# General Tribal Safety Survey

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| **FACILITY NAME:** | **ORGANIZATION:** |
| **CONTACT PERSON:** | **DATE OF SURVEY:** |
| **PERSON CONDUCTING SURVEY:** | **TITLE:** |

This safety survey form has been modified to address key areas of safety as it pertains to the Occupational Safety & Health Act (OSHA).

Reference codes, when referred to, are for informational and reference purposes only and not meant to be provided for compliance issues.

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| **PRE-INSPECTION** |

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| **1** | **EMPLOYER POSTINGS** |  |
| 1.1 | Is the required Federal OSHA workplace poster displayed in a prominent location where all employees are likely to see it? | Yes  No |
| 1.2 | Are emergency telephone numbers posted where they can be readily found in case of emergency? | Yes  No |
| 1.3 | Are the Hazardous Communication Program and Safety Data Sheets (SDS) available to all employees? | Yes  No |
| 1.4 | Is the Summary of Occupational Illnesses and Injuries posted from February 1st through April 30th? | Yes  No |

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| **2** | **MEDICAL SERVICES & FIRST AID (29 CFR 1910.151)** |  |
| 2.1 | Is there a hospital, clinic, or infirmary for medical care in proximity to the workplace? | Yes  No |
| 2.2 | If medical & first aid facilities are not in proximity of the workplace, is at least one employee on each shift currently qualified to render first aid? | Yes  No |
| 2.3 | Have all employees who are expected to respond to medical emergencies as part of their duties: (1) received first aid training; (2) had hepatitis B vaccination made available to them; (3) had appropriate training on blood-borne pathogens; and (4) have available and understand how to use PPE to protect against exposure to BBP diseases? (29 CFR 1910.1030) | Yes  No |
| 2.4 | Where employees have had an exposure incident involving BBP was there immediate post-exposure medical evaluation and follow-up? | Yes  No |
| 2.5 | Are medical personnel readily available for advice and consultation on matters of employee health? | Yes  No |
| 2.6 | Are first-aid kits easily accessible to each work area with necessary supplies available, periodically inspected and replenished as needed? | Yes  No |
| 2.7 | Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled? | Yes  No |

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| **3** | **RECORDKEEPING** |  |
| 3.1 | Is all occupational injury or illnesses (except minor injuries requiring only first aid) being recorded as required on the OSHA 300 log? | Yes  No |
| 3.2 | Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards? | Yes  No |
| 3.3 | Are employee safety training records kept and accessible for review by employees, when required by OSHA standards? | Yes  No |
| 3.4 | Have arrangements been made to maintain required records for the legal period of time for each specific type of record (some must be maintained for at least 40 years)? | Yes  No |
| 3.5 | Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.? | Yes  No |

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| **4** | **SAFETY & HEALTH PROGRAMS** |  |
| 4.1 | Is there an active safety and health program in operation that deals with general safety & health program elements as well as the management of specific worksite hazards? | Yes  No |
| 4.2 | Is one person clearly responsible for the overall activities of the safety & health program? | Yes  No |
| 4.3 | Is there a safety committee or group made up of management and employees that meets regularly and reports in writing on its activities? | Yes  No |

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| **GENERAL SITE INSPECTION** |

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| **5** | **BUILDING GROUNDS** |  |
| 5.1 | Are parking areas free of potholes, litter, and major cracks? | Yes  No |
| 5.2 | Are parking areas adequately lit and free of hidden areas? | Yes  No |
| 5.3 | Are sidewalks clear and in good condition? | Yes  No |
| 5.4 | Are ice and snow removed and appropriate areas kept sanded and salted? | Yes  No |

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| **6** | COMPRESSED GAS CYLINDERS (29 CFR 1910.101) |  |
| 6.1 | Are cylinders with a water weight capacity over 30 pounds, equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve? | Yes  No |
| 6.2 | Are cylinders legibly marked to clearly identify the gas contained? | Yes  No |
| 6.3 | Are compressed gas cylinders stored in areas that are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines? | Yes  No |
| 6.4 | Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons? | Yes  No |
| 6.5 | Are cylinders stored or transported in a manner that prevents them from creating a hazard by tipping, falling or rolling? | Yes  No |
| 6.6 | Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder? | Yes  No |
| 6.7 | Are all valves closed off before the cylinder is moved, when the cylinder is empty, and at the completion of each job? | Yes  No |

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| **7** | CONTROL OF HARMFUL SUBSTANCES BY VENTILATION (29 CFR 1910.94) |  |
| 7.1 | Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal? | Yes  No |
| 7.2 | Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system? | Yes  No |
| 7.3 | Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts? | Yes  No |
| 7.4 | Is adequate makeup air provided to areas where exhaust systems are operating? | Yes  No |
| 7.5 | Is the source point for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment? | Yes  No |
| 7.6 | Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other? | Yes  No |

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| **8** | **DINING ROOM & ENTRY** |  |
| 8.2 | Are signs used to warn customers of wet floors? | Yes  No |
| 8.3 | Are floors, mats, and carpets in good repair? | Yes  No |
| 8.4 | Are CPR/choke charts posted? | Yes  No |
| 8.5 | Are chairs and tables well maintained? | Yes  No |
| 8.6 | Are smoking regulations posted? | Yes  No |

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| **9** | ELECTRICAL (29CFR 1910.303 - 306) |  |
| 9.1 | Do you specify compliance with Federal OSHA and any appropriate building and fire codes for all contract electrical work? | Yes  No |
| 9.2 | Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines? | Yes  No |
| 9.3 | Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines? | Yes  No |
| 9.4 | When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible? | Yes  No |
| 9.5 | Are portable electrical tools and equipment grounded or of the double insulated type? | Yes  No |
| 9.6 | Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded? | Yes  No |
| 9.7 | Are extension cords being used as permanent wiring? | Yes  No |
| 9.8 | Do extension cords being used have a grounding conductor? | Yes  No |
| 9.9 | Are multiple plug adapters prohibited? | Yes  No |
| 9.10 | Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? | Yes  No |
| 9.11 | Are flexible cords and cables free of splices or taps? | Yes  No |
| 9.12 | Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place? | Yes  No |
| 9.13 | Are all cord, cable and raceway connections intact and secure? | Yes  No |
| 9.14 | In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected? | Yes  No |
| 9.15 | Is the location of electrical power lines and cables (overhead, underground, under the floor, other side of walls, etc.) determined before digging, drilling or similar work begins? | Yes  No |
| 9.16 | Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors? | Yes  No |
| 9.17 | Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? | Yes  No |
| 9.18 | Are disconnecting means always opened before fuses are replaced? | Yes  No |
| 9.19 | Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures? | Yes  No |
| 9.20 | Are all electrical raceways and enclosures securely fastened in place? | Yes  No |
| 9.21 | Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures? | Yes  No |
| 9.22 | Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? | Yes  No |
| 9.23 | Are all unused openings (including conduit knockouts) in electrical enclosures and fittings close with appropriate covers, plugs or plates? | Yes  No |
| 9.24 | Are electrical enclosures such as switches, receptacles, junction boxes, etc, provided with tight-fitting covers or plates? | Yes  No |
| 9.25 | Are disconnecting switches for electrical motors in excess of 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 in excess of the motor hp rating)? | Yes  No |
| 9.26 | Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probable injury from inadvertent starting? | Yes  No |
| 9.27 | Is each motor disconnecting switch or circuit breaker located within sight of the motor control device? | Yes  No |
| 9.28 | Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor? | Yes  No |

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| **10** | ELEVATED SURFACES |  |
| 10.1 | Are signs posted, when appropriate, showing the elevated surface load capacity? | Yes  No |
| 10.2 | Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails? | Yes  No |
| 10.3 | Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toe-boards? | Yes  No |
| 10.4 | Is a permanent means of access and egress provided to elevated storage and work surfaces? | Yes  No |
| 10.5 | Is required headroom provided where necessary? | Yes  No |
| 10.6 | Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading? | Yes  No |
| 10.7 | Are dock boards or bridge plates used when transferring materials between docs and trucks? | Yes  No |

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| **11** | ENVIRONMENTAL CONTROLS |  |
| 11.1 | Is all work areas properly illuminated? | Yes  No |
| 11.2 | Are employees instructed in proper first-aid and other emergency procedures? | Yes  No |
| 11.3 | Is emergency lighting equipment functional? | Yes  No |
| 11.4 | Are hazardous substances, blood, and other potentially infectious materials identified, which may cause harm by inhalation, ingestion, or skin absorption or contact? | Yes  No |
| 11.5 | Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.? | Yes  No |
| 11.6 | Is employee exposure to chemicals in the workplace kept within acceptable levels? | Yes  No |
| 11.7 | Can a less harmful method or product be used? | Yes  No |
| 11.8 | Are caution labels and signs used to warn of hazardous substances (e.g., asbestos) and biohazards (e.g., blood-borne pathogens)? | Yes  No |
| 11.9 | Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust? | Yes  No |
| 11.10 | Are all local exhaust ventilation systems designed and operating properly such as air flow and volume necessary for the application, ducts not plugged or belts slipping? | Yes  No |
| 11.11 | Is personal protective equipment (PPE) provided, used and maintained whenever required? | Yes  No |
| 11.12 | Are there written standard operating procedures for the selection and use of respirators where needed? | Yes  No |
| 11.13 | Are restrooms and washrooms kept clean and sanitary? | Yes  No |
| 11.14 | Is all water provided for drinking, washing, and cooking potable? | Yes  No |
| 11.15 | Are all outlets for water not suitable for drinking clearly identified? | Yes  No |
| 11.16 | Are employee’s physical capacities assessed before being assigned to jobs requiring heavy work? | Yes  No |
| 11.17 | Are employees instructed in the proper manner of lifting heavy objects? | Yes  No |
| 11.18 | Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning? | Yes  No |
| 11.19 | Are employees screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction? | Yes  No |
| 11.20 | Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within a building or other enclosed area? | Yes  No |
| 11.21 | Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur and in all instances where different types of body fluids or potentially infectious materials is difficult or impossible? | Yes  No |

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| **12** | EXIT DOORS |  |
| 12.1 | Are doors, which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct? | Yes  No |
| 12.2 | Are windows, which could be mistaken for exit doors, made inaccessible by means of barriers or railings? | Yes  No |
| 12.3 | Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied? | Yes  No |
| 12.4 | Is a revolving, sliding or overhead door prohibited from serving as a required exit door? | Yes  No |
| 12.5 | Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic? | Yes  No |
| 12.6 | Are doors on cold storage rooms provided with an inside release mechanism, which will release the latch and open the door even if it’s padlocked or otherwise, locked on the outside? | Yes  No |
| 12.7 | Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees or others from stepping into the path of traffic? | Yes  No |
| 12.8 | Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door? | Yes  No |

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| **13** | EXIT/EGRESS |  |
| 13.1 | Are the directions to exits, when not immediately apparent, marked with visible signs? | Yes  No |
| 13.2 | Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately identified or marked “NOT AN EXIT”? | Yes  No |
| 13.3 | Are exit signs provided with the word “EXIT”, in lettering at least 5 inches high and the stroke of the lettering at least ½ inch wide? | Yes  No |
| 13.4 | Are all exits kept free of obstructions? | Yes  No |
| 13.5 | Are there sufficient exits to permit prompt escape in case of emergency? | Yes  No |
| 13.6 | Are special precautions taken to protect employees and others during construction and repair operations? | Yes  No |
| 13.7 | Are the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load? | Yes  No |
| 13.8 | Are exit stairways which are required to be separated from other parts of the building, enclosed by at least 2-hour fire-resistive construction in buildings with more than four stories in height, and not less than 1-hour fire resistive construction elsewhere? | Yes  No |
| 13.9 | Where ramps are used as part of required exiting from a building is the ramp slope limited to 1 foot vertical and 12 foot horizontal? | Yes  No |
| 13.10 | Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirements for human impact? | Yes  No |

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| **14** | **FIRE PROTECTION (29 CFR 1910.157)** |  |
| 14.1 | Is the local fire department well acquainted with the facilities, its location and specific hazards? | Yes  No |
| 14.2 | Is there a fire alarm system? | Yes  No |
| 14.3 | Is the fire alarm system tested at least annually? | Yes  No |
| 14.4 | Are interior standpipes and valves inspected regularly? (1910.158) | Yes  No |
| 14.5 | Are fire doors and shutters in good operating condition? | Yes  No |
| 14.6 | Are automatic sprinkler system water control valves, air and water pressure checked weekly or periodically as required? | Yes  No |
| 14.7 | Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor? | Yes  No |
| 14.8 | Are sprinkler heads protected by metal guards when exposed to physical damage? | Yes  No |
| 14.9 | Are portable fire extinguishers provided in adequate number and type? | Yes  No |
| 14.10 | Are fire extinguishers mounted in readily accessible locations? | Yes  No |
| 14.11 | Are fire extinguishers recharged annually and the tag current? | Yes  No |
| 14.12 | Are fire extinguishers visually checked monthly? | Yes  No |
| 14.13 | Are employees periodically instructed in the use of extinguishers and fire protection and prevention procedures? | Yes  No |
| 14.14 | Is any storage within 18 inches of sprinkler heads? | Yes  No |

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| **15** | FLAMMABLE AND COMBUSTIBLE MATERIALS (29 CFR 1910.106) |  |
| 15.1 | Are combustible scrap, debris and waste materials (oily rages, etc.) stored in covered metal receptacles and removed from the worksite promptly? | Yes  No |
| 15.2 | Is proper storage practiced to minimize the risk of fire including spontaneous combustion? | Yes  No |
| 15.3 | Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? | Yes  No |
| 15.4 | Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards? | Yes  No |
| 15.5 | Is “No Smoking” signs posted on liquefied petroleum gas tanks? | Yes  No |
| 15.6 | Are liquefied petroleum storage stands guarded to prevent damage from vehicles? | Yes  No |
| 15.7 | Is vacuuming used whenever possible rather than blowing or sweeping combustible dust? | Yes  No |
| 15.8 | Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc. while in storage? | Yes  No |
| 15.9 | Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?  * Class A – Ordinary combustible material fires * Class B – Flammable liquid, gas or grease fires * Class C – Energized-electrical equipment fires | Yes  No |
| 15.10 | Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials? | Yes  No |
| 15.11 | Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment? | Yes  No |
| 15.12 | Are “No Smoking” signs posted where appropriate in areas where flammable or combustible materials are used or stored? | Yes  No |
| 15.13 | Are safety cans used for dispensing flammable or combustible liquids at a point of use? | Yes  No |
| 15.14 | Are all spills of flammable or combustible liquids cleaned up promptly? | Yes  No |
| 15.15 | Are “No Smoking” rules enforced in areas involving storage and use of hazardous materials? | Yes  No |

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| **16** | **FLOOR & WALL OPENINGS (29 CFR 1910.23(e)(8))** |  |
| 16.1 | Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds? | Yes  No |
| 16.2 | Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use? | Yes  No |

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| **17** | **FOOD STORAGE** |  |
| 17.1 | Are walk-in refrigerators well-maintained and equipped with devices for opening the door from the inside? | Yes  No |
| 17.2 | Are emergency interior door latches in good repair? | Yes  No |
| 17.3 | Is food stored on pallets or shelves? | Yes  No |
| 17.4 | Is ice storage covered? | Yes  No |
| 17.5 | Are cold storage floor surfaces free of ice? | Yes  No |
| 17.6 | Is equipment properly grounded? | Yes  No |
| 17.7 | Are detergents, sanitizers, and drying agents separated from other chemicals and stored away from food and dishes? | Yes  No |
| 17.8 | Are material safety data sheets readily available for employee use? | Yes  No |
| 17.9 | Are pest control certificates available? | Yes  No |

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| **18** | FUELING |  |
| 18.1 | Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running? | Yes  No |
| 18.2 | Are fueling operations done in such a manner that likelihood of spillage will be minimal? | Yes  No |
| 18.3 | When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine? | Yes  No |
| 18.4 | Are fuel tank caps replaced and secured before starting the engine? | Yes  No |
| 18.5 | In fueling operations, is there always metal contact between the container and the fuel tank? | Yes  No |
| 18.6 | Are fueling hoses of a type designed to handle the specific type of fuel? | Yes  No |
| 18.7 | Is it prohibited to handle or transfer gasoline in open containers? | Yes  No |
| 18.8 | Are open lights, open flames, sparking, or arcing equipment prohibited near fueling or transfer of fuel operations? | Yes  No |
| 18.9 | Is smoking prohibited in the vicinity of fueling operations? | Yes  No |
| 18.10 | Are fueling operations prohibited in buildings or other enclosed areas that are not specifically ventilated for this purpose? | Yes  No |
| 18.11 | Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type? | Yes  No |

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| **19** | **GENERAL WORK ENVIRONMENT** |  |
| 19.1 | Are all worksites clean, sanitary, and orderly? | Yes  No |
| 19.2 | Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant? | Yes  No |
| 19.3 | Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately according to proper procedures? | Yes  No |
| 19.4 | Is combustible scrap, debris and waste stored safely and removed from the worksite promptly? | Yes  No |
| 19.5 | Is all regulated waste, as defined in OSHA BBP standard (29 CFR 1910.1030), discarded according to federal, state, and local regulations? | Yes  No |
| 19.6 | Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension? | Yes  No |
| 19.7 | Are covered metal waste cans used for oily and paint-soaked waste? | Yes  No |
| 19.8 | Is all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working? | Yes  No |
| 19.9 | Are all toilets and washing facilities clean and sanitary? | Yes  No |
| 19.10 | Is all work areas adequately illuminated? | Yes  No |

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| **20** | HAND TOOLS & EQUIPMENT |  |
| 20.1 | Are all tools and equipment (both company and employee-owned) in good condition? | Yes  No |
| 20.2 | Are employees made aware of the hazards caused by faulty or improperly used hand tools? | Yes  No |
| 20.3 | Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment that may produce flying materials or be subject to breakage? | Yes  No |
| 20.4 | Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping? | Yes  No |
| 20.5 | Are tools stored in dry, secure locations where they will not be tampered with? | Yes  No |

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| **21** | HAZARDOUS CHEMICAL EXPOSURE |  |
| 21.1 | Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.? | Yes  No |
| 21.2 | Are employees aware of the potential hazards involving various chemicals store or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.? | Yes  No |
| 21.3 | Is employee exposure to chemicals kept within acceptable levels? | Yes  No |
| 21.4 | Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled? | Yes  No |
| 21.5 | Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)? | Yes  No |
| 21.6 | Are flammable or toxic chemicals kept in closed containers when not in use? | Yes  No |
| 21.7 | Have standard operating procedures been established and are they being followed when cleaning up chemical spills? | Yes  No |
| 21.8 | Where needed for emergency use, are respirators stored in a convenient, clean, and sanitary location? | Yes  No |
| 21.9 | Are respirators intended for emergency use adequate for the various uses for which they may be needed? | Yes  No |
| 21.10 | Are employees prohibited from eating in areas where hazardous chemicals are present? | Yes  No |
| 21.11 | Is personal protective equipment provided, used and maintained whenever necessary? | Yes  No |
| 21.12 | Do employees complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals? | Yes  No |
| 21.13 | Is there a dermatitis problem? | Yes  No |
| 21.14 | Do employees complain about dryness, irritation, or sensitization of the skin? | Yes  No |
| 21.15 | If internal combustion engines are used, is carbon monoxide kept within acceptable levels? | Yes  No |
| 21.16 | Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean-up? | Yes  No |

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| **22** | HAZARDOUS SUBSTANCES COMMUNICATION (29 CFR 1910.1200) |  |
| 22.1 | Is there a list of hazardous substances used in your workplace (SDS Index)? | Yes  No |
| 22.2 | Is there a current written exposure control plan for occupational exposure to blood-borne pathogens and other potentially infectious materials, where applicable? | Yes  No |
| 22.3 | Is there a written hazard communication program dealing with Safety Data Sheets (SDS), labeling, and employee training? | Yes  No |
| 22.4 | Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health and physical hazards)? | Yes  No |
| 22.5 | Is there an employee-training program for hazardous substances? | Yes  No |
| 22.6 | Does the employee-training program for hazardous substances (HAZCOM) include:  * An explanation of what an SDS is and how to use and obtain one.  Yes  No * SDS contents for each hazardous substance or class of substances.  Yes  No * Explanation of “Right to Understand.”  Yes  No * Identification of where an employee can see the employer’s written hazard communication program and where hazardous substances are present in their work areas.  Yes  No * The physical and health hazards of substances in the work area, and specific protective measures to be used.  Yes  No * Details of the hazard communication program, including how to use the labeling system and SDS.  Yes  No | Yes  No |
| 22.7 | Does the employee-training program on the blood-borne pathogens standard contain the following elements:  * An accessible copy of the standard and an explanation of its contents; * A general explanation of the epidemiology and symptoms of blood-borne diseases; * An explanation of the modes of transmission of blood-borne pathogens; * An explanation of the employer’s exposure control plan and the means by which employees can obtain a copy of the written plan; * An explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other potentially infectious materials; * An explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protection equipment; * Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment; * An explanation of the basis for selection of personal protective equipment; * Information on the hepatitis B vaccine; * Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; * An explanation of the procedure to follow if an exposure incident occurs, including the methods of reporting the incident and the medical follow-up that will be made available; * Information on post-exposure evaluations and follow-up; and * An explanation of signs, labels, and color-coding? | Yes  No |
| 22.8 | Are employees trained in the following:  * How to recognize tasks that might result in occupational exposure?  Yes  No * How to use work practice and engineering controls and personal protective equipment and to know their limitations?  Yes  No * How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment?  Yes  No * Who to contact and what to do in an emergency?  Yes  No | Yes  No |

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| **23** | **KITCHEN** |  |
| 23.1 | Is cooking equipment protected by a fixed extinguishing system? | Yes  No |
| 23.2 | Is the extinguishing system inspected and tagged semi-annually? | Yes  No |
| 23.3 | Are fire control manual releases visible? | Yes  No |
| 23.4 | Are hoods, vents and fans maintained free of grease and serviced regularly? | Yes  No |
| 23.5 | Are temperature limit controls in place? | Yes  No |
| 23.6 | Are grease filters and other grease removal devices of an approved type? | Yes  No |
| 23.7 | Are employees required to wear slip-resistant footwear? | Yes  No |
| 23.8 | Is flooring protected by non-slip surfaces? | Yes  No |
| 23.9 | Is flooring free of grease, puddles and debris? | Yes  No |
| 23.10 | Are powered cutting machines equipped with guards? | Yes  No |
| 23.11 | Are mixing machines provided with guards? | Yes  No |
| 23.12 | Are air compressors equipped with guards? | Yes  No |
| 23.13 | Are machines disconnected before removing food and before cleaning? | Yes  No |
| 23.14 | Is a plunger used to feed foods into choppers and grinders? | Yes  No |
| 23.15 | Is broken glass removed safely and promptly? | Yes  No |
| 23.16 | Are employees trained to use equipment and chemicals safely? | Yes  No |
| 23.17 | Are knives properly maintained, used, and stored? | Yes  No |

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| **24** | LOCKOUT TAGOUT PROCEDURES (29 CFR 1910.147) |  |
| 24.1 | Is there a written Lock-out/Tag-out Program? | Yes  No |
| 24.2 | Is all machinery or equipment capable of movement, required to be de-energized or disengaged and tagged or locked-out during cleaning, servicing, adjusting or setting up operations, whenever required? | Yes  No |
| 24.3 | Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:  * Are the appropriate electrical enclosures identified? * Is means provided to assure the control circuit can also be disconnected and locked-out? | Yes  No |
| 24.4 | Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited? | Yes  No |
| 24.5 | Are all equipment control valve handles provided with a means for locking-out? | Yes  No |
| 24.6 | Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs? | Yes  No |
| 24.7 | Are appropriate employees provided with individually keyed personal safety locks? | Yes  No |
| 24.8 | Are employees required to keep personal control of their key(s) while they have safety locks in use? | Yes  No |
| 24.9 | Is it required that only the employee exposed to the hazard, place or remove the safety lock? | Yes  No |
| 24.10 | Is it required that employees check the safety of the lockout, by attempting a start up after making sure no one is exposed? | Yes  No |
| 24.11 | Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch? | Yes  No |
| 24.12 | Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags? | Yes  No |
| 24.13 | Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency? | Yes  No |
| 24.14 | In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed? | Yes  No |

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| **25** | MACHINE GUARDING (29 CFR 1910.212) |  |
| 25.1 | Is there a training program to instruct employees on safe methods of machine operation? | Yes  No |
| 25.2 | Is there adequate supervision to ensure that employees are following safe machine operating procedures? | Yes  No |
| 25.3 | Is there a regular program of safety inspection of machinery and equipment? | Yes  No |
| 25.4 | Can electric power to each machine be locked out for maintenance, repair, or security? | Yes  No |
| 25.5 | Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded? | Yes  No |
| 25.6 | Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible? | Yes  No |
| 25.7 | Are all emergency stop buttons colored red? | Yes  No |
| 25.8 | Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded? | Yes  No |
| 25.9 | Are machinery guards secure and so arranged that they do not offer a hazard in their use? | Yes  No |
| 25.10 | Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown? | Yes  No |
| 25.11 | If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and bodily injury? | Yes  No |
| 25.12 | Are fan blades protected with a guard having openings no larger than ½ inch, when operating 7 feet of the floor? | Yes  No |

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| **26** | MATERIAL HANDLING (29 CFR 1910.176) |  |
| 26.1 | Is there safe clearance for equipment through aisles and doorways? | Yes  No |
| 26.2 | Are aisles designated, permanently marked, and kept clear to allow unhindered passage? | Yes  No |
| 26.3 | Are motorized vehicles and mechanized equipment inspected daily or prior to use? | Yes  No |
| 26.4 | Are vehicles shut off and brakes set prior to loading or unloading? | Yes  No |
| 26.5 | Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability? | Yes  No |
| 26.6 | Are hand trucks maintained in safe operating condition? | Yes  No |

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| **27** | **PERSONAL PROTECTIVE EQUIPMENT & CLOTHING (PPE) (29 CFR 1910.132)** |  |
| 27.1 | Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials? | Yes  No |
| 27.2 | Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, chemical contact or burns? | Yes  No |
| 27.3 | Are employees who wear corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures? | Yes  No |
| 27.4 | Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? | Yes  No |
| 27.5 | Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions? | Yes  No |
| 27.6 | Are approved respirators provided for regular or emergency use where needed? | Yes  No |
| 27.7 | Is there a written Respiratory Protection Program and are employees trained on the program? | Yes  No |
| 27.8 | Is a medical evaluation required for proper use and fitting? | Yes  No |
| 27.9 | Is all protective equipment maintained in a sanitary condition and ready for use? | Yes  No |
| 27.10 | Are the eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials? | Yes  No |
| 27.11 | Is special equipment required for electrical workers’ available where required? | Yes  No |
| 27.12 | Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic materials, blood, or other potentially infectious materials? | Yes  No |
| 27.13 | Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard? | Yes  No |
| 27.14 | Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids? | Yes  No |
| 27.15 | Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials? | Yes  No |

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| **28** | **PLAYGROUNDS** |  |
| 28.1 | Are playgrounds fenced and gated? | Yes  No |
| 28.2 | Are surfaces well maintained? | Yes  No |
| 28.3 | Is equipment clean, maintained and secured? | Yes  No |
| 28.4 | Are regulations conspicuously posted? | Yes  No |

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| **29** | PORTABLE LADDERS (29 CFR 1910.25 & 1910.26) |  |
| 29.1 | Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attaché and moveable parts operating freely without binding or undue play? | Yes  No |
| 29.2 | Are non-slip safety feet provided o each ladder? | Yes  No |
| 29.3 | Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded? | Yes  No |
| 29.4 | Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height? | Yes  No |
| 29.5 | Are employees instructed to face the ladder when ascending or descending? | Yes  No |
| 29.6 | Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment? | Yes  No |
| 29.7 | Are employees instructed not to use the top step of ordinary stepladders as a step? | Yes  No |
| 29.8 | When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface? | Yes  No |
| 29.9 | Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place? | Yes  No |
| 29.10 | Are portable metal ladders legibly marked with signs reading “CAUTION – Do not use Around Electrical Equipment” or equivalent wording? | Yes  No |
| 29.11 | Are employees instructed to only adjust extension ladders while standing at the base (not while standing on the ladder or from a position above the ladder)? | Yes  No |
| 29.12 | Are all ladders inspected for damage? | Yes  No |
| 29.13 | Are the rungs of ladders uniformly spaced at 12 inches, center-to-center? | Yes  No |

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| **30** | PORTABLE (POWER OPERATED) TOOLS & EQUIPMENT (29 CFR 1910.242) |  |
| 30.1 | Are rotating or moving parts of equipment guarded to prevent physical contact? | Yes  No |
| 30.2 | Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type? | Yes  No |
| 30.3 | Are effective guards in place over belts, pulleys, chains, and sprockets, on equipment? | Yes  No |
| 30.4 | Are portable fans provided with full guards or screens having openings ½ inch or less? | Yes  No |
| 30.5 | Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction and remodeling? | Yes  No |

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| **31** | SANITIZING EQUIPMENT AND CLOTHING (29 CFR 1910.141) |  |
| 31.1 | Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected? | Yes  No |
| 31.2 | Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned? | Yes  No |
| 31.3 | Are machines and equipment, which process, handle or apply materials that could be injurious to employees, cleaned and/or decontaminated before being overhauled or placed in storage? | Yes  No |
| 31.4 | Are employees prohibited from smoking or eating in any area where contaminates that could be injurious if ingested are present? | Yes  No |

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| **32** | **STAIRS & STAIRWAYS (29 CFR 1910. 23)** |  |
| 32.1 | Are standard stair rails or handrails on all stairways having four or more risers? | Yes  No |
| 32.2 | Are all stairways at least 22 inches wide? | Yes  No |
| 32.3 | Do stairs have landing platforms 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? | Yes  No |
| 32.3 | Are stair angles no more than 50 and no less than 30 degrees? | Yes  No |
| 32.4 | Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid materials? | Yes  No |
| 32.5 | Are step risers on stairs uniform from top to bottom? | Yes  No |
| 32.6 | Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? | Yes  No |
| 32.7 | Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads? | Yes  No |
| 32.8 | Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on? | Yes  No |
| 32.9 | 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 20 inches? (1910.23(a)(10) | Yes  No |
| 32.10 | Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward direction? | Yes  No |
| 32.11 | Where stairs or stairways exit directly into an area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? | Yes  No |
| 32.12 | Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway? | Yes  No |
| 32.13 | Is the vertical distance between stairway landings limited to 12 feet or less? | Yes  No |

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| **33** | TRANSPORTING EMPLOYEES AND MATERIALS |  |
| 33.1 | Do employees who operate vehicles on public thoroughfares have valid operator’s licenses? | Yes  No |
| 33.2 | When seven or more employees or other persons are regularly transported in a van, bus or truck, is the operator’s license appropriate for the class of vehicle being driven? | Yes  No |
| 33.3 | Is each van, bus or truck used regularly to transport employees or others, equipped with an adequate number of seats? | Yes  No |
| 33.4 | Are all vehicles equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair? | Yes  No |
| 33.5 | Is a fully charged fire extinguisher, in good condition, with at least a 4 B/C rating maintained in each transport vehicle? | Yes  No |

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| **34** | **WALKWAYS (29 CFR 1910.22)** |  |
| 34.1 | Are aisles and passageways kept clear? | Yes  No |
| 34.2 | Are aisles and walkways marked as appropriate? | Yes  No |
| 34.3 | Are wet surfaces covered with nonslip materials? | Yes  No |
| 34.4 | Are holes in the floor, sidewalk, or other walking surfaces repaired properly, covered or otherwise made safe? | Yes  No |
| 34.5 | Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway? | Yes  No |
| 34.6 | Are spilled materials cleaned up immediately? | Yes  No |
| 34.7 | Are changes of direction or elevations readily identifiable? | Yes  No |

**Additional Findings:**

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|  |  | Yes  No |
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|  |  | Yes  No |
|  |  | Yes  No |

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This safety survey is not intended to be exhaustive in scope. Users should consult current OSHA standards for a comprehensive list of exposures