Is portable water provided for drinking, washing, and cooking?	
13. Are water outlets that are not suitable for drinking identified?	
<b>Flammable and combustible materials</b>	<b>Yes No Date Corrected</b>
1. Are combustible materials stored in covered metal receptacles or removed from work areas promptly?	
2. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?	
3. Are flammable liquids kept in closed containers when not in use?	
4. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?	
5. Do storage rooms with potentially hazardous atmospheres have explosion-proof lights and adequate ventilation?	
6. Are no smoking signs posted on liquefied petroleum gas tanks and in areas where flammable or combustible materials are used and stored?	
7. Are spills of flammable or combustible liquids cleaned up promptly?	
8. Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure?	
9. Are ignition sources controlled to the extent possible?	
10. Are ignition sources controlled to the extent possible?	
<b>Fueling</b>	<b>Yes No Date Corrected</b>
1. Are fueling operations prohibited while the engine is running?	
2. Are fuel tank caps replaced and secured before starting the engine?	
3. In fueling operations, is there always metal contact between the container and the fuel tank?	
4. Are the fueling hoses designed to handle the specific type of fuel?	
5. Are fueling operations prohibited in buildings or other enclosed areas not specifically ventilated for this purpose?	

6. Where fueling our transfer of fuel is done through a gravity flow system, are the nozzles the self-closing type?			
<b>Hazardous chemical exposure and hazard communication</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Do you have a written Hazard Communication Program that meets the OSHA standard and addresses safety data sheets (SDSs), chemical container labeling, employee training, and other elements?			
2. Are employees trained in the safe use of hazardous chemicals and materials?			
3. Are employees knowledgeable about potential workplace chemical hazards?			
4. Are eyewash fountains and safety showers immediately accessible and provided in areas where corrosive chemicals are handled?			
5. Are chemical containers labeled with the identity of the chemical and information about its chemical hazards?			
6. Are employees required to use appropriate personal protective clothing and equipment when handling hazardous chemicals?			
7. Are flammable and toxic chemicals kept in closed containers when not in use?			
8. Are chemical piping systems clearly marked as to their contents?			
9. Are adequate means readily available for containing spills or overflows properly and safely?			
10. Are standard operating procedures established in being followed when cleaning up chemical spills?			
11. Are employees prohibited from eating in areas where hazardous chemicals are present? a. Are drinks required to be in closed containers only?			
12. Are control procedures such as respirators, ventilation systems, and handling practices used for hazardous materials?			
13. Are hazardous substances handled in properly designed and exhausted locations?			
14. If internal combustion engines are used, is carbon monoxide kept within acceptable levels?			
15. Whenever possible, is vacuuming used to clean up dust, rather than blowing or sweeping?			
16. Are materials that give off toxic, asphyxiant, suffocating, or anesthetic fumes and vapors stored in remote or isolated locations when not in use?			

17. Are periodic spirometry and medical examinations maintained for personnel using respirators?	
18. Are areas that use cryogenic gases, such as nitrogen or carbon dioxide, equipped with oxygen level monitors and warning devices?	
19. Are safety data sheets (SDSs) readily available for each hazardous substance used?	
20. Is the master chemical list available?	
21. Is an employee training program in place for hazardous substances?	
22. Are employees notified of and trained about all hazardous substances that they work with or may be exposed to?	
23. Are employees trained in: <ul style="list-style-type: none"> <li>a. How to recognize tasks that might result in occupational exposure?</li> <li>b. How to use work practice, engineering controls, and PPE; and how to know their limitations.</li> <li>c. How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of PPE?</li> <li>d. Who to contact and what to do in a chemical emergency?</li> </ul>	
<b>Electrical</b>	<b>Yes No Date Corrected</b>
1. Do you specify compliance with OSHA standards and the National Electric Code (NEC) as a requirement for all contract electrical work?	
2. Are employees required to report as soon as practical any obvious hazard to life or property observed in connection with electrical equipment or lines?	
3. Are employees instructed to make preliminary inspections or conduct appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?	
4. When electrical equipment or lines are to be serviced, maintained, or adjusted, are necessary switches open, locked out, and tagged out whenever possible?	
5. Are portable electrical tools and equipment double insulated or grounded?	
6. Are flexible extension cords only used temporarily (no longer than 90 days)?	

7. Do all extension cords on site have an intact grounding prong?	
8. Are flexible cords not run under doors, into ceilings, and through windows and wall openings?	
9. Are power strips not connected in a series (daisy-chained)?	
10. Are all extension cords and cables free of splices and taps?	
11. Are multiple plug adapters prohibited?	
12. Are woodworking machines prohibited by magnetic starters or other devices to prevent automatic restart after the restoration of electricity following a power failure?	
13. Are ground fault circuit interrupters installed on electrical outlets in bathrooms and other damp areas?	
14. Are temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring?	
15. Do electrical installations in hazardous dust or vapor areas meet the NEC guidelines for hazardous locations?	
16. Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?	
17. Are chord, cable, and raceway connections intact and secure?	
18. Are locations of electrical power lines and cables determined before outdoor maintenance work is begun?	
19. Is the use of metal ladders prohibited in areas where the ladder or person using the ladder could hit conductors?	
20. Are disconnecting switches and circuit Breakers labeled to indicate their use or equipment served?	
21. Are disconnecting means always opened before fuses are replaced?	
22. Is sufficient access and working space prohibited and maintained around all electrical equipment to permit safe operations and maintenance?	
23. Are unused openings, including conduit knockouts, and electrical enclosures and fittings protected with appropriate covers, plugs, or plates?	
24. Are electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?	
25. Are disconnecting switches for electrical motors with more than two horsepower capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or above the motor horsepower rating.)	

26. Is low voltage provided in the control devices of motors' driving machines or equipment that could cause injury from inadvertent starting?	
27. Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?	
28. Is each motor either within sight of its controller, equipped with a controller disconnecting means that can be locked open, or provided with a separate disconnecting means and installed within sight of the motor?	
29. Is the controller for each motor in excess of 2 horsepower, and rated in horsepower equal to or above the rating of the motor it serves?	
30. Are employees who regularly work on or around energized electrical equipment or lines instructed in cardiopulmonary resuscitation (CPR) methods?	
31. Are employees prohibited from working alone on energized lines or equipment with more than 600 volts?	

<b>Noise</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Are there areas in the workplace where continuous noise levels exceed 85 dBA? <ul style="list-style-type: none"> <li>a. If so, has this been documented through sound level meter readings or dosimetry?</li> <li>b. If so, is there an ongoing hearing conservation program to monitor noise levels, provide audiometric testing, and educate employees on safe levels of noise exposures, the effects of noise on their health, and the use of PPE?</li> </ul>			
2. Have work areas where noise levels make communication between employees difficult been identified and posted?			
3. Are noise levels being measured with a dosimeter or sound level meter, and are recordings being kept?			
4. Are engineering controls used to reduce excessive noise levels, where practical?			
5. Where engineering controls are not feasible, are administrative controls such as worker rotation being used to minimize an employee's exposure to noise?			
6. Is the selection of approved hearing protection equipment (noise-attenuating devices) available to every employee working in noisy areas?			
7. Are employees properly fitted with and instructed in the use of hearing protection?			

8. Are employees in high noise areas (over 85 dBA time-weighted average) given periodic audiometric testing to ensure that effective hearing protection systems are in place?	
9. Is the OSHA Noise Standard (1910.95) posted where employees can read it?	
<b>Identification of piping systems</b>	<b>Yes No Date Corrected</b>
1. When non-potable water is piped through a facility, are outlets or taps posted with signs to alert employees that water from them is unsafe and not to be used for drinking, washing, or other personal use?	
2. When hazardous substances are transported through above-ground piping, is piping identified at points where confusion could introduce hazards to employees?	
3. When color painting identifies pipelines, are all visible parts of the line identified?	
4. When pipelines are identified by painted bands or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve, or connection?	
5. When pipelines are identified by color, is the color code posted at all locations where confusion could pose hazards to employees?	
6. When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?	
7. When tags identify pipelines carrying hazardous substances, are tags constructed of durable materials and clearly and permanently distinguishable, and are tags installed at each valve or outlet?	
8. When pipelines are heated by electricity, steam, or other external sources, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the system?	
<b>Materials handling</b>	<b>Yes No Date Corrected</b>
1. Is there safe clearance for equipment through all aisles and doorways?	
2. Are the aisles properly marked and kept clear?	
3. Are motorized vehicles and mechanized equipment inspected daily or before each shift when they are used?	
4. Are truck engines shut off with brakes set, before loading or unloading?	
5. Are containers of combustibles or flammables always separated by dunnage (packing material) sufficient to provide stability when stacked and moved?	

6. Are dock boards (bridge plates) used during loading or unloading operations between vehicles and docks?	
7. Are trucks and trailers secured from movement during loading and unloading operations?	
8. Are dock plates, loading ramps, and trailer or rail car floors constructed and maintained with sufficient strength to support any imposed loading?	
9. Are all hand trucks maintained in safe operating condition?	
10. Are shoots equipped with sideboards of sufficient height to prevent the materials being handled from falling off?	
11. Are shoots and gravity roller sections firmly placed and secured to prevent displacement?	
12. At the delivery end of the rollers or shoots, are provisions made to break the movement of the handled materials?	
13. Are employees instructed not to store empty pallets on end?	
14. Are stacked materials interlaced to prevent sliding or tipping?	
15. Are shelves secured and constructed to withstand the maximum designated storage weight?	
16. Are shelves secured to prevent tipping or falling?	
17. Are load limits posted on industrial rack beams?	
18. Are damaged track members repaired or replaced promptly?	
<b>Industrial trucks/forklifts</b>	<b>Yes No Date Corrected</b>
1. Are only trained and authorized personnel allowed to operate industrial trucks?	
2. Do personnel operate only industrial trucks on which they have been certified?	
3. Are overhead guards provided on high-lift equipment?	
4. Are industrial truck operating rules posted and enforced?	
5. Are industrial trucks operated according to the posted rules?	
6. Are industrial trucks operating in dark areas equipped with functioning headlights?	
7. Do industrial trucks have warning horns or other devices that can be heard above normal noise in the areas where they are operated?	
8. Are brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when it is fully loaded?	

9. Does the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?	
10. Are industrial trucks approved to operate in locations where flammable gases or vapor, combustible dust, or ignitable fibers may be present in the atmosphere?	
11. Are the drive motors shut off, and are brakes applied when any motorized hand and hand/rider truck's control grip is released?	
12. Are industrial trucks parked with the parking brake set and the forks flat on the floor or ground?	
13. Are industrial trucks parked so they do not block exits or emergency equipment and are not parked on dock plates?	
14. Are industrial trucks inspected in writing before each shift of use?	
<b>Transporting employees and materials</b>	<b>Yes No Date Corrected</b>
1. Do all employees who operate vehicles on public thoroughfares have valid operator's licenses?	
2. When seven or more employees are regularly transported in a van, bus, or truck, is the operator's license appropriate for the class of vehicle being driven?	
3. Is each van, bus, or truck used regularly to transport employees equipped with an adequate number of seats and seat belts?	
4. When employees are transported by truck, are provisions provided to prevent them from falling from the vehicle?	
5. Are vehicles used to transport employees equipped with lamps, brakes, horns, mirrors, windshields, and turn signals that work?	
6. Are transport vehicles provided with handrails, steps, stirrups, or similar devices that are placed or arranged so that employees can safely mount or dismount?	
7. Are employee transport vehicles equipped at all times with at least two reflective flares?	
8. Are fully charged fire extinguishers with at least a 4B-C rating maintained in good condition in each employee transport vehicle?	
9. When cutting tools or other tools with sharp edges are carried in the passenger compartments of employee transport vehicles, are they placed in closed boxes or containers that are secured in place?	
10. Are employees prohibited from riding on top of any load that can shift, topple, or otherwise become unstable?	

<b>Hoist and auxiliary equipment</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest points of safe travel?			
2. Will each hoist automatically stop and hold any load up to 125% of its rated load if its accentuating force is removed?			
3. Is the rated load of each hoist legibly marked and visible to the operator?			
4. Are stops provided at the safe limits of travel for hoists And are they tested daily?			
5. Are hoist controls plainly marked to indicate the direction of travel or motion?			
6. Is each cage-controlled hoist equipped with an effective warning device?			
7. Are close-fitting guards or other suitable devices installed on hoists to ensure that hoist ropes will be maintained in the sheave grooves?			
8. Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?			
9. Are nip points or control points between hoist ropes and sheaves that are permanently located within 7 feet of the floor, ground, or working platform guarded?			
10. Is it prohibited to use chains or rope slings that are kinked or twisted?			
11. Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute for a sling?			
12. Are operators instructed to avoid carrying loads over people?			
13. Are hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments will not accidentally slip off the hoist hooks?			
14. Are securing chains, ropes, chokers, or slings adequate for the job to be performed?			
15. Are hooks in good condition (not stretched, or safety latches in place if manufactured that way)?			
16. Are slings and chains in good condition (no broken or stretched links, no broken threads on slings)?			
17. When hoisting material or equipment, are provisions made to ensure that no one will be passing under the suspended loads?			
18. Do hoists and overhead cranes receive annual inspections, and frequent inspections in writing?			

19. Are all Pelican hooks equipped with spring-loaded safety clips to prevent accidental load release?	
20. Are only employees who have been trained in the proper use of hoists allowed to use them?	
<b>Control of harmful substances by ventilation</b>	<b>Yes No Date Corrected</b>
1. Is the volume and velocity of air in each exhaust system sufficient to gather the dust, fumes, mists, vapors, or other gases to be controlled and conveyed to a suitable point of disposal?	
2. Are exhaust inlets, ducts, and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?	
3. Are cleanout ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?	
4. Where two or more different types of operations are being controlled through the same exhaust systems, will the combination of substances constitute a fire, explosion, or chemical reaction hazard in the duct?	
5. Is adequate makeup air provided to areas where exhaust systems are operating?	
6. Are source points for makeup air located so that only clean, fresh air that is free of contaminants will enter the work environment?	
7. Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the function of the other?	
<b>Spraying questions</b>	<b>Yes No Date Corrected</b>
1. Is adequate ventilation assured before spray operations are started?	
2. Is mechanical ventilation provided when spraying operations are done within enclosed areas?	
3. When mechanical ventilation is provided during spraying operations, does it properly vent contaminated air?	
4. Are spray areas free of hot surfaces?	
5. Is the spray area at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources?	
6. Are the portable lamps used to light spray areas suitable for use in hazardous locations?	
7. Is approved respiratory equipment provided and used during spray operations?	

8. Do solvents used for cleaning have a flashpoint of 100°F or more?	
9. Are fire control sprinkler heads kept clean?	
10. Are no smoking signs posted in spray areas, paint rooms, paint booths, and paint storage areas?	
11. Is the spray area kept clean of combustible residue?	
12. Are spray booths constructed of metal, masonry, or other substantial, noncombustible material?	
13. Are spray booth floors and baffles noncombustible and easily cleaned?	
14. Is the infrared drying apparatus kept out of the spray area during spraying operations?	
15. Are spray booths completely ventilated before using the drying apparatus?	
16. Is electric drying equipment properly grounded?	
<b>Hand tools and equipment</b>	<b>Yes No Date Corrected</b>
1. Are all tools and equipment maintained in good condition?	
2. Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?	
3. Are broken or fractured handles on hammers, axes, and similar equipment replaced promptly?	
4. Are worn or bent wrenches regularly replaced?	
5. Are appropriate handles used on files and similar tools?	
6. Are employees made aware of the hazards caused by faulty or improperly used hand tools?	
7. Are safety glasses, face Shields, or other appropriate protective equipment used while using hand tools or equipment that might produce flying materials or be subject to breakage?	
8. Are jacks checked periodically to ensure they are in good operating condition?	
9. Are tool handles wedged tightly in the heads of all tools?	
10. Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?	
11. Are tools stored in dry, secure locations?	

<b>Portable power tools and equipment</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Are grinders, saws, and similar equipment provided with appropriate safety guards and are they used as recommended by the manufacturer?			
2. Are portable electric tools and extension cords inspected regularly with the results documented and the tools marked with the dated "OK" tag?			
3. Are portable circular saws equipped with guards above and below the base shoe?			
4. Are circular saw guards checked to ensure they are not wedged up, thus leaving the lower portion of the blade unguarded?			
5. Are rotating or moving parts of equipment guarded to prevent physical contact?			
6. Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double-insulated type?			
7. Are effective guards in place over belts, pulleys, chains, and sprockets?			
8. Are portable fans provided with full guards or screens having openings of 1/2 inch or less?			
9. Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?			
10. Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?			
<b>Abrasive wheel equipment- grinders</b>	<b>Yes</b>	<b>No</b>	<b>Date Corrected</b>
1. Are work rests installed and kept adjusted to within 1/8 inch of the wheel?			
2. Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?			
3. Do side guards cover the spindle, nut, and flange, and 75% of the wheel diameter?			
4. Are bench and pedestal grinders permanently mounted?			
5. Are goggles or face Shields always worn when grinding?			
6. Is the maximum RPM rating on each abrasive wheel compatible with the RPM rating of the grinder motor?			
7. Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring methods?			

8. Does each grinder have a different on/off control switch?	
9. Is each electrically operated grinder grounded effectively?	
10. Before new abrasive wheels are mounted, are they visually inspected and ring tested?	
11. Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?	
12. Are splash guards mounted on grinders that use coolant to prevent it from reaching employees?	
13. Is cleanliness maintained around grinders?	
<b>Powder-actuated tools</b>	<b>Yes No Date Corrected</b>
1. Are employees who operate powder-actuated tools trained in their use, and do they carry a valid operator card?	
2. Is each powder-actuated tool stored in its locked container when not being used?	
3. Is a sign at least 7 inches by 10 inches with boldface type reading, "POWDER-ACTUATED TOOL IN USE" Clearly posted when tools are being used?	
4. Are powder-actuated tools left unloaded until they are ready to be used?	
5. Or powder-actuated tools inspected for obstructions or defects each day before use?	
6. Do powder-actual tool operators have and use appropriate personal protective equipment such as safety helmets, safety goggles, safety issues, and ear protection?	
<b>Machine guarding</b>	<b>Yes No Date Corrected</b>
1. Is a program in place to train employees on how to operate machines safely?	
2. Is there adequate supervision to ensure that employees are following safe machine operating procedures?	
3. Is a program in place to regularly perform safety inspections of machinery and equipment?	
4. Are all machinery and equipment kept clean and properly maintained?	
5. Is sufficient clearance provided around and between machines to allow for safe operations, servicing, material handling, and waste removal?	
6. Are machines that could walk or tip bolted to the floor?	

7. Is the power shut-off switch within reach of the operator's position at each machine?	
8. Can electric power to each machine be locked out for maintenance, repair, or security?	
9. Are non-current-carrying metal parts of electrically operated machines bonded and grounded?	
10. Set operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?	
11. Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?	
12. Are all emergency stop buttons brightly colored, or do they display a placard?	
13. Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?	
14. Are all moving chains, sprockets, power shafts, gears, and flywheels within 7 feet of the floor properly guarded?	
15. Do machines that use coolant have splash guards to prevent it from reaching employees?	
16. Are methods provided to protect the operator and other employees in the machine areas from hazards created at the point of operation and from nip points, rotating parts, flying chips, and sparks?	
17. Are machine guards secure and arranged so they do not pose a hazard when in use?	
18. If special hand tools are used for placing and removing material, do they protect the operator's hands?	
19. Are revolving drums, barrels, and containers guarded by an enclosure that is interlocked with the drive mechanism, so that they do not revolve unless the guard and closures are in place?	
20. Do arbors and mandrels have firm and secure bearings, and are they free from play?	
21. Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?	
22. Are machines constructed so they are free from excessive vibration when the largest-sized tool is mounted and run at full speed?	
23. If machinery is cleaned with compressed air, is air pressure controlled, and are personal protective safeguards used to protect operators and other workers from injury?	

24. Are fan blades protected with a guard having openings no larger than 1/2 inch when operating within 7 feet of the floor?	
25. Are saws that are used for ripping equipped with anti-kickback devices and spreaders?	
26. Are radial arm saws arranged so that the cutting head will gently return to the back of the table when released?	



**The Texas Department of Insurance,  
 Division of Workers' Compensation (DWC)  
 1-800-252-7031, Option 2  
[www.txsafetyatwork.com](http://www.txsafetyatwork.com)**

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