

COMPLIANCE AUDITS: ESSENTIAL CHECKLISTS FOR OSHA, EPA & OTHER KEY AGENCIES**Quick OSHA Audit Sheet**

Check	Question	Part 1910
_____	Are aisles marked?	.22(b)(2)
_____	Width of aisles maintained?	.22(b)(1)
_____	Are aisles in good condition?	.22(b)(1)
_____	Are work areas clean?	.22(a)
_____	Is housekeeping maintained?	.22(a)
_____	Are mats, gratings, etc. used where drainage is needed?	.22(a)(2)
_____	Are floor openings and floor holes protected?	.23
_____	Are stair handrails of standard height? (30" - 34" above surface)	.23(e)(5)(ii)
_____	Does every stairway having 4 or more risers have a hand rail?	.23(d)(1)
_____	Are risers uniform in height and conform to proper height?	.24(f)
_____	Are standard railings provided on the open side of exposed stairs?	.24(h)
_____	Is temporary wiring in use?	.305(a)(2)
_____	Are all portable tools properly grounded?	.304(f)
_____	Are all outlets grounded?	.304(f)
_____	Do electrical fuse and outlet boxes have covers?	.305(b)(2)
_____	Are there properly trained first aid personnel and first aid supplies available?	.151
_____	Are accident records being kept properly?	1904.2 and 1904.4
_____	Are building exits adequate?	.36 and .37
_____	Are exits properly marked?	.36 and .37
_____	Does lighting on exit signs conform to government standards? (5 foot candles)	.37(b)(6)
_____	Are exits clear?	.36 and .37
_____	Are there any fixed ladders being used that require cages or wells?	.27(d)
_____	Are only ladders with safety feet used?	.25(b)(5)
_____	Are ladders free from sharp edges and splinters?	.25(b)(1)
_____	Are step ladders under 20' in length?	.25(b)(2) and .26(a)(2)
_____	Is scaffolding capable of carrying intended load safely?	.28(a)(2)
_____	Are industrial trucks equipped with horn, overhead guard, and capacity sign?	.178(a)(5), (e)(1), (m)(9), and (n)(4)
_____	Are batteries charged in a vented room?	.178(g)(2)

COMPLIANCE AUDITS: ESSENTIAL CHECKLISTS FOR OSHA, EPA & OTHER KEY AGENCIES**Quick OSHA Audit Sheet, Continued**

Check	Question	Part 1910
_____	Are there no open flames in battery room?	.178(g)(11)
_____	Are fuel tanks filled only when engines are not running?	.178(p)(2)
_____	Do the noise levels conform to OSHA standards?	.95
_____	Are all exposures from dust, fumes, etc., controlled?	.94, .1000
_____	Is local ventilation good?	.94
_____	Is the compressed air for cleaning under 30 PSI?	.242(b)
_____	Is personal protective equipment provided and used?	.132
_____	Is the correct type of respirator being worn by personnel?	.134
_____	Are "floor load" capacity signs posted through-out building?	.22(d)(1)
_____	Are compressed gases being handled properly?	.101
_____	Are drums used for storage of flammable liquids properly grounded and bonded?	.107(e)(9)
_____	Are flammable materials being stored in approved cans and cabinets?	.106(d)(2) and (3)
_____	Are materials being properly handled?	.176
_____	Is the OSHA poster properly displayed?	1903.2
_____	Are separate lunch rooms provided when toxic materials are present?	.141(g)(2)
_____	Do the number of rest rooms conform to the federal standards?	.141(c)(1)(i)
_____	Are there separate toilet facilities for each sex?	.141(c)(1)(i)
_____	Are lunch rooms, rest rooms and service rooms kept clean?	.141(a)(3)
_____	Are approved type guards installed at point of operations?	.212(a)(3)(ii)
_____	Are gears, pulleys, conveyors, chains, properly guarded?	.219(d)
_____	Are special hand tools being used for placing and removing materials from machines?	.212(a)(3)(iii)
_____	Are guards provided over foot treadles?	.217(b)(4)(i)
_____	Are machines firmly anchored to prevent moving?	.212(b)

WORKPLACE AUDIT / INSPECTION REPORT

Aboveground Storage Tanks

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

General

- Do you have any aboveground storage tanks at your facility?
- Is the area free of any apparent signs of physical contamination; (e.g., dead vegetation, noticeable stains on the ground, standing oil)?
- Is all leak detection equipment in satisfactory condition? 40 CFR 265.193(c)(3), (e)(3)(iii)
- Does each tank have appropriate secondary containment? 40 CFR 265.193(b)-(d)
- Is the separator or drainage tank in satisfactory condition?
- Are unused tank water bottom draw offs secured?
- Are unused tank fill valves secured?
- Are valves inspected for signs of leakage or deterioration?
- Are inlet and outlet piping and flanges inspected for leakage?
- Is tank size appropriate for contents? 29 CFR 1910.110(b)(2), (d)(6), (e)(10), (f)(4)&(5)(i)

Stormwater Regulations

- Have you prevented stormwater contamination from parking lots, excavation areas, refuse areas, and so on, where stormwater runoff would be contaminated with hazardous pollutants? 40 CFR 122.26
- Have you managed stormwater runoff issues properly by developing a pollution prevention plan? 40 CFR 122.26(c)

State/Local Requirements

- Have you notified the appropriate state/local agency about your aboveground storage tanks (ASTs)?
- Have you complied with local (fire department or county) regulations regarding AST labeling?
- Have you met local fire prevention requirements?

Hazard Communication Labels

- Are all ASTs properly labeled? 29 CFR 1910.1200(f)(5)&(6); 40 CFR 262.34(a)(3)
- If you store hazardous materials in aboveground storage tanks (this includes gasoline), are tanks or other containers holding hazardous materials appropriately labeled with chemical name and hazard warning? 29 CFR 1910.1200(f)(5)

Hazardous Waste Storage

- Do you store hazardous wastes in an AST? If yes, are all hazardous waste requirements complied with?
- If hazardous waste is stored on the grounds, are all hazardous waste requirements complied with?
- Is emergency information posted near a telephone? 40 CFR 262.34(d)(5)(ii)
- Is the necessary emergency equipment available (fire extinguishers, spill control supplies, absorbents, MSDSs)? 40 CFR 265.32; .51(e); .56(e)
- Is there at least one employee either on the premises or on call (i.e., available to respond to an emergency by reaching the facility within a short period of time) with the responsibility of coordinating all applicable emergency response measures? 40 CFR 262.34(d)(5)(iv)

Flammable/Combustible Storage

- Is proper storage of flammable or combustible materials practiced to minimize the risk of fire including spontaneous combustion?
- Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite? 29 CFR 1910.22(c); .106(d)(2)
- Are all spills of flammable or combustible liquids cleaned up promptly? 29 CFR 1910.106(e)(9)(i)

Oil Storage

- Do you store oil in your AST?
- Does your facility fall under the Oil Pollution Prevention regulations (does it store more than 1320 gallons of oil aboveground)? 40 CFR 112.1(d)(2)
- Does the AST have adequate secondary containment safeguards or an oil spill contingency plan? 40 CFR 112.7(c)(1), (d)
- Is containment dike or berm in satisfactory condition?
- Is containment area free of excess standing water or oil?
- Are the gate valves used for emptying the containment areas secured?
- Is the containment area/base of tank free of high grass, weeds, and debris?
- Have you instituted a method of release detection for all new and existing ASTs?

First Aid

- Do you have emergency eye wash and shower facilities within the immediate work area where employees are exposed to injurious corrosive materials? 29 CFR 1910.151(c), .1048(i)(3)
- Do you have first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 29 CFR 1910.151(b)

Portable Fire Extinguishers

- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)

PPE: Eye and Face

- Is personal protective equipment provided and are all employees required to use PPE as needed to protect against eye and face injury? 29 CFR 1910.132(a); .133(a)(1)
- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials? 29 CFR 1910.133(a)(1)
- 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, or burns? 29 CFR 1910.133(a)(2)
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)? 29 CFR 1910.132(a)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Aboveground Storage Tanks

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

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WORKPLACE AUDIT / INSPECTION REPORT

Alarms and Warnings

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

General requirements

- Does your plan include a way to alert employees, including disabled workers, to evacuate or take other action, and how to report emergencies?
- Have you established an employee alarm system that complies with 1910.165? 1910.38(a)(3)(i)?
- If the employee alarm system is used for alerting fire brigade members, or for other purposes, is a distinctive signal used for each purpose? 1910.38(a)(3)(ii)
- Does the employee alarm system provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both? 1910.165(b)(1)
- Can alarms be heard, seen, or otherwise perceived by everyone in the workplace? 1910.165(b)(2)
- Do you provide an auxiliary power supply if electricity is shut off? 1910.165(b)(2)
- Do you ensure that alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan? 1910.165(b)(3)
- Have you made available an emergency communications system such as a public address system, portable radio unit, or other means to notify employees of the emergency and to contact local law enforcement, the fire department, and others. 1910.165(b)(4)
- Have you established procedures for sounding emergency alarms in the workplace? 1910.165(b)(5)

Installation and Restoration

- Are only approved devices, components, combinations of devices, or systems used? (**Note:** Steam whistles, air horns, strobe lights or similar lighting devices, or tactile devices meeting the requirements of 1910.165 are considered to meet this requirement for approval). 1910.165(c)(1)
- Are all employee alarm systems restored to normal operating condition as soon as possible after each test or alarm? 1910.165(c)(2)
- Are spare alarm devices and components readily available. 1910.165(c)(2)

Maintenance and Testing

- Are all employee alarm systems in proper working condition, except when undergoing repairs or maintenance? 1910.165(d)(1)

- Is the reliability and adequacy of non-supervised employee alarm systems tested every two months? 1910.165(d)(2)
- Is a different actuation device used in each test of a multi-actuation device system? 1910.165(d)(2)
- Are power supplies maintained or replaced as often as is necessary to assure a fully operational condition?
- Are back-up alarms provided when alarm systems are out of service? 1910.165(d)(3)
- Is employee alarm circuitry installed after January 1, 1981, supervised and does it provide positive notification to assigned personnel whenever a deficiency exists in the system? 1910.165(d)(4)
- Are the servicing, maintenance and testing of employee alarms done by properly trained persons? 1910.165(d)(5)

Manual Operation

- Are manually activated alarms unobstructed, conspicuous, and readily accessible? 1910.165(e)

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WORKPLACE AUDIT / INSPECTION REPORT

Battery Charging Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Battery Charging

- Are battery charging installations located in areas designated for that purpose? 29 CFR 1910.178(g)(1)
- Are batteries charged in a properly vented room? 29 CFR 1910.178(g)(2)
- Is local ventilation sufficient to disperse fumes? 29 CFR 1910.178(g)(2)
- Are facilities provided for flushing and neutralizing spilled electrolyte? 29 CFR 1910.178(g)(2)
- Are facilities provided for fire protection? 29 CFR 1910.178(g)(2)
- Are facilities provided for protecting charging apparatus from damage by trucks? 29 CFR 1910.178(g)(2)
- Is a conveyor, overhead hoist, or equivalent material handling equipment provided for handling batteries? 29 CFR 1910.178(g)(4)
- Are reinstalled batteries properly positioned and secured in the truck? 29 CFR 1910.178(g)(5)
- Is a carboy tilter or siphon provided for handling electrolyte? 29 CFR 1910.178(g)(6)
- When charging batteries do you make certain not to pour water into acid? 29 CFR 1910.178(g)(7)
- Are trucks properly positioned and brake applied before changing or charging batteries? 29 CFR 1910.178(g)(8)
- Are vent caps functioning? 29 CFR 1910.178(g)(9)
- Is smoking prohibited in battery charging area? 29 CFR 1910.178(g)(10)
- Are precautions taken to prevent open flames, sparks, or electric arcs in the charging area? 29 CFR 1910.178(g)(11)
- Are tools and other metallic objects kept away from the top of uncovered batteries? 29 CFR 1910.178(g)(12)

Personal Protective Equipment

- Are all employees required to use personal protective equipment (PPE) as needed? 29 CFR 1910.132(a)
- Is PPE functional and in good repair? 29 CFR 1910.132(e)
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, etc.)? 29 CFR 1910.132(a)
- Are hard hats provided and worn where danger of falling objects exists? 29 CFR 1910.135(a)(1)
- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials? 29 CFR 1910.133(a)(1)
- Are employees who need 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? 29 CFR 1910.133(a)(3)
- Is appropriate foot protection required where there is the risk of foot injuries? 29 CFR 1910.132(a); .136(a)

Housekeeping

- Are work areas clean? 29 CFR 1910.22(a)

- Are work surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant? 29 CFR 1910.22(a)(2)
- Are all spilled materials or liquids cleaned up immediately? 29 CFR 1910.141(a)(3)(ii)

Aisles

- Are aisles marked? 29 CFR 1910.22(b)(2)
- Are aisles and passageways properly illuminated? 29 CFR 1910.22
- Are aisles kept clean and free of obstructions? 29 CFR 1910.22(b)(1)
- Are fire aisles, access to stairways, and fire equipment kept clear? 29 CFR 1910.178(m)(14)

Emergency Eyewash and Showers

- Are suitable facilities provided for quick drenching and flushing of eyes and body from exposure to injurious corrosive materials? 29 CFR 1910.151(c)
- Can eyewash/shower units be reached within 10 seconds? ANSI Z358.1
- Where the hazard involves strong acid or caustics, do you make sure the eyewash/shower is immediately adjacent to the hazard? ANSI Z358.1
- Is the temperature of the flushing fluid lukewarm? ANSI Z358.1
- Are plumbed emergency showers and eyewash units activated weekly and inspected annually? ANSI Z358.1

First Aid

- Do you have first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 29 CFR 1910.151(b)

Fire Protection

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)
- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)

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Supervisor _____ Date _____ Page ___ of ___

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WORKPLACE AUDIT/INSPECTION REPORT

Bucket Trucks and Service Vehicles

Location: _____ **Date:** _____
Audited by: _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Preoperational Inspection

- Are brakes in good shape?
- Are headlights and taillights, including stop and backup lights in good shape?
- Is the horn working properly?
- Is the reverse signal alarm working properly?
- Are windshields free from cracks?
- Are windshield wipers working properly?
- Do you have proper windshield solution?
- Are seatbelts functional?
- Is the tire pressure adequate?
- Are all items on your vehicle (see manufacturer's manual for items to inspect) working properly?
- Is proper personal protective equipment available, in good condition, and used where required or needed?

Operational Inspection

- Are the critical safety components of the bucket truck or aerial work platform in safe condition? (Make a visual check before each work shift).
- Are lift controls tested each day prior to use to determine that the controls are in a safe working condition?

At the Jobsite

- Are vehicle brakes set?
- Are outriggers, when used, positioned on pads or a solid surface?
- Are wheel chocks installed before using an aerial lift on an incline?
- Are the wheels of any service vehicle chocked anytime it is stopped and doing work?
- When workers are in the basket is it prohibited to move an aerial lift truck when the boom is elevated in a working position?
- Before moving an aerial lift for travel, is the boom inspected to see that it is properly cradled and outriggers are in the stowed position?
- Are all operational requirements and safety rules complied with?

Outriggers

- Are vehicles, when provided with outriggers, operated with the outriggers extended and firmly set as necessary for the stability of the specific equipment configuration?
- Are outriggers not extended or retracted outside of clear view of the operator unless all employees are outside the range of possible equipment motion?
- Is a signal person used to ensure all employees are outside the range of outrigger deployment or retraction?
- If the work area or the terrain does not allow the use of outriggers, is the equipment operated only within its maximum load ratings for the particular configuration of the equipment without outriggers?

Off-Highway Operation

- Is the bucket truck, digger derrick, or other service vehicle not allowed to be operated with an obstructed view to the rear,

- unless the vehicle has an appropriate reverse signal alarm, or an employee gives a safe signal?
- Are moving parts of equipment and machinery that are carried or mounted on service vehicles, guarded by barricades or other work zone safety equipment?

Operation Near Energized Lines or Equipment

- For electric utility work, is all mechanical equipment operated so that the correct minimum approach distances are maintained from exposed energized lines and equipment?
- If the vehicle operator cannot accurately determine minimum approach distances, does a designated employee, other than the equipment operator, observe the approach distance and give timely warnings?
- When operating mechanical equipment that could become energized are proper safety precautions taken?
- Do employees use the best available ground to minimize the time the lines remain energized?
- Is equipment bonded together to minimize potential differences?
- Are ground mats provided to extend areas of equipotential?
- Are insulating protective equipment or barricades employed to guard against hazardous potential differences?
- Are existing conditions related to safety of the work to be done determined before work on or near electric lines or equipment is started?
- Are proper safety procedures followed when using the live-line bare-hand technique on energized circuits?

Vehicle-Mounted Elevating and Rotating Work Platforms

- Are only trained employees authorized to operate an aerial lift?
- Is belting off to an adjacent pole, structure, or equipment while working from an aerial lift prohibited?
- Do employees always stand firmly on the floor of the basket?
- Is sitting or climbing on the edge of the basket prohibited?
- Is the use of planks, ladders, or other devices for a work platform prohibited?
- Are safety belts only used as a restraint or positioning device and rigged so employees cannot fall more than 2 feet?
- Are body harnesses worn when employees could fall more than 2 feet?
- Do you make certain boom and basket load limits specified by the manufacturer are not exceeded?
- Do articulating boom and extensible boom platforms, primarily designed as personnel carriers, have both platform and lower controls?
- Are upper controls in or beside the platform within easy reach of the operator?
- Do lower controls provide for overriding the upper controls?
- Are controls plainly marked as to their function?
- Are lower level controls only operated when permission is given from the employee in the lift?
- Are climbers prohibited from being worn while performing work from an aerial lift?
- Is the insulated portion of an aerial lift not altered in any manner that might reduce its insulating value?

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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT/INSPECTION REPORT
Bucket Trucks and Service Vehicles

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

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Supervisor _____ Date _____ Page ____ of ____

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WORKPLACE AUDIT / INSPECTION REPORT

Chemical Storage Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

LP Gas

- Is liquified petroleum gas stored, handled, and used in accordance with safe practices and standards? 29 CFR 1910.110(e)(2)(iv); 178(f)(2)
- Are "No Smoking" signs posted on liquified petroleum gas tanks? 29 CFR 1910.106(d)(7)(iii), (e)(6)(i)
- Are liquified petroleum storage tanks guarded to prevent damage from vehicles? 29 CFR 1910.110(f)(2)(i)&(ii)

Flammable/Combustible Containers

- Are approved containers and portable tanks used for the storage and handling of flammable and combustible liquids? 29 CFR 1910.106(d)(2)
- Are all connections on drums and combustible liquid piping, vapor and liquid tight? 29 CFR 1910.106(c)(3)
- Are all flammable liquids kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.)? 29 CFR 1910.22(c); .106(e)(2)(iv)(a)
- Are bulk drums of flammable liquids grounded and bonded to containers during dispensing? 29 CFR 1910.106(e)(6)(ii)
- Are safety cans used for dispensing flammable or combustible liquids at a point of use? 29 CFR 1910.106(d)(5)(iii)
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes? 29 CFR 1910.106(b)(4)(ii)
- Are portable storage tanks equipped with emergency venting that will relieve excessive internal pressure caused by fire exposure? 29 CFR 1910.106(d)(2)(ii)
- Are storage cabinets used to hold flammable liquids, labeled "Flammable — Keep Fire Away"? 29 CFR 1910.106(d)(3)(ii)
- Are flammable liquids, such as gasoline, kept in an approved safety can? 29 CFR 1910.106(d)(2); .144(a)(1)

Flammable/Combustible Handling

- Are firm separators placed between containers of combustibles or flammables, when stacked one upon another, to assure their support and stability? 29 CFR 1910.106(f)(1)(iii)
- Are all containers over 30 gallons in inside storage rooms stacked individually? 29 CFR 1910.106(d)(4)(v)

Flammable/Combustible Storage

- Is proper storage of flammable or combustible materials practiced to minimize the risk of fire including spontaneous combustion?
- Are all solvent wastes, and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite? 29 CFR 1910.22(c)
- Is vacuuming used whenever possible rather than blowing or sweeping combustible dust? 29 CFR 1910.141(a)(4)(ii)
- Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly? 29 CFR 1910.106(e)(9)(iii)
- Are all spills of flammable or combustible liquids cleaned up promptly? 29 CFR 1910.106(e)(9)(i)
- Are "No Smoking" rules enforced in areas involving storage and use of hazardous materials? 29 CFR 1910.106(e)(9)

Hazard Communication Labels

- Are all chemical containers marked with contents name and hazards? 29 CFR 1910.1200(f)(5)
- Are storage cabinets used to hold flammable liquids labeled "Flammable—Keep Fire Away"? 29 CFR 1910.106(d)(3)(ii)
- For a fixed extinguishing system, is a sign posted warning of the hazards presented by the extinguishing medium? 29 CFR 1910.160(b)(5)

Emergency Eyewash and Showers

- Are suitable facilities provided for quick drenching and flushing of eyes and body from exposure to injurious corrosive materials? 29 CFR 1910.151(c)
- Can eyewash/shower units be reached within 10 seconds? ANSI Z358.1
- Where the hazard involves strong acid or caustics, do you make sure the eyewash/shower is immediately adjacent to the hazard? ANSI Z358.1
- Is the temperature of the flushing fluid lukewarm? ANSI Z358.1
- Are plumbed emergency showers and eyewash units activated weekly and inspected annually? ANSI Z358.1

Housekeeping

- Are work areas clean? 29 CFR 1910.22(a)
- Are all spilled materials or liquids cleaned up immediately? 29 CFR 1910.141(a)(3)(ii)

Aisles

- Are aisles marked? 29 CFR 1910.22(b)(2)
- Are aisle widths maintained? 29 CFR 1910.22(b)(1)
- Are aisles in good condition? 29 CFR 1910.22(b)(1)
- Is there one clear aisle at least 3 feet wide? 29 CFR 1910.106(d)(4)(v), (5)(vi)(f), (e)(9)(ii)

Exits

- Are exits properly marked? 29 CFR 1910.37(b)(2)
- Does lighting in hallways and exit signs conform to government standards (5 foot-candles)? 29 CFR 1910.37(b)(6)
- Are exits kept free of obstructions? 29 CFR 1910.37(a)(3)

Fire Alarm Systems

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)

Fire Extinguishers

- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are portable fire extinguishers provided in adequate number and type? 29 CFR 1910.157(d)
- For a fixed extinguishing system, is a sign posted warning of the hazards presented by the extinguishing medium? 29 CFR 1910.160(b)(5)

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WORKPLACE AUDIT / INSPECTION REPORT

Compressed Gas Storage Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Compressed Gas Cylinders

- 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? 29 CFR 1910.101(b)
- Are cylinders legibly marked to clearly identify the gas contained? 29 CFR 1910.1200(f)(5); .101(b); .103(b)(1)(i)(c); .110(c)(2)
- Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines? 29 CFR 1910.101(b); .103(c)(2)(iii)(h); .110(c)(5)(i)(f)
- 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? 29 CFR 1910.101(b); .102(a); .103(c)(2)(iii)(f)
- Are cylinders located or stored in a manner to prevent them from creating a hazard by tipping, falling, or rolling? 29 CFR 1910.101(b); .102(a)
- Are all valve protectors always placed on cylinders when the cylinders are not in use or connected for use? 29 CFR 1910.101(b); .110(c)(6)(iii)&(iv); .111(e)(5)
- Are valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job? 29 CFR 1910.101(b)
- Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service? 29 CFR 1910.101(a)
- Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom? 29 CFR 1910.101(a)
- Are empty compressed gas cylinders appropriately marked and their valves closed? 29 CFR 1910.101(b); .253(b)(1)(ii), (2)(iii), (5)(ii)(H)

LP Gas

- Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards? 29 CFR 1910.110(e)(2)(iv); .178(f)(2)
- Are "No Smoking" signs posted on liquefied petroleum gas tanks? 29 CFR 1910.106(d)(7)(iii), (e)(6)(i)
- Are liquefied petroleum storage tanks guarded to prevent damage from vehicles? 29 CFR 1910.110(f)(2)(i)&(ii)
- Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc., while in storage? 29 CFR 1910.253(b)(4)(iii)

Fire Alarm Systems

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)

Portable Fire Extinguishers

- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)

- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are portable fire extinguishers provided in adequate number and type? 29 CFR 1910.157(d)

Compressed Gas: Explosion Control

- Are liquefied gases stored and shipped valve-end up with valve covers in place? 29 CFR 1910.101(b)
- Before a regulator is removed, is the valve closed and gas released from the regulator? 29 CFR 1910.101(b)
- Are pressure-reducing regulators used only for the gas and pressures for which they are intended? 29 CFR 1910.101(b)

Hydrogen

- Do hydrogen containers comply with either appropriate requirements of ASME Boiler and Pressure Vessel Code, Section VIII — Unfired Pressure Vessels — 1968, or with U.S. Department of Transportation Specifications and Regulations? 29 CFR 1910.103(b)(1)(i)(a)(1)-(2)
- Are permanently installed containers provided with substantial noncombustible supports on firm noncombustible foundations? 29 CFR 1910.103(b)(1)(i)(b)
- Is each portable container legibly marked with the name "Hydrogen" in accordance with "Marking Portable Compressed Gas Containers to Identify the Material Contained" ANSI Z48.1-1954? 29 CFR 1910.103(b)(1)(i)(c)
- Are hydrogen containers equipped with appropriate safety relief devices? 29 CFR 1910.103(b)(1)(ii)(a)
- Is each mobile hydrogen supply unit used as part of a hydrogen system adequately secured to prevent movement? 29 CFR 1910.103(b)(1)(iv)(e)

Oxygen

- Are bulk oxygen storage systems located above ground out of doors or installed in a building of noncombustible construction, adequately vented, and used for that purpose exclusively? 29 CFR 1910.104(b)(2)(i)
- Is the bulk oxygen storage location such that that containers and associated equipment is not exposed by electric power lines, flammable or combustible liquid lines, or flammable gas lines? 29 CFR 1910.104(b)(2)(i)
- Are bulk oxygen storage containers at least fifty feet from any combustible structures? 29 CFR 1910.104(b)(3)(ii)
- Are bulk oxygen storage containers at least 25 feet from any structures with fire-resistive exterior walls or sprinklered buildings of other construction, but not less than one-half the height of adjacent side wall of the structure? 29 CFR 1910.104(b)(3)(iii)
- Are bulk oxygen storage containers at least 10 feet from any opening in adjacent walls of fire resistive structures? 29 CFR 1910.104(b)(3)(iv)
- Are bulk oxygen storage containers at least 50 feet from flammable liquid storage above-ground with capacity of 0 to 1000 gallons? 29 CFR 1910.104(b)(3)(v)
- Are bulk oxygen storage containers at least 90 feet from flammable liquid storage above-ground with capacity greater than 1000 gallons? 29 CFR 1910.104(b)(3)(v)

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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Confined Spaces

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Permit-Required Confined Space

- Have all confined spaces and permit-required confined spaces been identified? 29 CFR 1910.146(c)(1)
- Are danger signs posted (or other equally effective means of communication) to inform employees about the existence, location, and dangers of permit-required confined spaces? 29 CFR 1910.146(c)(2)
- Is the written permit-required confined space entry program available to employees? 29 CFR 1910.146(c)(4)
- Is the permit-required confined space sufficiently isolated? Have pedestrian, vehicle or other necessary barriers been provided to protect entrants from external hazards? 29 CFR 1910.146(d)(3)(iii), (v)
- When working in permit-required confined spaces, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency? 29 CFR 1910.146(d)(5)&(6); .252(b)(4)(iv)
- Are authorized entrants or their representatives provided an opportunity to observe any monitoring or testing of permit spaces? 29 CFR 1910.146(d)(3)(ii)

Permit-Required Confined Space: Atmospheric Hazards

- Has the permit space been tested to determine if acceptable entry conditions exist prior to entry? 29 CFR 1910.146(c)(5)(i)
- When testing for atmospheric hazards, has oxygen been tested for first, then combustible gases and vapors, and then toxic gases and vapors? 29 CFR 1910.146(c)(5)(ii)(C); (d)(5)(iii)
- Is ventilating equipment available to obtain acceptable entry conditions? 29 CFR 1910.146(d)(4)(ii)
- Has the permit space been flushed, ventilated, purged, and rendered inert to eliminate or control atmospheric hazards prior to entry? 29 CFR 1910.146(d)(3)(iii)
- Is the permit space being tested or monitored as necessary to determine if acceptable entry conditions are being maintained during the course of entry operations? 29 CFR 1910.146(c)(5)(ii)
- Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable? 29 CFR 1910.146(d)(4)(iv)
- Before gas welding or burning is started, are hoses checked for leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere? 29 CFR 1910.252(a)(2)(iv), (4); (b)(4)(ii)&(iii); (c)(4)(i)
- If employees will be using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, is sufficient air provided to assure combustion without reducing the oxygen concentration below 19.5 percent by volume? 29 CFR 1910.252(a)(2)(iv)
- Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure? 29 CFR 1910.252(a)(2)(iv)
- If the confined space is below the ground and near areas where motor vehicles will be operating, is vehicle exhaust or carbon monoxide prevented from entering the space? 29 CFR 1910.252(c)(4)(i); .146(c)(5)(ii)(C)-(F)

Permit-Required Confined Spaces: Toxics

- Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry? 29 CFR 1910.146(d)(3)(iv), (f)(8)&(9)
- Are all lines to a confined space containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry? 29 CFR 1910.146(d)(3)(iii); Appendix B to 1910.146, Section A

- Is each confined space checked for decaying vegetation or animal matter which may produce methane? 29 CFR 1910.146(d)(2)
- Is the confined space checked for possible industrial waste which could contain toxic properties? 29 CFR 1910.146(d)(2)

Permit-Required Confined Space: Equipment

- Is necessary personal protective equipment available? 29 CFR 1910.146(d)(4)(iv)
- Has necessary lighting equipment been provided? 29 CFR 1910.146(d)(4)(v)
- Has equipment, such as ladders, needed for safe ingress and egress by authorized entrants been provided? 29 CFR 1910.146(d)(4)(vii)
- Is rescue and emergency services equipment available? 29 CFR 1910.146(d)(4)
- Is it required that all impellers, agitators, or other moving equipment inside confined spaces be locked-out if they present a hazard? 29 CFR 1910.146(f)(8)
- Is all portable electrical equipment used inside confined spaces either grounded and insulated, or equipped with ground fault protection? 29 CFR 1910.243(a)(5); .304(f)(7)(iii)

Permit-Required Confined Space: Permit

- Before permit space entry operations begin, has the entry supervisor identified on the permit signed the entry permit to authorize entry? 29 CFR 1910.146(e)(2)
- Has the permit been made available at the time of entry to all authorized entrants, by being posted at the entry portal, or by other equally effective means, so that entrants can confirm that pre-entry preparations have been completed? 29 CFR 1910.146(e)(3)

Permit-Required Confined Space: Attendant

- Is at least one attendant stationed outside the confined space for the duration of the entry operation? 29 CFR 1910.146(d)(6)
- Is there at least one attendant whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance? 29 CFR 1910.146(i)(6), (7), (9)
- Is the attendant trained and equipped to handle an emergency? 29 CFR 1910.146(g)(1); (d)(4)(viii)&(ix); (k)(1)(i)
- Is the attendant or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency? 29 CFR 1910.146(d)(9); (i)(4)&(10); (k)(3)
- Is communications equipment provided to allow the attendant to communicate with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the permit space? 29 CFR 1910.146(d)(4)(iii)
- Are those having active roles in entry operations appropriately designated (for example, authorized entrants, attendants, entry supervisors, and persons who test or monitor the atmosphere in a confined space)? 29 CFR 1910.146(d)(8)

Rescue and Emergency Services

- Have all prospective rescuers been selected and evaluated in accordance with 29 CFR 1910.146(K)(1)(i)-(iii)? 29 CFR 1910.146(K)(1)(i)-(iii)
- If employees are designated to provide permit space rescue are they provided needed personal protective equipment? 29 CFR 1910.146(K)(2)(i)
- Are employee rescuers trained properly? 29 CFR 1910.146(K)(2)

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WORKPLACE AUDIT/INSPECTION REPORT

Construction Cranes – Daily/Monthly Inspections

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Pre-Operational Daily Inspection

- Are all exposed moving parts guarded or isolated?
- Are high voltage warning signs displayed on the exterior of the crane on each side and on the counterweight of the crane?
- Is each component of the crane used in lifting, swinging, or lowering the load or boom free from defects?
- Are defective wire ropes taken out of service?
- Do all swivels have freedom of rotation?
- Are tires free from cuts, tears, breaks, and inflated properly?
- Are exhaust pipes guarded or insulated properly?
- Are there no fluid leaks in lines, tanks, valves, pumps, and other parts of fuel, air, or hydraulic systems?
- Are batteries in good shape?
- Is the crane properly lubricated?
- Are sheaves, drums, rigging, hardware, and attachments in good condition?
- Are all functional operating mechanisms such as locking mechanisms, limit switches, safety devices, hydraulic cylinders, instruments, and lights free from problems?
- Are guardrails, handholds, and steps secure?
- Are platform and walkway anti-skid surfaces not damaged?
- Are there no slippery substances on platforms and walkways?
- Are turntable connections in good shape (no weld cracks or loose, missing bolts)?
- If the crane is going to be operated in an enclosed space, are tests made and recorded to see that employees are not exposed to unsafe concentrations of toxic gases?
- Are all items unique to your vehicle (see manufacturer's manual) working properly?
- Is proper personal protective equipment available, in good condition, and used where required or needed?

Pre-Operational Daily Inspection-Boom and Jib

- Are the boom and jib in safe condition (no cracking, bending, or deformation of welds)?
- Is there no corrosion under any attachments that are connected to the chords and lacing?
- Are lattice booms in good shape?

Pre-Operational Daily Inspection-Outriggers

- Are neither the beams nor the cylinders distorted or cracked?
- Are all welds in good condition?
- Do both the beams and cylinders extend and retract smoothly and hold the load?
- Are beams marked to indicate when they are fully extended?
- Are floats in good shape and securely attached?

Pre-Start-Up Inspection

- Are inspection and maintenance records, operator's manual, and appropriate load charts present?
- Is the cab clean and free of clutter?
- Are all controls labeled as to their function?
- Are all gauges, warning lights, horns, and alarms working properly?

- Is the service/parking brake operating properly?
- Is the seat securely attached?
- Does the cab door open safely?
- Is an accessible fire extinguisher of 5BC rating, or higher, available at all operator stations or cabs?
- Does the operator have a clear field of vision (no broken or cracked window glass)?
- Are rated load capacities, recommended operating speeds, and special hazard warnings posted and visible to the operator?
- When used, are outriggers fully extended and tires off the ground?
- Are steering, brakes and clutches adjusted and operating properly?
- Are boom hoist lockout and other operator aids operated and calibrated properly?
- Are all necessary factors considered when calculating crane load capacity?

Monthly Inspection

- Do you maintain monthly inspection records of critical items in use?
- Does the monthly inspection record include date of inspection, signature of inspector, and serial number of equipment?
- Are all items that are part of the daily inspection also inspected monthly?
- Is the entire crane free from structural damage?
- Are there no deformed, cracked, or corroded members in the load/stress bearing structure?
- Are welded connections free from cracks?
- Are the main chords and lacings and other structural items safe?
- Are hydraulic booms in safe condition (not bent, swayed, or drooped)?
- Are main hoists and auxiliary drums in good condition?
- Is all wire rope spooled evenly on the hoist drum, and the proper diameter, length, and type of construction for crane?
- Are pins, bearings, shafts, gears, rollers, locking devices, hooks, hook roller brackets, removable outrigger attachment lugs, and welds in good condition?
- Are all jib stops safe and working properly?
- Are all hydraulic and pneumatic hoses, fittings, and tubing in good condition?
- Is the counterweight secure and locked?
- Is the fuel tank filler pipe located or protected so that spills or overflow of fuel do not create a hazard?
- Are boom stops functioning properly?
- Are boom hoist disconnects working properly?
- Is the boom angle indicator operating properly?
- Are all anti-two-block, two-block warning, and two-block damage prevention systems operating properly?

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WORKPLACE AUDIT/INSPECTION REPORT
Construction Cranes – Daily/Monthly Inspections

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

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WORKPLACE AUDIT/INSPECTION REPORT

Construction Cranes – Operation and Specific Equipment

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Crane Operation

- Are only qualified and properly designated people allowed to operate cranes?
- Are all personnel kept clear of loads about to be lifted and suspended loads?
- Are outriggers visible to the operator or a signal person during extension or setting?
- Are only the oiler, instructor, or competent person allowed on the crane when it is in operation?
- Are procedures in place so that the operator does not hoist, lower, swing, or travel while anyone is on the load or hook?
- Is proper personal protective equipment available, in good condition, and used where required or needed?
- Are all operational requirements and safety rules complied with?

Personnel Platforms

- Is use of a crane or derrick to hoist employees on a personnel platform prohibited, except when other means would be more hazardous?
- Is a trial lift made before any employees are allowed to be hoisted?
- Are personnel platforms designed properly?
- Is each personnel platform equipped with an adequate guardrail system?
- In addition to the use of hard hats, are employees protected by overhead protection on the personnel platform when exposed to falling objects?
- Are personnel platforms used only for employees, their tools and materials?
- Are proper wire ropes used for personnel lifting?
- Are materials and tools for use during a personnel lift secured, and evenly distributed?
- Is the personnel platform only occupied by the number of employees required for the work?
- Are all rough edges on personnel platforms surfaced or smoothed to prevent injury to employees?
- Are proper rigging equipment and methods used?
- Is the crane or derrick operator at the controls at all times when the crane engine is running and platform is occupied?

Hammerhead Tower Cranes

- Is adequate clearance maintained between moving and rotating structures of the crane and fixed objects to allow the safe passage of employees?
- If employees are required to perform duties on the horizontal boom of hammerhead tower cranes are they using proper fall protection?
- Are buffers provided at both ends of travel of the trolley?
- Are cranes mounted on rail tracks equipped with limit switches?

Overhead and Gantry Cranes

- Is the rated load of the crane plainly marked on each side of the crane?
- If the crane has more than one hoisting unit, does each hoist have its rated load marked on it or its load block?
- Are bridge trucks equipped with sweeps that extend below the top of the rail and project in front of the truck wheels?
- Except for floor-operated cranes, is a gong or other effective audible warning signal provided for each crane equipped with a power traveling mechanism?
- Do all overhead and gantry cranes in use meet the applicable requirements prescribed in ANSI's B30.2.0-1967, "Safety Code for Overhead and Gantry Cranes"?

Derricks

- Do all derricks in use meet the applicable requirements prescribed in ANSI's B30.6-1969, "Safety Code for Derricks"?

Floating Cranes and Derricks

- When a mobile crane is mounted on a barge, do you make certain the rated load of the crane does not exceed the original capacity specified by the manufacturer?
- Is a load rating chart, with clearly legible letters and figures, provided with each crane?
- Are mobile cranes on barges positively secured?

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WORKPLACE AUDIT/INSPECTION REPORT
Construction Cranes – Operation and Specific Equipment

Location: _____

Audited by: _____ **Date:** _____

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WORKPLACE AUDIT / INSPECTION REPORT

Dipping and Coating Operations

Location: _____

Audited by: _____ **Date:** _____

Audit Item/Practice
Check (✓) if item/Practice not in compliance

Coverage

- If you use a dip tank containing a liquid other than water, do you comply with the requirements in 1910.123 through 1910.126? 1910.123

General

- Are all containers that you use as dip tanks strong enough to withstand any expected load? 1910.124(a)
- Does the ventilation that you provide to a vapor area keep the airborne concentration of any substance below 25 percent of its Lower Flammable Limit (LFL)? 1910.124(b)(1)
- When you use mechanical ventilation, does it conform to the standards that are incorporated by reference as specified in 1910.6? 1910.124(b)(4)
- Does mechanical ventilation draw the flow of air into a hood or exhaust duct? 1910.124(b)(5)
- When you use mechanical ventilation, does each dip tank have an independent exhaust system unless the combination of substances being removed will not cause fire, explosion, or chemical reaction? 1910.124(b)(6)
- When an employee enters a dip tank, do you meet the entry requirements of 1910.146? 1910.124(e)
- Do your employees know the first aid procedures that are appropriate to the dipping or coating hazards to which they are exposed? 1910.124(f)
- When your employees work with liquids that may burn, irritate, or otherwise harm their skin, do you provide appropriate hygiene facilities? 1910.124(g)(1)-(3)
- When your employees work with liquids that may burn, irritate, or otherwise harm their skin, do you provide adequate first aid and treatment? 1910.124(h)(1)-(4)
- Before permitting an employee to clean the interior of a dip tank, do you follow requirements listed in 1910.124(i)(1)-(2)? 1910.124(i)(1)-(2)

Inspections

- Do you inspect the hoods and ductwork of the ventilation system for corrosion or damage when necessary? 1910.124(j)(1)
- Do you ensure that airflow is adequate when necessary? 1910.124(j)(2)
- Do you periodically inspect all dipping and coating equipment, including covers, drains, overflow piping, and electrical and fire-extinguishing systems, and promptly correct any deficiencies? 1910.124(j)(3)
- Do you provide mechanical ventilation or respirators to protect employees in the vapor area from exposure to toxic substances released during welding, burning, or open-flame work? 1910.124(j)(4)
- Do you have dip tanks thoroughly cleaned of solvents and vapors before permitting welding, burning, or open-flame work on them? 1910.124(j)(5)

Dipping and Coating: Flammable/Combustible Liquids

- If you use flammable or combustible liquids, do you comply with the requirements of 1910.123-126? 1910.125
- Are dip tanks made of noncombustible material? 1910.125(a)
- Do you provide properly trapped overflow piping that discharges to a safe location for any dip tank having a capacity greater than 150 gallons, or a liquid surface area greater than 10² feet? 1910.125(b)(1)(i)-(ii)
- Do you provide a bottom drain for dip tanks that contain more than 500 gallons (1,893 L) of liquid? 1910.125(c)(1)(i)-(ii)
- Is the bottom drain in compliance with the requirements of 1910.125(c)(2)(i)-(iv)? 1910.125(c)(2)(i)-(iv)
- Is any bottom drain you provide capable of manual and automatic operation? 1910.125(c)(3)
- Do you ensure that automatic pumps are used when gravity flow from the bottom drain is impractical? 1910.125(c)(4)
- If your conveyor system is used with a dip tank, does the system shut down automatically if there is a fire, or if the ventilation rate drops below what is required by paragraph (b) of 1910.124? 1910.125(d)(1)-(2)
- Do you control ignition and fuel sources as required in 1910.125(e)(1)(i)-(ii)? 1910.125(e)(1)(i)-(ii)
- Do you ensure that any portable container used to add liquid to the tank is electrically bonded to the dip tank and positively grounded to prevent static electrical sparks or arcs? 1910.125(e)(2)
- Do you ensure that a heating system that is used in a drying operation and could cause ignition meets the requirements in 1910.125(e)(3)(i)-(iii)? 1910.125(e)(3)(i)-(iii)

- Do you ensure that all vapor areas are free of combustible debris? 1910.125(e)(4)(i)
- Do you ensure that rags and other material contaminated with liquids from dipping or coating operations are placed in approved waste cans immediately after use? 1910.125(e)(4)(ii)
- Are waste can contents properly disposed of at the end of each shift? 1910.125(e)(4)(iii)
- Do you prohibit smoking in a vapor area and post a readily visible "No Smoking" sign near each dip tank? 1910.125(e)(5)

Fire Protection

- Do you provide proper fire protection? 1910.125(f)(1)(i)-(ii)
- For every vapor area, do you provide suitable manual fire extinguishers? 1910.125(f)(2)(i)
- For every vapor area, do you provide an automatic fire-extinguishing system that conforms to the requirements of 1910 subpart L? 1910.125(f)(2)(ii)
- Do you maintain the temperature of the liquid in a dip tank below the liquid's boiling point, and at least 100°F (37.8°C) below the liquid's autoignition temperature? 1910.125(g)(1)-(2)

Special Dipping and Coating Operations

- Do you ensure that hardening or tempering tanks are located as far as practicable from furnaces, are on noncombustible flooring, and have noncombustible hoods and vents? 1910.126(a)(1)(i)-(iii)
- Do you equip each tank with an alarm that will sound if the temperature of the liquid comes within 50°F of its flashpoint? 1910.126(a)(2)
- When practicable, do you provide each tank with a limit switch to shut down the conveyor supplying work to the tank? 1910.126(a)(3)
- If the temperature of the liquid can exceed the alarm set point, do you equip the tank with a circulating cooling system? 1910.126(a)(4)

Flow Coating

- Do you use a direct low-pressure pumping system or a 10 gallon or smaller gravity tank to supply the paint for flow coating? 1910.126(b)(1)
- Do you ensure that piping is substantial and rigidly supported? 1910.126(b)(2)

Roll Coating

- When roll coating, spreading, or impregnating operations use a flammable or combustible liquid that has a flashpoint below 140°F, do you prevent sparking as required in 1910.126(c)(1)-(2)? 1910.126(c)(1)-(2)

Vapor Degreasing Tanks

- Do you ensure that the condenser or vapor-level thermostat keeps the vapor level at least 36 inches or 1/2 the tank width, whichever is less, below the top of the vapor degreasing tank? 1910.126(d)(1)
- When you use gas as a fuel to heat the tank liquid do you prevent solvent vapors from entering the air-fuel mixture? 1910.126(d)(2)
- Do you keep the temperature of the heating element from causing a solvent or mixture to decompose or to generate an excessive amount of vapor? 1910.126(d)(4)

Spray Cleaning Tanks

- If you spray a liquid in the air over an open-surface cleaning or degreasing tank, do you control the spraying as required in 1910.126(f)(1)-(2)? 1910.126(f)(1)-(2)

Electrostatic Paint Detering

- Do you use only approved electrostatic equipment in paint-detering operations? 1910.126(g)(1)
- Do you use conveyors to support any goods being paint detered? 1910.126(g)(2)
- Do you ensure that goods being electrostatically detered are not manually handled? 1910.126(g)(3)
- Do you maintain an appropriate distance between goods being electrostatically detered and the electrodes or conductors of the electrostatic equipment? 1910.126(g)(4)
- Does electrostatic equipment have automatic controls, as appropriate, that immediately disconnect the power supply to the high-voltage transformer and that signal the operator? 1910.126(g)(5)(i)-(iii)
- Do you use fences, rails, or guards to separate paint-detering operations from storage areas and from personnel? 1910.126(g)(6)

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Dipping and Coating Operations

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Electrical Systems

Location: _____

Audited by: _____ **Date:** _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

General

- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 29 CFR 1910.303(g)(1), (h)(3)
- Are all cord and cable connections intact and secure? 29 CFR 1910.303(c)
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 29 CFR 1910.303(f)
- Do you specify compliance with OSHA for all contract electrical work? 29 CFR 1910.303(b)(1)
- 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? 29 CFR 1910.305(g)(2)(iii)
- Are all electrical raceways and enclosures securely fastened in place? 29 CFR 1910.305(a)(1)
- Are circuit breakers accessible to personnel, protected from physical damage, and located away from ignitable material? 29 CFR 1910.304(e)(1)(iv)
- 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? 29 CFR 1910.333(c)(7)
- In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected? 29 CFR 1910.305(j)(2)(ii)

Control of Hazardous Energy

- Are necessary switches opened, locked-out and tagged before electrical equipment or lines are serviced, maintained, or adjusted? 29 CFR 1910.269(d)(6); .333(b)(2)
- Are all temporary circuits protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring? 29 CFR 1910.305(a)(2)(iii)(E)
- 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.)
- Do motors driving machines or equipment which could cause injury from inadvertent starting, provide low voltage protection in the control device?
- Is each motor disconnecting switch or circuit breaker located within sight of the motor control device? 29 CFR 1910.305(j)(4)(ii)(A)
- 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? 29 CFR 1910.305(j)(4)(iii)(C)
- Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or greater than the rating of the motor it serves?

Guarding

- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures? 29 CFR 1910.303(g)(2)(i); .305(b)
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs, or plates? 29 CFR 1910.305(b)(1)
- Are switches, receptacles, etc., provided with tight-fitting covers or plates? 29 CFR 1910.305(b)(2)
- Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?
- Is mechanical equipment operated so that minimum approach distances from exposed energized lines and equipment are maintained? 29 CFR 1910.269(p)(4)(i)

Grounding

- Are electrical tools and equipment grounded or of the double insulated type? 29 CFR 1910.243(a)(5); .304(f)(5)(v)(C)(8), (7)(iii)

- Do extension cords being used have a grounding conductor? 29 CFR 1910.304(f)(5)(v); .334(a)(3)
- Are electrical appliances such as vacuum cleaners, polishers, vending machines, extension cords, etc., grounded? 29 CFR 1910.304(f)(5)(v)
- Is protective grounding equipment provided and capable of carrying the maximum fault current that could flow at the point of grounding for the time necessary to clear the fault? 29 CFR 1910.269(n)(4)
- Are GFCIs installed as required? 29 CFR 1910.304(f)(7)(iii)(C)

Equipment Markings

- Is the manufacturer identified on electrical equipment? 29 CFR 1910.303(e)
- Are the necessary voltage, wattage, or current ratings labeled? 29 CFR 1910.303(e)
- Do circuit breakers clearly indicate whether they are in the "on" or "off" position? 29 CFR 1910.304(e)(1)(vi)
- Are disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 29 CFR 1910.303(f)
- Are box covers permanently marked "High Voltage"? 29 CFR 1910.305(b)(3)(ii)
- Is electrical protective equipment marked according to class and type? (Class indicates appropriate voltage; type indicates ozone resistance.) 29 CFR 1910.137(a)(1)

Maintenance

- Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? 29 CFR 1910.303(b)(1)(iii); .334(a)(2)(i), (c)(2)
- Are flexible (extension) cords and cables free of splices or taps? 29 CFR 1910.305(g)(2)(ii)
- Do you prohibit the use of multiple plug adaptors? 29 CFR 1910.334(a)(3)(ii)

Fire Prevention

- Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) for hazardous locations? 29 CFR 1910.307(b)(2)
- Are electrical equipment parts which normally produce arcs, sparks, flames, or molten metal enclosed and separated from all combustible materials? 29 CFR 1910.303(d)
- Are circuit breakers accessible to personnel, protected from physical damage, and located away from ignitable material? 29 CFR 1910.304(e)(1)(iv)

Portable Fire Extinguishers

- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are portable fire extinguishers provided in adequate number and type? 29 CFR 1910.157(d)

Personal Protective Equipment

- Is personal protective equipment provided and are all employees required to use PPE as necessary to protect against electric shock? 29 CFR 1910.132(a); .137(b)
- Are rubber protective gloves, sleeves, matting, blankets, hoods, or line hose provided as needed to protect against electric shock? 29 CFR 1910.137(b)(2)
- Is electrical protective equipment maintained in a safe and reliable condition? 29 CFR 1910.137(b)
- Are nonconductive ladders and platforms used near exposed energized lines or equipment? 29 CFR 1910.269(h)(2-3); .333(c)(7)
- Do employees exposed to flame or electric arc hazards wear clothing that will not increase the extent of potential injury? 29 CFR 1910.269(l)(6)(iii)

Repairs/corrections must be completed by (date) _____

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Electrical Systems

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Electrical Utilities

Location: _____

Audited by: _____ **Date:** _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

General

- Are first-aid kits available, do they contain the proper items, and have they been inspected within the last 12 months? 29 CFR 1910.151(b); .269(b)(3)
- Are hard hats, safety glasses, and safety shoes provided and worn when required? 29 CFR 1910.132(a); .269(g)(1)
- Are other types of PPE such as work positioning equipment, fall arrest systems, respiratory protection, and so on, provided and used when required? 29 CFR 1910.132(a); .137(b)(2); .269(g)(2)
- Do employees who have potential exposure to electric arcs/flashes wear apparel that will not increase the extent of potential injury? 29 CFR 1910.269(l)(6)(iii)
- Are rubber gloves, sleeves, and portable insulating devices such as line hose, rubber blankets, and so on, provided and used whenever work is performed within the minimum approach distance? 29 CFR 1910.137(b)(2)
- Are portable electrical tools and equipment that are not supplied by the premises wiring grounded or double insulated? 29 CFR 1910.243(a)(5); .269(i)(2)(ii)
- Are live-line tools clean and apparently free of defects? 29 CFR 1910.269(j)(2)
- Is equipment properly grounded and grounding practices followed? 29 CFR 1910.269(n)(4)
- In public work areas, are traffic control signs, cones, or lighting boards properly arranged to protect the worksite? 29 CFR 1910.269(w)(6)
- Are work areas sufficiently illuminated? 29 CFR 1910.269(w)(4)
- 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? 29 CFR 1910.269(h)(3); .333(c)(7)
- Is mechanical equipment operated so that minimum approach distances from exposed energized lines and equipment are maintained? 29 CFR 1910.269(p)(4)(i)

Training

- Are qualified employees trained and competent in distinguishing live parts from other parts of electrical equipment, determining nominal voltages, approach distances, and the proper use of PPE, operating techniques, insulation, shielding, tools, and so on? 29 CFR 1910.269(a)(2)
- Are employees who work on or around lines or equipment energized at 50 volts or more trained in cardio-pulmonary resuscitation (CPR)/first aid? 29 CFR 1910.269(b)(1)
- Are job briefings conducted before the start of each job? 29 CFR 1910.269(c)

Substations

- In areas having energized lines, equipment or exposed energized parts, is the storage of materials or equipment, which may be accessible to unqualified persons, further than the allowable distance? 29 CFR 1910.269(k)(2)
- Are energized line or equipment areas restricted to qualified personnel, and free of stored materials or equipment? 29 CFR 1910.269(u)(4)(ii)
- Are ground tags installed in conjunction with ground leads or ground attachments? 29 CFR 1910.269(m)(3)(iv)
- Are signs warning unqualified persons to "Keep Out" posted at the entrances to rooms, perimeter fences, or spaces that contain energized equipment? 29 CFR 1910.269(u)(4)(iii)
- Are unattended entrances to live areas kept locked? 29 CFR 1910.269(u)(4)(iv)
- Are uninsulated live parts located within 8 ft. of ground provided with a guard to prevent accidental contact? 29 CFR 1910.269(u)(4)(ii)
- Are conductive perimeter fences properly grounded? 29 CFR

1910.269(u)(3)

- Are vehicles used for lifting within the lifting design load limits? 29 CFR 1910.269(p)(2)(ii)

Overhead Line Procedures

- Before work is performed on de-energized lines, circuits, DSS lines, or equipment, are grounds attached (unless the lines/equipment are treated as energized)? 29 CFR 1910.269(m)(3)(vi); .269(n)(2)
- Are grounds removed in the proper sequence when used? 29 CFR 1910.269(q)(2)(iv)(B); .269(q)(2)(iv)(C)
- Are portable ladders and platforms secured while in use? 29 CFR 1910.269(h)(2)(i)
- During pole or tower climbing activities, is consideration given to structural integrity before work is begun? 29 CFR 1910.269(q)(1)(i)
- Are pole setting activities performed properly? 29 CFR 1910.269(q)(1)(ii)
- Are conductor installation and removal operations performed properly? 29 CFR 1910.269(q)(2)
- Are automatic reclosures disabled when overhead conductors are removed or installed over energized equipment operating at 600 volts or more? 29 CFR 1910.269(q)(2)(iii)
- Are the critical safety components of mechanical elevating and rotating equipment visually inspected before each shift? 29 CFR 1910.269(p)(1)(i)
- Are aerial lift control checks performed? 29 CFR 1910.269(q)(3)(x)
- Are outriggers (on vehicles so equipped) utilized? 29 CFR 1910.269(p)(2)(i)
- Are operations near energized lines or equipment conducted to avoid contact? 29 CFR 1910.269(l)(4)

Control of Hazardous Energy: Procedures for Power Generation

- Are necessary switches opened, locked-out and tagged before electrical equipment or lines are serviced, maintained, or adjusted? 29 CFR 1910.269(d)(6); .333(b)(2)
- Are periodic inspections of the lockout/tagout procedures performed by an authorized employee and are the inspections conducted at least annually? 29 CFR 1910.269(d)(2)(v)
- Do persons obtaining clearance for a job request equipment de-energization before the start of work? 29 CFR 1910.269(m)(3)(i)
- Once clearance is received, is testing performed to ensure de-energization? 29 CFR 1910.269(m)(3)(v)

Testing Procedures

- Are proper safety practices employed before and during the use of in-the-field high voltage testing? 29 CFR 1910.269(o)(2)(i)
- Are proper grounding practices followed? 29 CFR 1910.269(o)(4)

Enclosed Space Entry Procedures

- Is the proper rescue equipment functional and in place? 29 CFR 1910.269(e)(3)
- Are atmospheric monitoring instruments regularly calibrated, properly functioning, and appropriately used? 29 CFR 1910.269(e)(8); .269(e)(9); .269(e)(10)
- Are ventilation blowers available and used according to company operating procedures? 29 CFR 1910.269(e)(11); .269(e)(12)
- Are blowers set up to prevent contamination of air supply in the enclosed space? 29 CFR 1910.269(e)(13)

Underground Electrical Installations

- Are ladders used to enter and exit the manhole or vault? 29 CFR 1910.269(t)(1)
- Is equipment used to lower materials into the manhole or vault of the appropriate type and free of defects? 29 CFR 1910.269(t)(2)
- Are cable fire blankets installed where required before performing work in the manhole or vault? 29 CFR 1910.269(t)(7)

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Electrical Utilities

Location: _____

Audited by: _____ **Date:** _____

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WORKPLACE AUDIT / INSPECTION REPORT

Emergency Response Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

First-Aid Kits

- Are first-aid kit supplies adequate for the work area? 29 CFR 1910.151(b)
- Do first aid kits contain at a minimum items described in American National Standard (ANSI) Z308.1, Minimum Requirements for Industrial Unit-Type First-aid Kits? Appendix A to §1910.151
- Do you check first aid kits periodically and make sure contents are adequate?
- Is a system in place for re-stocking first aid cabinets?
- Are procedures in place to make sure supplies intended for emergency responders are not removed by unauthorized personnel?

Labels/Signs/Warnings

- Is the emergency response area designated as such?
- Are there adequate labels in the area (fire extinguisher inspection tags, etc.)?
- Are there adequate signs in the area (fire extinguisher, eye wash, first aid locational signs; danger signs; etc.)?
- Is caution tape available?
- Are appropriate chemical labels (HMIS, NFPA, etc.) available?

Portable Fire Extinguishers

- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are areas around fire extinguishers kept clear to provide easy access? 29 CFR 1910.157(c)(1)
- Are portable fire extinguishers provided in adequate number and type? 29 CFR 1910.157(d)
- Do you make sure that any spare extinguishers, or those in storage, cannot be confused with usable extinguishers? 29 CFR 1910.157(c)(2), 29 CFR 1910.157(c)(4)

Spill Response

- Do you have adequate supplies (absorbent pillows, pads, bags, plugging compound) for cleaning up any spills that may occur at your facility?
- Is adequate protective equipment (coveralls, gloves, goggles) available for use by workers who may clean up spills? If needed, do you have supplies to clean up special spills (i.e., mercury)?
- Do you have containers (drums, overpacks, etc.) in varying sizes for spill clean-up?
- Are tools, such as shovels, available for spill clean-up?
- Are hazardous waste container labels available?

Bloodborne Pathogens

- If employees are expected to respond to medical emergencies as part of their work do they have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases? 29 CFR 1910.1030(d)(3)
- Is appropriate personal protective clothing used by everyone with an occupational exposure to body fluids? 29 CFR 1910.1030(d)(3)

- If you have a refrigerator where blood or other infectious materials are kept, do you prohibit storage of food or drink in it? 29 CFR 1910.1030(d)(2)(x)
- Is a puncture resistant, properly labeled, and leakproof container provided, where appropriate, for reusable sharps? 29 CFR 1910.1030(d)(2)(viii)

Communications

- Is a telephone and/or other means of communication available at the emergency response area?
- Are appropriate employees trained in the use of the communication systems?

AEDs

- If you have an automated external defibrillator, is it maintained per manufacturer's instructions?
- Is the AED marked to show its location?
- Does removal of the AED trigger an alarm to alert responders of the situation?

PPE

- Is appropriate personal protective equipment (PPE), such as respirators, gloves, and turnout gear, available for those designated to use them in the event of an emergency? 29 CFR 1910.132(a)

Miscellaneous

- Are tools and other supplies (pens, paper, flashlight, wrench, gloves, etc.) available to emergency responders?
- Are cabinets containing non-critical (not needed for immediate/emergency use) locked to prevent theft/tampering?

Accident Investigation

- Are appropriate supplies available for accident investigations (camera, pen and paper, investigation forms, etc.)?

Information

- Is a copy of the emergency action plan (EAP) and related information available?
- Does the EAP take into consideration any special procedures for disabled employees?
- Are any necessary instructions (procedures for shutting off valves, etc.) available?
- Are first-aid reference materials available?
- Have you developed a facility response plan that details your spill prevention procedures and methods? 40 CFR 112.3(a)
- Are there appropriate facility maps indicating the exit routes?

Training

- Are all employees trained as to their roles in an emergency? 29 CFR 1910.120(e)(7)
- Are trained personnel available to respond to workplace emergencies? 29 CFR 1910.151(b), 1910.120(e)(7)
- Do employees understand how to use all personal protective equipment they need to wear? 29 CFR 1910.132(f)(1)
- Are employees instructed how to use any equipment (fire extinguishers, AEDs, etc.) they may need in an emergency response capacity? 29 CFR 1910.157(d)(3), 1910.157(g)

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Supervisor _____ Date _____ Page ____ of ____

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WORKPLACE AUDIT / INSPECTION REPORT

Emergency Response/Disaster Recovery

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Emergency Action Plan

- Is there an emergency action plan (EAP) in place detailing procedures employees should follow in an emergency?
- Does the EAP include procedures for all anticipated emergency situations (i.e., fire, tornado, bomb threat, explosion, etc.)?
- Does the EAP include escape procedures and routes?
- Do the escape procedures and routes accommodate disabled employees?
- Does the EAP contain procedures for those remaining in the facility to perform critical operations?
- Do you have headcount procedures (locations, methods for accounting for employees, etc.)?
- Have rescue and medical duties been assigned to appropriate personnel or outside contractors or agencies?
- If your company is located in a high-rise building, does your emergency program include appropriate escape information?
- Do you have an employee assistance program or some other means to provide counseling to employees if a disaster occurs?

Disaster Recovery

- Have you established a work location that could be used if your facility would be unavailable due to disaster or emergency?
- Does the temporary work location have all necessary equipment so critical business functions can be carried out?
- Have necessary safety measures been taken to ensure that the temporary location is safe and will have necessary protective equipment?

Rescue Workers

- Is air monitoring conducted to make sure the rescue area is safe?
- Are rescue workers protected against hazards that may be encountered (i.e., asbestos, silica)?
- Are rescue workers provided proper protective equipment for the hazards they face?

Public Relations

- Has management designated a person(s) to speak with the public in the event of an incident at your company?
- Does this person have excellent communication skills?
- Have you established mutual aid agreements with local response agencies and businesses in order to avoid confusion and conflict during an emergency?

Alarms & Warnings: General

- Does the employee alarm system provide warning for necessary emergency action as called for in the emergency action plan?
- Is the employee alarm capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace?

- Is the employee alarm distinctive and recognizable as a signal to evacuate the work area or take necessary actions?
- Have all employees been informed of the preferred means of reporting emergencies, such as manual pull box alarms, public address systems, radios or telephones?
- Are emergency telephone numbers posted near telephones, or employee notice boards, and other conspicuous locations?
- Have procedures been established for sounding emergency alarms in the workplace?

Fire Alarm Systems

- If you have a non-supervised fire alarm system, is it tested bimonthly?
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly?

Harmful Dust

- Are rescue workers provided with necessary PPE?
- Are dusts and chemicals kept from being dispersed into the air?
- When effective engineering controls are not feasible, are workers using appropriate respirators to protect them from harmful dusts, fogs, fumes, mists, gases, etc.?

First Aid/Medical

- Are medical personnel readily available for advice and consultation on matters of employees' health?
- At fixed work places, can each employee exposed to electric shock be reached by a person trained in CPR within 4 minutes?
- Do you have emergency eye wash and shower facilities within the immediate work area where employees are exposed to injurious corrosive materials?
- Do you have first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- If medical and first-aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?
- Is there a hospital, clinic, or infirmary for medical care in close proximity of your workplace?

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Supervisor _____ Date _____ Page ____ of ____

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WORKPLACE AUDIT / INSPECTION REPORT

Employee Protection—Construction

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Head Protection

- Are your employees protected by hard hats while working in areas where there is a possible danger of head injury from impact, falling or flying objects, or electrical shock and burns? 29 CFR 1926.100(a)
- Do the hard hats you provide to your employees to protect against impact and penetration of falling and flying objects meet the specifications contained in American National Standards Institute Z89.1-1969, Safety Requirements for Industrial Head Protection? 29 CFR 1926.100(b)
- Do the hard hats you provide to employees exposed to high voltage electrical shocks and burns meet the specifications contained in American National Standards Institute, Z89.2-1971, Safety Requirements for Industrial Helmets for Electrical Workers Class B? 29 CFR 1926.100(c)

Hearing Protection

- Are ear protection devices provided and used when it is not feasible to reduce noise levels or duration of exposures to those specified in Table D-2, Permissible Exposure, in 29 CFR 1926.52? 29 CFR 1926.101(a)
- Are ear protection devices that are inserted in the ear fitted or determined individually by competent persons? 29 CFR 1926.101(b)

Eye and Face Protection

- Is eye and face protective equipment used when machines or operations present potential eye or face injury? 29 CFR 1926.102(a)(1)

Safety Belts, Lifelines, and Lanyards

- Are lifelines secured above the point of operation to an anchorage or structural member capable of supporting a minimum-dead weight of 5,400 pounds? 29 CFR 1926.104(b)

Safety Nets

- Are safety nets provided when workplaces are more than 25 feet above the ground or water surface, or other surfaces where the use of ladders, scaffolds, catch platforms, temporary floors, safety lines, or safety belts is impractical? 29 CFR 1926.105(a)

Working Over or Near Water

- Are employees who work over or near water where the danger of drowning exists provided with U.S. Coast Guard approved life jackets or buoyant work vests? 29 CFR 1926.106(a)

- Are ring buoys with at least 90 feet of line provided and readily available for emergency rescue operations? 29 CFR 1926.106(c)
- Does the distance between ring buoys available for emergency rescue operations not exceed 200 feet? 29 CFR 1926.106(c)
- Is a lifesaving skiff immediately available at locations where employees are working over or adjacent to water? 29 CFR 1926.106(d)

Working in Excavations

- Are employees protected from loose material that could fall into the trench? 29 CFR 1926.651(j)(2)
- Are walkways provided when employees or equipment are required to cross over excavations? 29 CFR 1926.651(l)(1)
- Are walkways that are six feet or more above lower levels of excavations equipped with guardrails? 29 CFR 1926.651(l)(1)
- Are employees provided with and are they required to wear proper safety equipment? 29 CFR 1926.28(a)
- If a hazardous atmosphere is identified, is ventilation provided or is respiratory protection in use? 29 CFR 1926.651(g)(1)(ii)
- Have hazardous objects been removed from the excavation area or blocked securely? 29 CFR 1926.651(a)
- Are damaged materials or equipment removed from service? 29 CFR 1926.652(d)(3)
- Is excavated material stored at least two feet from the edge of the excavation? 29 CFR 1926.651(j)(2)
- Is the location of the trench marked by banners, barricades, or other signals? 29 CFR 1926.651(f)
- _____
- _____
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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Ergonomics

Location: _____

Audited by: _____ **Date:** _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Ergonomics—Training

- Do you provide all employees with basic information about common musculoskeletal disorders (MSDs) and their signs and symptoms?
- Have all employees been provided basic information about how to report MSDs and their signs and symptoms in your workplace?
- Do you provide all employees basic information about the kinds of risk factors, jobs, and work activities associated with MSD hazards?

Ergonomics—General

- Are all task requirements visible from comfortable positions?
- Are armrests and footrests provided where needed?
- Are cushioned floor mats provided for workers who are required to stand for long periods?
- Are mechanical aids and equipment provided where feasible?
- Are worker movements analyzed so that potential injuries (e.g., hand or foot injuries, repetitive motion injuries, or strain from lifting) are avoided?
- Are workers protected from coworkers whose very presence or work operations present hazards?
- Are workers wearing protective clothing or equipment that is appropriate for the job, and does it fit properly?
- Does the working space allow for a full range of work movements?
- Have you prevented employees' hands or arms from being subjected to pressure from sharp edges on work surfaces?
- Is the work flow properly organized (e.g., is the worker required to move at an acceptable pace)?
- Is the work surface height proper and adjustable?
- Is the worker aligned to the machine in a way to avoid potentially dangerous or off-balance positions?
- Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of elbows?
- Where chairs or stools are provided are they easily adjustable and suited to the task?
- Are measures taken to control ergonomic hazards?
- Are worker movements analyzed so that potential injuries are avoided?

Ergonomics—Computer Workstations

- Do you provide chairs that can be adjusted to different heights?
- Do chairs support the lower back (lumbar area)?
- Do chairs have padded seats and roll on wheels (casters)?
- Do chairs support the forearms with armrests while allowing the elbows to remain near the waist?
- Are the keyboard and mouse locations adjustable?
- Are wrist supports present at computer workstations?
- Is the monitor arranged to enable the employee to see the screen clearly without leaning forward?
- Is there enough space under the work surface for the employee's knees and thighs?
- Are workers encouraged to take short breaks?
- Are employees provided head sets to use when answering phones and typing at the same time?
- Is the workstation equipped with an anti-glare computer screen?

Ergonomics—Problem Areas

- For each problem job, do you use feasible controls to reduce MSD hazards in the job?
- Where feasible, are engineering controls the preferred method of control?
- Do you evaluate your ergonomics program when necessary (i.e., when you have reason to believe that the program is not functioning properly)?

Ergonomics—Recordkeeping

- If you have 11 or more employees, including part-time or temporary employees, do you keep adequate records?
- Do you keep employee reports of musculoskeletal disorders (MSDs) and MSD signs, symptoms, and hazards?
- Do you keep records of your responses to such reports?
- Do you keep records of job hazard analyses; hazard control measures; ergonomics program evaluations; and work restrictions?
- _____
- _____
- _____
- _____
- _____

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET

Ergonomics

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

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WORKPLACE AUDIT / INSPECTION REPORT

Exit Routes

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Exit Design

- Are exit routes made of approved components and permanently attached to the building? 29 CFR 1910.36(a)
- Are exit routes designed and maintained to provide adequate headroom? 29 CFR 1910.36(g)
- Where an exit route is not substantially level, are such differences in elevation negotiated by stairs or ramps? 29 CFR 1910.37(a)(3)
- Are exit doors designed so that failure of no device or alarm will impede or prevent emergency use of exits? 29 CFR 1910.36(d)(2)
- Are openings into exits limited? 29 CFR 1910.36(a)(3)

Protective Enclosure of Exits

- When an exit is protected by separation from other parts of the building, does the separating construction meet OSHA requirements (i.e. 1-hour fire resistance rating when the exit connects three stories or less)? 29 CFR 1910.36(a)(2)

Capacity of Means of Egress

- Are width and capacity of exit routes in compliance with OSHA standards? 29 CFR 1910.36(g)
- Is the capacity of the exit route sufficient for the occupant load? 29 CFR 1910.37(f)
- Where a single way of exit access leads to an exit, is its capacity in terms of width at least equal to the required capacity of the exit to which it leads? 29 CFR 1910.36(g)(2)
- Where more than one way of exit access leads to an exit, does each have a width adequate for the number of persons it must accommodate? 29 CFR 1910.36(g)(2)

Arrangement of Exits

- When more than one exit is required from a story, are at least two of the exits remote from each other and arranged to minimize any possibility that both may be blocked by any one fire or other emergency condition? 29 CFR 1910.36(b)
- Does any exterior exit access (i.e. balcony or porch) that projects beyond the outside wall of the building comply with width and arrangement requirements of 1910.37? 29 CFR 1910.36(g)
- Have you assured that no furnishings, decorations, or other objects are placed as to obstruct exits or exit visibility? 29 CFR 1910.37(a)(3) 29 CFR 1910.37(b)(3)
- Are exits adequately lighted so an employee with normal vision can see along the exit route? 29 CFR 1910.37(b)

Access to Exits

- Are exit doors unlocked? 29 CFR 1910.36(d)
- Are exits readily accessible at all times? 29 CFR 1910.36(d)(2) 29 CFR 1910.37(a)(3) 29 CFR 1910.37(d)
- Are doors, from a room to an exit or to a way of exit access, of the side-hinged, swinging type? 29 CFR 1910.36(e)
- Is access to an exit NOT through a bathroom, or other room subject to locking (except where the exit is required to serve only the room subject to locking)? 29 CFR 1910.37(a)(3)
- Are ways of exit access and the doors to exits to which they lead clearly recognizable as such? 29 CFR 1910.37(b)
- Do you make sure that hangings or draperies are not placed over exit doors or otherwise located as to conceal or obscure any exit? 29 CFR 1910.37(b)(3)
- Are mirrors prohibited from being placed on exit doors or adjacent to any exit in such a manner as to confuse the direction of exit? 29 CFR 1910.37(b)(3)
- Is exit access arranged so that it will not be necessary to travel toward any area of high hazard occupancy in order to reach the nearest exit? 29 CFR 1910.37(a)(2)

- Is exit access travel effectively shielded from the high hazard location by suitable partitions or other physical barriers? 29 CFR 1910.37(a)(2)
- Is the minimum width of any way of exit access at least 28 inches? 29 CFR 1910.37(g)(2)

Exit Marking

- Are exits marked by a readily visible sign? 29 CFR 1910.37(b)(2)
- Is access to exits marked by readily visible signs if it is not immediately visible? 29 CFR 1910.37(b)(4)
- Is any door, passage, or stairway that could be mistaken for an exit or a way of exit access, identified by a sign reading "Not an Exit" or similar designation, or identified by a sign indicating its actual character, such as "To Basement," "Storeroom," "Linen Closet," or the like? 29 CFR 1910.37(b)(5)
- Is every required sign designating an exit or way of exit access located and of such size, color, and design as to be readily visible? 29 CFR 1910.37(b)(6)-(7)
- Are exit signs distinctive in color and do they provide contrast with decorations, interior finish, or other signs? 29 CFR 1910.37(b)(6)-(7)
- Is a sign reading "Exit" or similar designation, with an arrow indicating the directions, placed in every location where the direction of travel to reach the nearest exit is not immediately apparent? 29 CFR 1910.37(b)(4)
- Is every exit sign suitably illuminated by a reliable light source giving a value of not less than 5 foot-candles on the illuminated surface? 29 CFR 1910.37(b)(6)
- Is an internally illuminated exit sign provided in all occupancies where reduction of normal illumination is permitted? 29 CFR 1910.37(b)(6)
- Does every exit sign have the word "Exit" in plainly legible letters not less than 6 inches high, with the principal strokes of letters not less than three-fourths-inch wide? 29 CFR 1910.37(b)(7)

Discharge from Exits

- Do all exits discharge directly to the street, or to a yard, court, or other open space that gives safe access to a public way? 29 CFR 1910.36(c)(1)
- Are the streets to which the exits discharge of a width adequate to accommodate all persons leaving the building? 29 CFR 1910.36(c)(2)
- Are stairs and other exits arranged to make clear the direction of egress to the street? 29 CFR 1910.36(c)(3)
- Are exit stairs that continue beyond the floor of discharge interrupted at the floor of discharge by partitions, doors, or other effective means? 29 CFR 1910.36(c)(3)

Exterior Exit Access

- Is access to an exit by means of any exterior balcony, porch, gallery, or roof in compliance with 1910.37? 29 CFR 1910.36(h)
- Do exterior ways of exit access have smooth, solid floors, substantially level, and have guards on the unenclosed sides? 29 CFR 1910.36(h)(3)
- Where accumulation of snow or ice is likely because of the climate, is the exterior way of exit access protected by a roof? 29 CFR 1910.36(h)(2)
- Is a permanent, reasonably straight path of travel maintained over the required exterior way of exit access? 29 CFR 1910.36(h)(3)
- Are exterior ways of exit access so arranged that there are no dead ends in excess of 20 feet? 29 CFR 1910.36(h)(4)
- Does the outdoor exit route have guardrails, where fall hazards exist? 29 CFR 1910.36(h)(1)
- _____

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Routed to _____ Date _____

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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Facilities Marking I

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Chemicals

- Is every hazardous chemical in the workplace labeled with identification and hazard warnings? 29 CFR 1910.1200(f)(5)
- Are safety and other containers painted appropriately? 29 CFR 1910.144(a)(1)(ii)
- Are storage cabinets in which flammable liquids are kept labeled "FLAMMABLE — KEEP FIRE AWAY"? 29 CFR 1910.106(d)(3)(ii)

Aisles

- Are permanent aisles and passageways appropriately marked? 29 CFR 1910.176(a)

Powered Industrial Trucks

- Are clearance signs warning of clearance limits provided? 29 CFR 1910.176(e)
- Are powered industrial trucks appropriately marked? 29 CFR 1910.178(a)
- Are LP gas cylinders marked properly? 29 CFR 1910.110(c)(2), 49 CFR 172.400, 400a(a)(1)(iv)

Cranes

- Are cranes marked with the load rating on each side? 29 CFR 1910.179(b)(5)
- Are pendant control boxes clearly marked for identification of functions? 29 CFR 1910.179(g)(1)(v)

Exits

- Are exits marked by a readily visible sign? 29 CFR 1910.37(b)(2)
- Are areas that could be mistaken for an exit identified by a sign reading "Not an Exit" or something similar? 29 CFR 1910.37(b)(5)
- Is every exit illuminated by a suitable light source? 29 CFR 1910.37(b)(6)
- Is the word "Exit" written in plainly legible letters not less than 6 inches high and three-fourths-inch wide? 29 CFR 1910.37(b)(7)

Fire Extinguishers

- Are portable fire extinguishers mounted, located, and identified so they are readily accessible? 29 CFR 1910.157(c)(1)
- Where reels or cabinets are provided to contain the fire hose, do you ensure that they are conspicuously identified and used only for fire equipment? 29 CFR 1910.158(c)(1)

Ladders

- Are defective ladders withdrawn from service and tagged or marked as "Dangerous, Do Not Use"? 29 CFR 1910.25(d)(1)(x)

Wire Ropes

- Are wire ropes that are removed from service plainly marked as being unfit for use? 29 CFR 1910.265(c)(24)(v)(b)

Welding

- After welding is completed, does the welder mark the hot metal or provide some other means of warning? 29 CFR 1910.252(b)(4)(vii)
- Are gages on oxygen regulators marked "USE NO OIL"? 29 CFR 1910.253(e)(6)(iii)
- Are compressed gas cylinders legibly marked with either the chemical or trade name of the gas? 29 CFR 1910.253(b)(1)(ii)
- Do all filler metals and fusible granular materials carry the required notice as described in 29 CFR 1910.252(c)(1)(iv)(A)? 29 CFR 1910.252(c)(1)(iv)(A)
- Do brazing and gas welding fluxes containing fluorine compounds have cautionary wording indicating they contain fluorine compounds? 29 CFR 1910.252(c)(1)(iv)(C)
- Do brazing filler metals containing cadmium in significant amounts carry the required notice? 29 CFR 1910.252(c)(1)(iv)(B)
- Is the required sign conspicuously posted at each low-pressure oxygen manifold? 29 CFR 1910.253(c)(3)(v)
- Are aboveground piping systems marked in accordance with ANSI A13.1-1956? 29 CFR 1910.253(d)(4)(ii)
- Are acetylene generators plainly marked as required? 29 CFR 1910.253(f)(1)
- Are packages containing calcium carbide marked with the required label? 29 CFR 1910.253(g)(1)(ii)

Lockout/Tagout

- Do tagout devices warn against hazardous conditions if the machine or equipment is energized? 29 CFR 1910.147(c)(2)

Waste

- Are tanks or containers containing hazardous waste labeled with the words "Hazardous Waste" and the date accumulation began? 40 CFR 262, Subpart C
- Are contaminated sharps and regulated waste placed in properly labeled containers? 29 CFR 1910.1030(d)(4), (g)(1)
- Are tanks used to store used oil marked with the words "Used Oil"? 40 CFR 279.22
- In a treatment, storage, and disposal facility are no smoking signs posted? 40 CFR 264.17
- Are drums and containers used in clean-up labeled appropriately? 29 CFR 1910.120(j)(1)
- Are drums and containers identified and classified prior to packaging for shipping? 29 CFR 1910.120(j)(1), (j)(8)

Machinery

- For radial saws is the direction of the saw rotation marked appropriately on the hood? 29 CFR 1910.213(h)(5)
- Are emergency stop bars on hazardous machines such as rubber mills, wire blocks, flat work ironers, etc., colored red? 29 CFR 1910.144(a)(1)(iii)

Environmental

- Are containers of and products containing class i or class ii substances labeled as required by EPA? 40 CFR 82

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Facilities Marking II

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Biohazard

- Are equipment, containers, materials, or areas where biohazards are or could be present labeled with the biological hazard warning? 1910.145(e)(4)

Physical Hazards

- Are red lights provided at barricades and at temporary obstructions? 1910.144(a)(1)(ii)
- Are caution signs used only to warn against potential hazards or to caution against unsafe practices? 1910.145(c)(2)
- Are physical hazards marked as specified in 1910.144?

13 Carcinogens

- Are any entrances to regulated areas where the 13 carcinogens listed at 1910.1003 are present marked with a sign that reads "CANCER-SUSPECT AGENT, AUTHORIZED PERSONNEL ONLY"? 1910.1003(e)(1)(i)
- If an area presents the possibility for direct contact with a toxic or hazardous substance, is required signage posted at entrances and exits? 1910.1003(e)(1)(ii)
- Do containers (of 13 carcinogens) have the warning words "CANCER-SUSPECT AGENT" displayed immediately under or next to the contents identification? 1910.1003(e)(2)(iii)

Asbestos

- Are signs posted warning of presence and hazards of asbestos where required? 1910.1001(j)(3)
- Are signs posted so that an employee may read the signs and take necessary protective steps before entering the area? 1910.1001(j)(3)
- Are warning labels affixed to all materials, mixtures, waste, etc., containing asbestos fibers, or to their containers? 1910.1001(j)(4)
- Are required asbestos signs and labels in compliance with EPA's asbestos marking requirements? 40 CFR Part 763.95(c)

Confined Spaces

- Are completed confined space permits posted at an appropriate location? 1910.146(e)(3)
- Are signs posted at permit-required confined spaces describing the dangers present? 1910.146(c)(2)

OSHA Posters

- Is OSHA's Form 2203 describing the OSH Act posted appropriately? 1903.2(a)
- Is the OSHA No. 300 Form (annual summary of injuries and illnesses) posted appropriately? 1904.32(b)(6)

- Are citations received from OSHA posted at or near the place the violation(s) occurred? 1903.16

Other Required Posters

- Is the Minimum Wage Poster displayed appropriately?
- Is the EEOC poster explaining prohibited employment discriminatory practices displayed? 1613.204

Electrical

- Is the manufacturer's description marked on all electrical equipment used? 1910.303(e)
- Do circuit breakers clearly indicate whether they are in the open (off) or closed (on) position? 1910.304(e)(1)(vi)
- Are covers for pull and junction boxes permanently marked "HIGH VOLTAGE"? 1910.305(b)(3)(ii)

Refrigerant Recycling

- Is all used refrigerant kept in gray containers with yellow covers? 40 CFR 82
- Is the gray container labeled "DIRTY REFRIGERANT, DO NOT USE WITHOUT RECYCLING"? 40 CFR 82

Noise Exposures

- Do you have a copy of the occupational Noise Exposure Standard (1910.95) posted if it applies to your company? 1910.95(l)(1)

Respiratory Protection

- Are respirators placed in a clearly marked storage compartment? 1910.134(h)(2)(ii)(B)
- Are all filters, cartridges and canisters labeled and color coded with the NIOSH approval label? 1910.134(j)
- Are breathing gas containers marked in accordance with the NIOSH respirator certification standard (42 CFR 84)? 1910.134(i)(9)

Radiation

- Is the appropriate sign used to identify high radiation areas? 1910.1096(e)(3)(i)
- Is a sign bearing the radiation caution symbol and the words "CAUTION: RADIOACTIVE MATERIALS" posted as required? 1910.1096(e)(5)
- Are containers containing radioactive material labeled as required? 1910.1096(e)(6)
- Is each airborne radioactivity area posted with a sign bearing the radiation caution symbol and appropriate wording? 1910.1096(e)(4)(ii)

- _____
- _____

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Facilities Marking II

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

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Supervisor _____ Date _____ Page ____ of ____

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WORKPLACE AUDIT / INSPECTION REPORT

Forklifts

Location: _____

Audited by: _____ **Date:** _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Forklift Operations

- Are all industrial trucks not in safe operating condition removed from service? 29 CFR 1910.178(q)(1)
- Are repairs to fuel and ignition systems conducted only in areas specifically designated for them? 29 CFR 1910.178(q)(3)
- Are your forklifts inspected before being placed in service? Inspections should be at least daily, or after each shift, if used around the clock. 29 CFR 1910.178(q)(7)
- Are the required lift truck operating rules posted and enforced?
- Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot-candles per square foot of general lighting? 29 CFR 1910.178(h)(2)
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended? 29 CFR 1910.178(m)(5)(i)
- Are industrial trucks equipped with flashing lights, horn, overhead guard, and name plate (load limits)? 29 CFR 1910.178(a)(2)
- Are the forklifts in your facility correctly designated for your type of operation (based on atmosphere, hazards of materials handled, etc.)? 29 CFR 1910.178(c)(2)

Material Handling

- Are containers stored, stacked, blocked, and limited in height so they are stable and secure? 29 CFR 1910.176(b)
- Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
- Are trucks and trailers secured from movement during loading and unloading operations? 29 CFR 1910.178(m)(7)
- Are tools or equipment functional and in good repair?

Battery Charging

- Are battery charging installations located in areas designated for that purpose? 29 CFR 1910.178(g)(1)
- Are batteries charged in a properly vented room? 29 CFR 1910.178(g)(2)
- Is local ventilation sufficient to disperse fumes? 29 CFR 1910.178(g)(2)
- Are facilities provided for flushing and neutralizing spilled electrolyte? 29 CFR 1910.178(g)(2)
- Are facilities provided for fire protection? 29 CFR 1910.178(g)(2)
- Are facilities provided for protecting charging apparatus from damage by trucks? 29 CFR 1910.178(g)(2)
- Is a conveyor, overhead hoist, or equivalent material handling equipment provided for handling batteries? 29 CFR 1910.178(g)(4)
- Are reinstalled batteries properly positioned and secured in the truck? 29 CFR 1910.178(g)(5)
- Is a carboy tilter or siphon provided for handling electrolyte? 29 CFR 1910.178(g)(6)
- When charging batteries do you make certain not to pour water into acid? 29 CFR 1910.178(g)(7)

- Are trucks properly positioned and brake applied before changing or charging batteries? 29 CFR 1910.178(g)(8)
- Are vent caps functioning? 29 CFR 1910.178(g)(9)
- Is smoking prohibited in battery charging area? 29 CFR 1910.178(g)(10)
- Are precautions taken to prevent open flames, sparks, or electric arcs in the charging area? 29 CFR 1910.178(g)(11)
- Are tools and other metallic objects kept away from the top of uncovered batteries? 29 CFR 1910.178(g)(12)

Fueling

- Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running? 29 CFR 1910.178(p)(2)
- Are fueling operations done in such a manner that the likelihood of spillage will be minimal? 29 CFR 1910.178(p)(2)
- When spillage occurs during fueling operations, are measures taken to control vapors before restarting the engine? 29 CFR 1910.178(p)(3)

Aisles

- Are aisles marked? 29 CFR 1910.22(b)(2)
- Are aisle widths maintained? 29 CFR 1910.22(b)(1)
- Are aisles in good condition? 29 CFR 1910.22(b)(1)
- Are aisles and passageways properly illuminated? 29 CFR 1910.22
- Are aisles kept clean and free of obstructions? 29 CFR 1910.22(b)(1)
- Are fire aisles, access to stairways, and fire equipment kept clear? 29 CFR 1910.178(m)(14)
- Is there safe clearance for equipment through aisles and doorways? 29 CFR 1910.176(a)

Housekeeping

- Are work areas clean? 29 CFR 1910.22(a)
- Are work surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant? 29 CFR 1910.22(a)(2)
- Are all spilled materials or liquids cleaned up immediately? 29 CFR 1910.141(a)(3)(ii)

Personal Protective Equipment

- Is appropriate foot protection required where there is the risk of foot injuries? 29 CFR 1910.132(a); 136(a)
- Are hard hats provided and worn where danger of falling objects exists? 29 CFR 1910.135(a)(1)
- Are hard hats inspected periodically for damage to the shell and suspension system? 29 CFR 1910.135(b)
- Is personal protective equipment (PPE) functional and in good repair? 29 CFR 1910.132(a)&(e)
- Does PPE have required specifications marked on it?

Training

- Are only trained personnel allowed to operate industrial trucks? 29 CFR 1910.178(l)
- Have you documented what methods you use to train forklift operators? 29 CFR 1910.178(l)
- Does training meet the requirements given in 29 CFR 1910.178(l)? 29 CFR 1910.178(l)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Forklifts

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT/INSPECTION REPORT

Forklifts: Daily Inspection [29 CFR 1910.178(q)(7)]

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice
Check (✓) if item/practice not in compliance

Walk-Around before Start-Up

- Before beginning inspection, are all safety procedures followed (forks lowered to floor, personal protective equipment worn, etc.)?
- Are hoses on the entire machine in good condition (no leaks, damaged or missing hoses)?
- Are there no loose or broken parts?
- Is wiring in good condition?
- Are lifting arms lubricated properly?
- Are fluid levels adequate?
- Are belts in good condition?
- Is the battery in good condition (check for connections and corrosion)?
- Are tires inflated properly and in good shape?
- Are headlights and reflectors in good condition?
- Are windshield wipers working properly?
- Are hydraulic hoses routed properly with no leaks?
- Are all chains and cables in good condition?
- Are any employer or manufacturer specific inspection items in safe condition?
- Are forks in good condition?

In-Cab Inspection before Start-Up

- Are adequate inspection and maintenance records kept?
- Is all maintenance current?
- Have all noted repairs from the previous day's inspection been completed?
- Are windows clean inside and out and in good shape (no broken or cracked glass)?
- Is the cab clean (get rid of any debris)?
- Is the seat mechanism adjusted properly?
- Are seat belts in good condition?
- Is your seat belt fastened?
- Is the parking brake applied and the gear select in neutral?
- Are working hydraulic control levers in neutral?
- Are all mirrors adjusted and in good condition?

In-Cab Inspection after Start-Up

- Are all gauges and signals working and are warning and other control lamps functioning properly (check during engine warm-up)?
- Are headlights and windshield wipers working properly?
- Are the signal horn and back-up alarms working properly?
- Are all controls working, including steering?
- Is the lift and tilt system working properly?

Additional Inspection Items

- Are only employees who have been trained in the proper use of hoists allowed to operate them?

- Are only trained personnel allowed to operate or inspect industrial trucks?
- Are operators aware of all procedures necessary for safe operation?
- Is substantial overhead protective equipment provided on high lift rider equipment?
- Are the required lift truck operating rules posted and enforced?
- Is directional lighting provided on each industrial truck that operates in an area with less than 2 ft candles per square foot of general lighting?
- Does each industrial truck have a warning horn, whistle, gong, or other device that can be clearly heard above the normal noise in the areas where operated?
- Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?
- Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
- Are industrial trucks approved for operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers are present in the atmosphere?
- Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?
- Are industrial trucks with internal combustion engines that operate in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

Vehicle-Specific Inspections

Add any vehicle-specific items that need to be checked in the lines below (look at manufacturer's recommendations):

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT/INSPECTION REPORT
Forklifts: Daily Inspection [29 CFR 1910.178(q)(7)]

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page ____ of ____

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WORKPLACE AUDIT / INSPECTION REPORT

General Industry Cranes—Required Inspections

Location: _____ **Date:** _____
Audited by: _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Daily Visual Inspection

- Is the crane visually inspected every day prior to use? 29 CFR 1910.179(j)(2)

Does visual inspection include the following?

- Adjustment problems that may interfere with proper operation. 29 CFR 1910.179(j)(2)(i)
- Deterioration or leakage in lines, tanks, valves, drain pumps, and other parts of air or hydraulic systems. 29 CFR 1910.179(j)(2)(ii)
- Signs of wear, twist, cracks, distorted links, or excessive stretch in hooks, hoist chains, and end connections. 29 CFR 1910.179(j)(2)(iii)-(iv)

Monthly Rope Inspections

- Are running ropes checked at least monthly? 29 CFR 1910.179(m)(1)
- Are running ropes that have deteriorated enough to constitute a safety hazard replaced? 29 CFR 1910.179(m)(1)
- Are running ropes of nominal diameter? 29 CFR 1910.179(m)(1)(i)
- Are there no worn or broken outside wires, especially those concentrated in a certain area? 29 CFR 1910.179(m)(1)(ii)-(iii)
- Are running ropes free from corroded or broken wires at end connections? 29 CFR 1910.179(m)(1)(iv)
- Are there no end connections that are corroded, cracked, bent, or worn? 29 CFR 1910.179(m)(1)(v)
- Are there no wires with excessive kinking, crushing, cutting, or unstranding? 29 CFR 1910.179(m)(1)(vi)
- Are ropes that have been idle for a month or more due to shutdown of crane given a thorough inspection before use? 29 CFR 1910.179(m)(2)

Frequent Inspections (Daily To Monthly)

- Are "frequent" inspections (must include all of the adjustment and deterioration items under the daily inspection) performed as required? 29 CFR 1910.179(j)(2)

Are the following also checked for?

- Operating mechanisms with excessive component wear. 29 CFR 1910.179(j)(2)(vi)
- Rope reeving that is not in compliance with manufacturer's recommendations. 29 CFR 1910.179(j)(2)(vii)

Periodic Inspections (Every 1-12 months)

- Are "periodic" inspections (must include all items under "frequent" inspection) performed as required? 29 CFR 1910.179(j)(3)

Are the following also checked for?

- Deformed, cracked, or corroded members. 29 CFR 1910.179(j)(3)(i)
- Loose bolts or rivets. 29 CFR 1910.179(j)(3)(ii)
- Cracked or worn sheaves and drums. 29 CFR 1910.179(j)(3)(iii)
- Worn, cracked, or distorted parts such as pins, bearings, shafts, gears, rollers, locking and clamping devices. 29 CFR 1910.179(j)(3)(iv)
- Excessive wear on brake system parts, linings, pawls, and ratchets. 29 CFR 1910.179(j)(3)(v)
- Inaccuracies in load, wind, and other indicators over their full range. 29 CFR 1910.179(j)(3)(vi)
- Performance and safety of the machine's engine or motor. 29 CFR 1910.179(j)(3)(vii)
- Excessive wear of chain drive sprockets and excessive chain stretch. 29 CFR 1910.179(j)(3)(viii)
- Signs of pitting or deterioration of electrical controller contacts, limit switches, and pushbutton stations. 29 CFR 1910.179(j)(3)(x)

Miscellaneous

- Are cranes that have been idle for up to one month given the equivalent of the frequent inspection before using them? 29 CFR 1910.179(j)(4)
- Are cranes that have been idle for over six months given the equivalent of the periodic inspection before using them? 29 CFR 1910.179(j)(4)(ii)
- Are stand-by cranes inspected using the frequent checklist every six months? 29 CFR 1910.179(j)(4)(iii)

Inspection Documentation

- Are monthly, frequent, and periodic inspections documented? 29 CFR 1910.179(j)(2)(iii)-(iv); (m)(1)-(2)

Does documentation of inspection include the following?

- The signature of the person conducting the inspection. 29 CFR 1910.179(j)(2)(iii)-(iv); (m)(1)-(2)
- The date of the inspection. 29 CFR 1910.179(j)(2)(iii)-(iv); (m)(1)-(2)
- An identification of the parts inspected. 29 CFR 1910.179(j)(2)(iii)-(iv); (m)(1)-(2)

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
General Industry Cranes—Required Inspections

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

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WORKPLACE AUDIT / INSPECTION REPORT

General Production Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Machine Guarding

- Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal? 29 CFR 1910.217(f)(3)
- Is equipment and machinery securely placed and anchored, to prevent moving? 29 CFR 1910.212(b)
- Is fixed machinery provided with appropriate safety guards to prevent injuries to the operator and other employees resulting from point of operation, ingoing nip point, rotating parts, flying chip, and spark hazards? 29 CFR 1910.212(a)(1); .217(c)(1)
- Are grinders, saws, and similar equipment provided with appropriate safety guards? 29 CFR 1910.243(a)(1), (c)(1)-(4), (e)(1)(i)

Lockout

- Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 29 CFR 1910.147(c)(1) & (2)(i)
- Are correct lockout procedures in use? 29 CFR 1910.147(c)(4), (d), (e)
- Are provisions made to prevent machines from automatically starting when power is restored after a shutdown? 29 CFR 1910.147
- Are suspended loads or potential energy (such as compressed springs, hydraulics, or jacks) controlled to prevent hazards? 29 CFR 1910.147(d)(5)

Electrical Systems

- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 29 CFR 1910.303(g)(1), (h)(3)
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 29 CFR 1910.303(f)
- Are circuit breakers accessible to personnel, protected from physical damage, and located away from ignitable material? 29 CFR 1910.304(e)(1)(iv)
- Are portable electrical tools and equipment and fixed electrical equipment grounded or of the double insulated type? 29 CFR 1910.243(a)(5); 304(f)(5)(v)(C)(8), (7)(iii)
- Do extension cords being used have a grounding conductor and are they free of splices or taps? 29 CFR 1910.304(f)(5)(v); 305(g)(2)(ii); 334(a)(3)
- Are GFCIs installed as required? 29 CFR 1910.304(f)(7)(ii)(C)
- Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? 29 CFR 1910.303(b)(1)(iii); 334(a)(2)(i), (c)(2)

Chemicals

- Are adequate engineering and protective steps taken to protect workers from chemical exposure hazards (e.g., handling of chemicals during production, or exposure from spills/leaks)? 29 CFR 1910.119(e)(1) & (5); 120(d)(1), (g)(1) & (2)
- Are hazardous chemicals appropriately labeled? 29 CFR 1910.1200(f)(5)&(6)
- Are workers nearby aware of the content of chemical piping systems? 29 CFR 1910.1200(e)(1)(ii); (f)(5) & (6)
- Are operating procedures readily available to employees who work in or maintain a chemical process? 29 CFR 1910.119(f)(iv)(2)
- Is there a list of hazardous substances used in your facility? 29 CFR 1910.1200(e)(1)(i)
- Is there a material safety data sheet readily available for each hazardous substance used? 29 CFR 1910.1200(g)(8)-(10)

Personal Protective Equipment

- Are all employees required to use personal protective equipment (PPE) as needed? 29 CFR 1910.132(a)
- Is personal protective equipment functional and in good repair? 29 CFR 1910.132(e)

Hazardous Waste Management

- If your operations generate waste, do you handle it in an approved manner? 40 CFR 262.12; .30; .31; .32; .33; .34

Aisles/Walkways

- Are aisles marked and widths maintained? 29 CFR 1910.22(b)(1) & (2)
- Are fire aisles, access to stairways, and fire equipment kept clear? 29 CFR 1910.178(m)(14)
- Are pits and floor openings covered or otherwise guarded? 29 CFR 1910.22(c); 23(a)
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground? 29 CFR 1910.23(c)

Exits

- Are exits properly marked? 29 CFR 1910.37(b)(2)
- Are exits kept free of obstructions? 29 CFR 1910.37(a)(3)

Housekeeping/Work Environment

- Are noise levels within acceptable limits? 29 CFR 1910.95(c)(1)
- Is the facility free of environmental hazards—dust, chemicals, radiation, welding rays, heat, cold or excessive noise—that result from job performance? 29 CFR 1910.132(d), Appendix B to Subpart I
- Are all work areas clean, sanitary, orderly and adequately illuminated? 29 CFR 1910.22(a); .141(a)(3)
- Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants? 29 CFR 1910.141(a)(3)
- Are mats or grating used where drainage is needed? 29 CFR 1910.22(a)(2)
- Is compressed air used for cleaning under 30 psi? 29 CFR 1910.242(b)
- Are all spilled materials or liquids cleaned up immediately? 29 CFR 1910.141(a)(3)(ii)

Emergency Eyewash and Showers

- Are suitable facilities provided for quick drenching and flushing of eyes and body from exposure to injurious corrosive materials? 29 CFR 1910.151(c)
- Can eyewash/shower units be reached within 10 seconds? ANSI Z358.1
- Where the hazard involves strong acid or caustics, do you make sure the eyewash/shower is immediately adjacent to the hazard? ANSI Z358.1
- Is the temperature of the flushing fluid lukewarm? ANSI Z358.1
- Are plumbed emergency showers and eyewash units activated weekly and inspected annually? ANSI Z358.1

First Aid

- Do you have first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 29 CFR 1910.151(b)
- Are emergency phone numbers posted where they can be readily found in case of an emergency?

Fire Protection/Prevention

- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required? 29 CFR 1910.159(c)(2), (3)
- Is combustible scrap, debris, and waste stored safely and removed from the work site promptly? 29 CFR 1910.141(a)(4)(ii)
- Are approved containers (e.g., safety cans) and portable tanks used for the storage and handling of flammable and combustible liquids? 29 CFR 1910.106(d)(2) & (5)(iii); .144(a)(1)
- Are storage cabinets used to hold flammable liquids, labeled "Flammable — Keep Fire Away"? 29 CFR 1910.106(d)(3)(ii)
- Are covered metal waste cans used for oily and paint soaked waste? 29 CFR 1910.107(g)(3)

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WORKPLACE AUDIT / INSPECTION REPORT

Hazard Assessment

Location: _____

Audited by: _____ **Date:** _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Hazard Assessment

- Has a regular inspection schedule been set up to survey work area conditions and degree of employee exposure to risk?
- Has the facility's log of occupational injuries and illnesses or workers' compensation claims records been reviewed to identify jobs, functions, activities, or situations that cause accidents or injuries?
- Have employees been interviewed or surveyed to gather data on areas where "close calls" occur?
- Does type of PPE used match the needs of current operations? 29 CFR 1910.132(d)(1)(i)
- Have noise levels been monitored to determine the need for a hearing conservation program? 29 CFR 1910.95(a), Appendix G (non-mandatory)
- Are work practices efficient and up-to-date?
- Are special precautions taken to protect employees during construction and repair operations? 29 CFR 1910.37(d)

Personal Protective Equipment

- Are all employees required to use personal protective equipment (PPE) as needed? Does it fit properly? 29 CFR 1910.132(a)
- Is PPE functional and in good repair? 29 CFR 1910.132(e)
- Is personal protective equipment maintained in a sanitary condition and ready for use? 29 CFR 1910.132(a)
- Is personal protective equipment stored in convenient locations near the hazardous functions in an accessible manner? 29 CFR 1910.132(a)

Physical Plant

- Are exits in close proximity to operations? 29 CFR 1910.36(b)
- Are emergency exits clearly marked? 29 CFR 1910.37(b)(2)
- Is each work area adequately ventilated?
- Are workers situated such that they avoid injury, relative to machinery and process?
- Are exhaust hazards controlled from forklifts or other gas, or diesel powered equipment? 29 CFR 1910.1000(a)
- Is area adequately lighted?
- Is the floor free of materials that could trip a worker? 29 CFR 1910.22(a)(1); .141(a)(3)(i)&(iii)
- Is the facility free of live electrical hazards? 29 CFR 1910.303(b)(1)
- Is the facility free of environmental hazards—dust, chemicals, radiation, welding rays, heat, cold or excessive noise—that result from working? 29 USC 654, Sec. 5(a)(1)
- Are the grounds free of any apparent signs of physical contamination: dead vegetation, noticeable stains on the ground, standing oil?
- Are activities on adjacent properties environmentally safe?

Moving Parts

- Is the facility free of motion hazards (e.g. machinery or processes where movement of tools, machine elements, or particles could exist, or movement of personnel that could result in collision with stationary objects)? 29 CFR 1910.132(d)(1)
- Is the worker protected from injury by or prevented from reaching over moving machinery parts or materials? 29 CFR 1910.212(a)(1)
- Do safeguards exist that would keep a worker from reaching into moving machine parts? 29 CFR 1910.212(a)(1)
- Is the worker protected from getting caught in or between machinery parts? 29 CFR 1910.212(a)(1)
- Is equipment free of existing or potential rolling or pinching objects which could crush the feet (e.g. moving paper rolls)? 29 CFR 1910.212(a)(1)
- Are lockout procedures used for machinery deactivation during maintenance procedures? 29 CFR 1910.147(a)(2)(i)
- Are workers prohibited from wearing clothing or jewelry that could get caught in machinery?
- Is all machinery and equipment kept clean and properly maintained?

Temperature, Dusts, and Light/Radiation

- Are workers protected from high temperature hazards, which could result in burns, eye injury or ignition of protective equipment? 29 CFR 1910.132(d); Appendix B to Subpart I
- Are adequate engineering and protective steps taken to protect workers from sources of excessive cold? 29 CFR 1910.132(d); Appendix B to Subpart I
- Are workers protected from harmful dusts (e.g. in areas where cutting metal, concrete, etc., or other operations produce dust)? 29 CFR 1910.134

- Are dusts and chemicals kept from being dispersed into the air? 29 CFR 1910.1000(a)(1), (b)(1)-(2), (c)
- Are workers protected from light or radiation hazards from welding, brazing, cutting, furnaces, heat treating, high intensity light? 29 CFR 1910.132(d); Appendix B to Subpart I

Chemicals

- Are adequate engineering and protective steps taken to protect workers from chemical exposure hazards (e.g., handling of chemicals during production, or exposure from spills/leaks)? 29 CFR 1910.119(e)(1)&(5); .120(d)(1), (g)
- Are all containers such as vats, storage tanks, etc., labeled as to their contents, e.g. "CAUSTICS"? 29 CFR 1910.1200(f)(5)
- Are all hazardous chemicals appropriately labeled? 29 CFR 1910.1200(f)(5)&(6)
- Are workers nearby aware of the content of chemical piping systems? 29 CFR 1910.1200(e)(1)(ii); (f)(5)&(6)
- Are operating procedures readily available to employees who work in or maintain a chemical process? 29 CFR 1910.119(f)(2)
- Is there a list of hazardous substances used in your facility? 29 CFR 1910.1200(e)(1)(i)
- Is there a material safety data sheet readily available for each hazardous substance used? 29 CFR 1910.1200(g)(8)-(10)
- If hazardous waste is stored, are all hazardous waste requirements complied with? (See Hazardous Waste Checklist.)

Impact Hazards

- Are workers protected from objects which could fall or drop (e.g., manlifts in warehousing, stacked pallets, shipping areas)? 29 CFR 1910.132(d)
- Are suspended loads or potential energy (such as compressed springs, hydraulics, or jacks) controlled to prevent hazards? 29 CFR 1910.132(d)
- Are workers protected from sharp objects which might pierce the feet or cut the hands (e.g. machinery, food handling and storage, sawing and cutting)? 29 CFR 1910.136(a); .138(a); .212(a)(1)
- Are workers protected from fixed objects that may cause injury, such as sharp machine edges? 29 CFR 1910.212(a)(1)
- Is the worker protected from being struck by an object while leaning against or striking a machine part? 29 CFR 1910.212(a)(1)
- Does the worker have adequate protection from falling from one level to another? 29 CFR 1910.23(c)

Hearing Conservation

- Are noise levels moderate enough to allow worker communication? 29 CFR 1910.95(a), Appendix G (non-mandatory)
- Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- Is approved hearing protective equipment available to every employee working in noisy (where noise levels exceed 85 dBA) areas? 29 CFR 1910.95(i)(1)
- Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (that is, worker rotation) being used to minimize individual employee exposure to noise? 29 CFR 1910.95(b)(1)

Ergonomics

- Are workers protected from co-workers whose very presence or work operations present hazards?
- Is the worker aligned to the machine in a way to avoid potentially dangerous or off-balance positions?
- Is the work flow properly organized (e.g., is the worker required to move at an acceptable pace)?
- Are worker movements analyzed so that potential injuries (e.g., hand or foot injuries, repetitive motion injuries, or strain from lifting) are avoided?
- Does the working space allow for a full range of work movements?
- Are mechanical aids and equipment provided where feasible?
- Is the work surface height proper and adjustable?
- Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of elbows?
- Have you prevented employees' hands or arms from being subjected to pressure from sharp edges on work surfaces?
- Are armrests and footrests provided where needed?
- Are cushioned floor mats provided for workers who must stand for long periods?
- Where chairs or stools are provided are they easily adjustable and suited to the task?

Repairs/corrections must be completed by (date) _____

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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Hazard Awareness

Location: _____

Audited by: _____ **Date:** _____

The Hazard Awareness checklist contains a variety of workplace safety topics. The checklist can be used to perform a comprehensive inspection of most any work area in your facility.

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Housekeeping

- Is proper housekeeping maintained?

Aisles

- Are aisles marked and maintained in good condition?

Walking/Working Surfaces

- Are floor openings and floor holes protected?
- Are standard railings provided on the open side of exposed stairs?
- Are mats, gratings, etc., used where drainage is needed?

Electrical

- Are measures in place to control electrical hazards?

First Aid

- Are there properly trained first aid personnel and first aid supplies available where appropriate?

Bloodborne Pathogens

- If employees are expected to respond to medical emergencies as part of their work do they have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases?
- Is a puncture resistant, properly labeled, and leakproof container provided, where appropriate, for reusable sharps?

Exits

- Are exits adequate, and properly marked?
- Does lighting on exit signs conform to government standards?

Ladders and Scaffolding

- If ladders or scaffolding are present are they properly maintained and used according to government standards?

Forklifts

- If forklifts are used, are they in compliance with 29 CFR 1910.178?

Noise Levels

- Do workplace noise levels conform to government standards?
- Is approved hearing protection available to every employee working in noisy areas?

Respiratory Protection

- Is the correct type of respirator being worn, where appropriate, by personnel?

Machine Guarding

- Are all machines guarded appropriately?

Restrooms and Break Areas

- Do the number of restrooms conform to the federal standards?
- Are there separate toilet facilities for each sex?
- Are required posters displayed appropriately?

Flammable/Combustible Storage

- Is this area used to store hazardous materials? If so are all government regulations followed?

Personal Protective Equipment

- Is personal protective equipment (PPE) provided and are all employees required to use PPE as needed to protect against injury?

- Is PPE functional and in good repair?
- Does PPE have ANSI or ASTM specifications marked on it?

Fire Protection

- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag?
- Are appropriate fire extinguishers located, and identified so they are readily accessible to employees?

Confined Spaces

- Have all confined spaces been identified?
- Are appropriate regulations followed?

Control of Hazardous Energy (Lockout/Tagout)

- Where appropriate, are correct lockout/tagout procedures in use?

Temperature

- Are adequate engineering and protective steps taken to protect workers from extreme hot or cold temperatures?

Hazardous Chemicals

- Do you have a material safety data sheet (MSDS) for every hazardous chemical you have at your facility?
- Are you complying with all hazardous communications requirements?

Ergonomics

- Are measures taken to control ergonomic hazards?
- Are worker movements analyzed so that potential injuries are avoided?
- Is the work flow properly organized?
- Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of the elbows?

Sharps

- Are employees protected from objects in the workplace with sharp exposed edges, such as broken glass, saw blades, metal flanges, etc.?

Workplace Hazards

- Do you assess and protect against chemical hazards from such sources as acid and chemicals handling, and degreasing plating?
- Are measures in place to assess and protect against impact hazards from sources such as chipping, grinding, machining, masonry work, woodworking, etc.?
- Do you assess and protect against dust hazards from sources such as woodworking, buffing, and general dusty conditions?
- Are measures in place to assess and control light and/or radiation hazards from sources such as welding (electric arc and gas), cutting, torch brazing, torch soldering, and glare?

Recordkeeping

- Are appropriate records maintained?

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Supervisor _____ Date _____ Page ____ of ____

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Hazard Awareness

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

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Supervisor _____ Date _____ Page ____ of ____

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WORKPLACE AUDIT / INSPECTION REPORT

Locker Room

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Plant Facilities

- Do the number of rest rooms conform to the federal standards? 29 CFR 1910.141(c)(1)
- Are washing facilities provided? 29 CFR 1910.141(d)
- Are there separate toilet facilities for each sex? 29 CFR 1910.141(c)(1)(i)
- Are all toilets and washing facilities clean and sanitary? 29 CFR 1910.141(a)(3)
- Are lunch rooms, rest rooms, and service rooms kept clean? 29 CFR 1910.141(a)(3)
- Do employees have the opportunity to use rest rooms when needed? April 6, 1998, OSHA Letter of Interpretation

Exits

- Is 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? 29 CFR 1910.36(b)
- Are exits properly marked? 29 CFR 1910.37(b)(2)
- Does lighting in hallways and exit signs conform to government standards (5 foot-candles)? 29 CFR 1910.37(b)(6)
- Are exits kept free of obstructions? 29 CFR 1910.37(a)(3)
- Are the directions to exits, when not immediately apparent, marked with visible signs? 29 CFR 1910.37(b)(4)
- Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.? 29 CFR 1910.37(b)(5)

First Aid

- Do you have first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 29 CFR 1910.151(b)
- Are emergency phone numbers posted where they can be readily found in case of an emergency?
- Is there a hospital, clinic, or infirmary for medical care in close proximity of your workplace? 29 CFR 1910.151(b)
- If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid? 29 CFR 1910.151(b)

Fire Alarm Systems

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)

- If you have a supervised employee alarm system (that is, does the alarm have a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)

Portable Fire Extinguishers

- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are portable fire extinguishers provided in adequate number and type? 29 CFR 1910.157(d)

Postings: Employee Rights

- Is the OSHA 2203 poster properly displayed? 29 CFR 1903.2(a)(1)
- Is the EEOC's Americans With Disabilities Act poster displayed? 42 USC 12115, Title I, Sec. 5
- Is the Family and Medical Leave Act notice properly displayed? 29 CFR 825.300(a)
- Is the Form 300 Annual Summary of injuries and illnesses posted from February 1 through April 30? 1904.32(b)(6)
- Is the minimum wage poster displayed properly?

Sanitation

- Is potable water provided for drinking, washing of the person, cooking, washing of foods, washing of cooking or eating utensils, washing of food preparation or processing premises, and personal service rooms? 29 CFR 1910.141(b)(1)(i)
- Are portable drinking water dispensers designed, constructed, and serviced so that sanitary conditions are maintained? 29 CFR 1910.141(b)(1)(iii)
- Are portable drinking water dispensers capable of being closed, and equipped with a tap? 29 CFR 1910.141(b)(1)(iii)
- Do you prohibit open containers such as barrels, pails, or tanks for drinking water from which the water must be dipped or poured? 29 CFR 1910.141(b)(1)(v)
- Do you prohibit the common drinking cup and other common utensils? 29 CFR 1910.141(b)(1)(vi)
- Are toilet facilities, in toilet rooms separate for each sex, provided in all places of employment in accordance with table J-1 of 29 CFR 1910.141? 29 CFR 1910.141(c)(1)(i)
- Are washing facilities maintained in a sanitary condition? 29 CFR 1910.141(d)(1)

Repairs/corrections must be completed by (date) _____

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Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Lockout/Tagout Storage Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

General

- Are locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other hardware provided for isolating, securing or blocking of machines or equipment from energy sources? 29 CFR 1910.147(c)(5)(i)
- Are only approved devices used for controlling energy? 29 CFR 1910.147(c)(5)(ii)
- Do you make certain lockout/tagout devices are not used for other purposes? 29 CFR 1910.147(c)(5)(ii)

Lock and Tag Design

- Are lockout/tagout devices singularly identified? 29 CFR 1910.147(c)(5)(ii)
- Are lockout/tagout devices capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected? 29 CFR 1910.147(c)(5)(ii)(A)(1)
- Are tagout devices constructed and printed so that exposure to weather conditions or wet and damp locations will not cause the tag to deteriorate or the message on the tag to become illegible? 29 CFR 1910.147(c)(5)(ii)(A)(2)
- Are lockout/tagout devices standardized within the facility in at least one of the following criteria: Color; shape; or size; and additionally, in the case of tagout devices, print and format shall be standardized? 29 CFR 1910.147(c)(5)(ii)(B)
- Are lockout devices substantial enough to prevent removal without the use of excessive force or unusual techniques (i.e. with the use of bolt cutters or other metal cutting tools)? 29 CFR 1910.147(c)(5)(ii)(C)(1)
- Are tagout devices, including their means of attachment, substantial enough to prevent inadvertent or accidental removal? 29 CFR 1910.147(c)(5)(ii)(C)(2)
- Are tagout device attachment means of a non-reusable type, attachable by hand, and self-locking? 29 CFR 1910.147(c)(5)(ii)(C)(2)
- Are tagout devices non-releasable with a minimum unlocking strength of no less than 50 pounds? 29 CFR 1910.147(c)(5)(ii)(C)(2)
- Do tagout devices have the general design and basic characteristics of being at least equivalent to a one-piece, all environment-tolerant nylon cable tie? 29 CFR 1910.147(c)(5)(ii)(C)(2)
- Do lockout/tagout devices indicate the identity of the employee applying the device(s)? 29 CFR 1910.147(c)(5)(ii)(D)

- Do tagout devices warn against hazardous conditions if the machine or equipment is energized? 29 CFR 1910.147(c)(5)(iii)
- Are tagout devices labeled properly (i.e., "Do Not Start." "Do Not Open.")? 29 CFR 1910.147(c)(5)(iii)

Energy Control Procedure Inspection

- Do you conduct a periodic inspection of the energy control procedure at least annually? 29 CFR 1910.147(c)(6)(i)
- Is periodic inspection performed by an authorized employee other than the ones(s) utilizing the energy control procedure being inspected? 29 CFR 1910.147(c)(6)(i)(A)
- If the inspection reveals any deviations or inadequacies, do you take appropriate corrective action? 29 CFR 1910.147(c)(6)(i)(B)
- Does the periodic inspection include a review, between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected? 29 CFR 1910.147(c)(6)(i)(C)
- 29 CFR 1910.147(c)(6)(i)(D)

Certification

- Do you certify that the periodic inspections of the energy control procedure have been performed? 29 CFR 1910.147(c)(6)(ii)
- Does certification identify the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection? 29 CFR 1910.147(c)(6)(ii)

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Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

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WORKPLACE AUDIT / INSPECTION REPORT

Machine Guarding

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

General Safeguarding

- Do the safeguards provided meet minimum OSHA requirements? 29 CFR 1910 Subpart O
- Do the safeguards prevent workers' hands, arms, and other body parts from making contact with dangerous moving parts? 29 CFR 1910.212(a)(1)
- Are the safeguards firmly secured and not easily removable? 29 CFR 1910.212(a)(2)
- Do the safeguards ensure that no objects will fall into the moving parts?
- Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?
- Is there a system for shutting down the machinery and locking/tagging out before safeguards are removed?
- Are machines that are designed for a fixed location securely anchored to prevent walking or moving? 29 CFR 1910.212(b)

Point of Operation

- Is there a point-of-operation safeguard for each machine? 29 CFR 1910.212(a)(3)(ii)
- Does the point-of-operation safeguard keep the operator's hands, fingers, and body out of the danger area? 29 CFR 1910.212(a)(3)(ii)
- Do you check to make sure that the safeguards have not been tampered with or removed?
- Could changes be made on the machine to eliminate the point-of-operation hazard entirely?

Power Transmission Apparatus

- Do you ensure there are no unguarded gears, sprockets, pulleys, or flywheels on the apparatus? 29 CFR 1910.219
- Do you ensure there are no exposed belts or chain drives? 29 CFR 1910.219(g), (e)
- Do you ensure there are no exposed set screws, key ways, collars, etc.? 29 CFR 1910.219(i)
- Are starting and stopping controls within easy reach of the operator?
- If there is more than one operator, are separate controls provided? 29 CFR 1910.217(c)(3)(vi)

Other Moving Parts

- Are safeguards provided for all hazardous moving parts of the machine, including auxiliary parts?

Non-Mechanical Hazards

- Have appropriate measures been taken to safeguard workers against noise hazards? 29 CFR 1910.95
- Have special guards, enclosures, or personal protective equipment been provided, where necessary to protect workers from exposure to harmful substances used in machine operation?

Electrical Hazards

- Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements?
- Is the machine properly grounded?
- Is the power supply correctly fused and protected?
- Do you investigate any reports of workers receiving minor shocks while operating any of the machines?

Pull-Out/Restraint Device

- Is each pull-out or restraint device in use visually inspected and checked for proper adjustment at the start of each operator shift, following a new die set-up, and when operators are changed? 29 CFR 1910.217(c)(3)(iv)(d)
- Is necessary maintenance and repair performed and completed before the press is operated? 29 CFR 1910.217(c)(3)(iv)(d)
- Are all parts, nuts, bolts etc., secure?
- Are attachments connected to and being operated only by the press slide or upper die?
- Are attachments adjusted to prevent each operator from reaching into the point of operation or to withdraw the operator's hands from the point of operation before the die closes? 29 CFR 1910.217(c)(3)(vi)
- Are horizontal and vertical supports secure?
- Are cables in good shape (not bent, frayed, or twisted)?
- Are brackets secure and in good condition?

Portable Power Tools

- Are grinders, saws, and similar equipment provided with appropriate safety guards? 29 CFR 1910.243(a)(1), 1910.243(c)(1)-(4), 1910.243(e)(1)(i)
- Are power tools used with the correct shield, guard, or attachment recommended by the manufacturer?
- Does each portable power tool have a constant pressure switch (dead man switch) that will shut off the power when pressure is released? 29 CFR 1910.243(a)(2)

Equipment Markings

- Are all emergency stop buttons colored red? 29 CFR 1910.144(a)(1)(iii)
- Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

Lockout

- Are correct lockout/tagout procedures in use? 29 CFR 1910.147(c)(4) 29 CFR 1910.147(d) 29 CFR 1910.147(e)
- Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 29 CFR 1910.147(c)(1)
- _____

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WORKPLACE AUDIT / INSPECTION REPORT

Means of Egress

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Exit Design

- Are exits made of approved components and permanently attached to the building? 1910.37(a)
- Is means of egress designed and maintained to provide adequate headroom? 1910.37(i)
- Where a means of egress is not substantially level, are such differences in elevation negotiated by stairs or ramps? 1910.37(j)
- Are all components of means of egress of substantial, reliable construction and built or installed in a workmanlike manner? 1910.37(k)(1)
- Are exits designed so that failure of no device or alarm will impede or prevent emergency use of exits? 1910.37(k)(3)

Protective Enclosure of Exits

- When an exit is protected by separation from other parts of the building, does the separating construction meet OSHA requirements (i.e. 1-hour fire resistance rating when the exit connects three stories or less)? 1910.37(b)

Capacity of Means of Egress

- Are width and capacity of means of egress in compliance with OSHA standards? 1910.37(c)
- Is the capacity of means of egress sufficient for the occupant load? 1910.37(d)(1)
- Where a single way of exit access leads to an exit, is its capacity in terms of width at least equal to the required capacity of the exit to which it leads? 1910.37(f)(6)
- Where more than one way of exit access leads to an exit, does each have a width adequate for the number of persons it must accommodate? 1910.37(f)(6)

Arrangement of Exits

- When more than one exit is required from a story, are at least two of the exits remote from each other and arranged to minimize any possibility that both may be blocked by any one fire or other emergency condition? 1910.37(e)
- Does any exterior exit access (i.e. balcony or porch) that projects beyond the outside wall of the building comply with width and arrangement requirements of 1910.37? 1910.37(g)(6)
- Have you assured that no furnishings, decorations, or other objects are placed as to obstruct exits or exit visibility? 1910.37(l)(1)

Access to Exits

- Are exits readily accessible at all times? 1910.37(f)(1)
- Are doors, from a room to an exit or to a way of exit access, of the side-hinged, swinging type? 1910.37(f)(2)
- Is access to an exit NOT through a bathroom, or other room subject to locking (except where the exit is required to serve only the room subject to locking)? 1910.37(f)(3)
- Are ways of exit access and the doors to exits to which they lead clearly recognizable as such? 1910.37(f)(4)
- Do you make sure that hangings or draperies are not placed over exit doors or otherwise located as to conceal or obscure any exit? 1910.37(f)(4)
- Are mirrors prohibited from being placed on exit doors or adjacent to any exit in such a manner as to confuse the direction of exit? 1910.37(f)(4)
- Is exit access arranged so that it will not be necessary to travel toward any area of high hazard occupancy in order to reach the nearest exit? 1910.37(f)(5)

- Is exit access travel effectively shielded from the high hazard location by suitable partitions or other physical barriers? 1910.37(f)(5)
- Is the minimum width of any way of exit access at least 28 inches? 1910.37(f)(6)

Exit Marking

- Are exits marked by a readily visible sign?
- Is access to exits marked by readily visible signs if it is not immediately visible? 1910.37(q)(1)
- Is any door, passage, or stairway that could be mistaken for an exit or a way of exit access, identified by a sign reading "Not an Exit" or similar designation, or identified by a sign indicating its actual character, such as "To Basement," "Storeroom," "Linen Closet," or the like? 1910.37(q)(2)
- Is every required sign designating an exit or way of exit access located and of such size, color, and design as to be readily visible? 1910.37(q)(3)
- Are exit signs distinctive in color and do they provide contrast with decorations, interior finish, or other signs? 1910.37(q)(4)
- Is a sign reading "Exit" or similar designation, with an arrow indicating the directions, placed in every location where the direction of travel to reach the nearest exit is not immediately apparent? 1910.37(q)(5)
- Is every exit sign suitably illuminated by a reliable light source giving a value of not less than 5 foot-candles on the illuminated surface? 1910.37(q)(6)
- Is an internally illuminated exit sign provided in all occupancies where reduction of normal illumination is permitted? 1910.37(q)(7)
- Does every exit sign have the word "Exit" in plainly legible letters not less than 6 inches high, with the principal strokes of letters not less than three-fourths-inch wide? 1910.37(q)(8)

Discharge From Exits

- Do all exits discharge directly to the street, or to a yard, court, or other open space that gives safe access to a public way?
- Are the streets to which the exits discharge of a width adequate to accommodate all persons leaving the building?
- Are yards, courts, or other open spaces to which exits discharge of adequate width and size to provide all persons leaving the building with ready access to the street? 1910.37(h)(1)
- Are stairs and other exits arranged to make clear the direction of egress to the street?
- Are exit stairs that continue beyond the floor of discharge interrupted at the floor of discharge by partitions, doors, or other effective means? 1910.37(h)(2)

Exterior Exit Access

- Is access to an exit by means of any exterior balcony, porch, gallery, or roof in compliance with 1910.37? 1910.37(g)(1)?
- Do exterior ways of exit access have smooth, solid floors, substantially level, and have guards on the unenclosed sides? 1910.37(g)(2)
- Where accumulation of snow or ice is likely because of the climate, is the exterior way of exit access protected by a roof? 1910.37(g)(3)
- Is a permanent, reasonably straight path of travel maintained over the required exterior way of exit access? 1910.37(g)(4)
- Are exterior ways of exit access so arranged that there are no dead ends in excess of 20 feet? 1910.37(g)(5)

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WORKPLACE AUDIT / INSPECTION REPORT

Office Area

Location: _____

Audited by: _____ **Date:** _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Work Environment

- Is the facility free of environmental hazards—dust, chemicals, radiation, welding rays, heat, cold or excessive noise—that result from job performance? 29 CFR 1910.132(d), Appendix B to Subpart I
- Are all work areas clean, sanitary, orderly and adequately illuminated? 29 CFR 1910.22(a); .141(a)(3)
- Is combustible scrap, debris, and waste stored safely and removed from the work site promptly? 29 CFR 1910.141(a)(4)(ii)
- Is equipment producing ultra-violet radiation properly shielded?

Workstation Ergonomics

- Are wrist supports present at computer workstations?
- Is the workstation equipped with an anti-glare computer screen?
- Does the working space allow for a full range of work movements?
- Are mechanical aids and equipment provided where feasible?
- Is the work surface height proper and adjustable?
- Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of elbows?
- Have you prevented employees' hands or arms from being subjected to pressure from sharp edges on work surfaces?
- Are armrests and footrests provided where needed?
- Are cushioned floor mats provided for workers who are required to stand for long periods?
- Where chairs or stools are provided, are they easily adjustable and suited to the task?
- Are all task requirements visible from comfortable positions?

Postings: Emergency Information

- Are emergency phone numbers posted where they can be readily found in case of an emergency? 29 CFR 1926.50(f)
- Are fire evacuation procedures posted?
- Are tornado shelter and fire evacuation locations posted?

Fire Prevention/Control

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)
- Do solvents used for cleaning have a flash point of 100°F or more? 29 CFR 1910.107(g)(5)
- Are fire doors and shutters in good operating condition? 29 CFR 1910.36(d)(2)
- Are fire door and shutter fusible links in place?
- Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? 29 CFR 1910.36(d)(1)
- Are fire control sprinkler heads kept clean? 29 CFR 1910.107(f)(3), (g)
- Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required? 29 CFR 1910.159(c)(2), (3)
- Are sprinkler heads protected by metal guards when exposed to physical damage? 29 CFR 1910.159(c)(8)(iii)
- Is proper clearance maintained below sprinkler heads? 29 CFR 1910.159(c)(10)
- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)

Walkways

- Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway? 29 CFR 1910.22(a)(3)
- Are pits and floor openings covered or otherwise guarded? 29 CFR 1910.22(c); .23(a)
- Are temporary barricades in place to restrict traffic around the renovation area? 29 CFR 1910.23(a)(7); (b)(4)

- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground? 29 CFR 1910.23(c)

Stairs

- Are stair railings of standard height? (30" - 34" above surface) 29 CFR 1910.23(e)(2)
- Does every stairway having 4 or more treads have a hand rail? 29 CFR 1910.23(d)
- Are risers uniform in height and conform to proper height? 29 CFR 1910.24(f)
- Are standard railings provided on the open side of exposed stairs? 29 CFR 1910.24(h)
- Are all stairways at least 22 inches wide? 29 CFR 1910.24(d)
- Do stairs angle no more than 50 and no less than 30 degrees? 29 CFR 1910.24(e)
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 29 CFR 1910.24(f)
- Where stairs or stairways are present in any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? 29 CFR 1910.23(c)
- 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? 29 CFR 1910.23(a)(10)
- Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction at any point on the rail? 29 CFR 1910.23(e)(5)(iv)

Exits

- Is 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? 29 CFR 1910.36(b)
- Are exits properly marked? 29 CFR 1910.37(b)(2)
- Does lighting in hallways and exit signs conform to government standards? (5 foot-candles). 29 CFR 1910.37(b)(6)
- Are exits kept free of obstructions? 29 CFR 1910.37(a)(3)
- Are the directions to exits, when not immediately apparent, marked with visible signs? 29 CFR 1910.37(b)(4)
- Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.? 29 CFR 1910.37(b)(5)
- Can an exit door 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? 29 CFR 1910.36(d)(1)

Electrical Systems

- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 29 CFR 1910.303(g)(1), (h)(3)
- Are all cord and cable connections intact and secure? 29 CFR 1910.303(c)
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 29 CFR 1910.303(f)
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs, or plates? 29 CFR 1910.305(b)(1)
- Are switches, receptacles, etc., provided with tight-fitting covers or plates? 29 CFR 1910.305(b)(2)
- Do extension cords being used have a grounding conductor? 29 CFR 1910.304(f)(5)(v); .334(a)(3)
- Are electrical appliances such as vacuum cleaners, polishers, vending machines, extension cords, etc., grounded? 29 CFR 1910.304(f)(5)(v)
- Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? 29 CFR 1910.303(b)(1)(iii); .334(a)(2)(i), (c)(2)
- Are flexible (extension) cords and cables free of splices or taps? 29 CFR 1910.305(g)(2)(ii)
- Do you prohibit the use of multiple plug adaptors? 29 CFR 1910.334(a)(3)(ii)

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WORKPLACE AUDIT / INSPECTION REPORT

Outdoor Storage Room

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Material Handling

- Is there safe clearance for equipment through aisles and doorways? 29 CFR 1910.176(a)
- Are vehicles shut off and brakes set prior to loading or unloading? 29 CFR 1910.178(m)(5)(i)
- Are containers stored, stacked, blocked, and limited in height so they are stable and secure? 29 CFR 1910.176(b)

Ladders

- Do fixed ladders have cages or wells if required? 29 CFR 1910.27(d)(1)(ii)
- Are only ladders with safety feet used? 29 CFR 1910.25(d)(2)(xix)
- Are ladders free from sharp edges and splinters? 29 CFR 1910.25(b)(1)(i)
- Are all step ladders in use under 20' in length? 29 CFR 1910.25(c)(2)
- Is scaffolding capable of carrying intended load safely? 29 CFR 1910.28(a)(4)

Hazardous Waste Storage

- If hazardous waste is stored on the grounds, are all hazardous waste requirements complied with?
- Do you store hazardous wastes in an aboveground storage tank (AST)? If yes, are all hazardous waste requirements complied with?
- Is emergency information posted near any above-ground storage tanks (AST)? 40 CFR 262.34(d)(5)(ii)
- Is the necessary emergency equipment available (fire extinguishers, spill control supplies, absorbents, MSDSs)? 40 CFR 265.32; .51(e); .56(e)
- Is there at least one employee either on the premises or on call (i.e., available to respond to an emergency by reaching the facility within a short period of time) with the responsibility of coordinating all applicable emergency response measures? 40 CFR 262.34(d)(5)(iv)

Hazard Communication Labels

- If you store hazardous materials in aboveground storage tanks (this includes gasoline), are tanks or other containers holding hazardous materials appropriately labeled with chemical name and hazard warning? 29 CFR 1910.1200(f)(5)
- If you store chemicals, are all containers properly labeled with chemical name and hazard warning? 29 CFR 1910.1200(f)(5)

Aisles

- Are aisles marked? 29 CFR 1910.22(b)(2)
- Are aisle widths maintained? 29 CFR 1910.22(b)(1)
- Are aisles in good condition? 29 CFR 1910.22(b)(1)
- Are aisles kept clean and free of obstructions? 29 CFR 1910.22(b)(1)
- Are fire aisles, access to stairways, and fire equipment kept clear? 29 CFR 1910.178(m)(14)
- Is there safe clearance for equipment through aisles and doorways? 29 CFR 1910.176(a)

Exits

- Are exits properly marked? 29 CFR 1910.37(b)(2)
- Does lighting in exit signs conform to government standards (5 foot-candles)? 29 CFR 1910.37(b)(6)
- Are exits kept free of obstructions? 29 CFR 1910.37(a)(3)
- Can exit door 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? 29 CFR 1910.36(d)(1)

Fire Alarm Systems

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)

Portable Fire Extinguishers

- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are portable fire extinguishers provided in adequate number and type? 29 CFR 1910.157(d)
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WORKPLACE AUDIT / INSPECTION REPORT

Portable Fire Extinguishers

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

General

- Are portable fire extinguishers provided, mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are only approved portable fire extinguishers used? 29 CFR 1910.157(c)(2)
- Do you **avoid** providing or using portable fire extinguishers that use carbon tetrachloride or chlorobromomethane extinguishing agents? 29 CFR 1910.157(c)(3)
- Are portable fire extinguishers maintained, fully charged, operating properly, and kept in designated places? 29 CFR 1910.157(c)(4)
- Have you removed from service all unsafe extinguishers (i.e., soldered or riveted shell, self-generating soda acid or self-generating foam or gas cartridge, water type portable fire extinguishers that are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure generating chemical reaction to expel the agent)? 29 CFR 1910.157(c)(5)

Selection and Distribution

- Are portable fire extinguishers provided for employee use and selected and distributed based on the classes of anticipated fires and on the size and degree of hazard that would affect their use? 29 CFR 1910.157(d)(1)
- Is the travel distance for employees to any Class A extinguisher 75 feet (22.9 m) or less? 29 CFR 1910.157(d)(2)
- Are you aware that you may use uniformly spaced standpipe systems or hose stations connected to a sprinkler system, installed for emergency use by employees instead of Class A portable fire extinguishers, provided that such systems meet the respective requirements of 29 CFR 1910.158 or 29 CFR 1910.159, that they provide total coverage of the area to be protected, and that employees are trained at least annually in their use? 29 CFR 1910.157(d)(3)
- Is the travel distance for employees to any Class B extinguisher 50 feet (15.2 m) or less? 29 CFR 1910.157(d)(4)
- Is the travel distance for employees to any Class C extinguisher based on the pattern for the existing Class A or Class B extinguishers? 29 CFR 1910.157(d)(5)
- Is the travel distance for employees from the combustible metal working area to any Class D extinguisher 75 feet (22.9 m) or less? 29 CFR 1910.157(d)(6)
- Are portable fire extinguishers for Class D hazards used in areas where combustible metal powders, flakes, shavings, or similarly sized products are generated at least once every two weeks? 29 CFR 1910.157(d)(6)

Inspection, Maintenance, and Testing

- Are all portable fire extinguishers in the workplace inspected, maintained, and tested? 29 CFR 1910.157(e)(1)
- Are portable fire extinguishers or hoses visually inspected monthly? 29 CFR 1910.157(e)(2)
- Is an annual maintenance check performed on portable fire extinguishers? 29 CFR 1910.157(e)(3)

- Do you maintain a record of the annual maintenance date one year after the last entry or the life of the shell, whichever is less? 29 CFR 1910.157(e)(3)
- Are dry chemical extinguishers (that require a 12-year hydrostatic test) emptied and maintained every 6 years? 29 CFR 1910.157(e)(4)
- Is alternate equivalent protection provided when portable fire extinguishers are removed from service for maintenance and recharging? 29 CFR 1910.157(e)(5)

Hydrostatic Testing

- Is hydrostatic testing performed by trained persons with suitable testing equipment and facilities? 29 CFR 1910.157(f)(1)
- Are portable extinguishers hydrostatically tested at the intervals listed in Table L-1 of 29 CFR 1910.157?
- Have you conducted an internal examination of cylinders and shells to be tested prior to the hydrostatic tests? 29 CFR 1910.157(f)(3)
- Are portable fire extinguishers hydrostatically tested whenever they show new evidence of corrosion or mechanical injury? 29 CFR 1910.157(f)(4)
- Are hydrostatic tests performed on extinguisher hose assemblies that are equipped with a shut-off nozzle at the discharge end of the hose? 29 CFR 1910.157(f)(5)
- Is the use of air or gas pressure for hydrostatic testing avoided? 29 CFR 1910.157(f)(13)
- Have you removed extinguisher shells, cylinders, or cartridges that fail a hydrostatic pressure test, or that are not fit for testing? 29 CFR 1910.157(f)(14)
- Is the equipment for testing compressed and non-compressed gas type cylinders adequate? 29 CFR 1910.157(f)(15)(i)-(ii)
- Do you maintain evidence that the required hydrostatic testing of fire extinguishers has been performed at appropriate time intervals? 29 CFR 1910.157(f)(16)

Training and Education

- Has an educational program been provided to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting? 29 CFR 1910.157(g)(1)
- Has this education been provided when employees are first hired and once a year thereafter? 29 CFR 1910.157(g)(2)
- Have employees been trained (who have been designated to use fire fighting equipment) in the use of the equipment? 29 CFR 1910.157(g)(3)
- Has this training been provided when employees are first given this assignment and once a year thereafter? 29 CFR 1910.157(g)(4)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page ____ of ____

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WORKPLACE AUDIT/INSPECTION REPORT

Respiratory Protection Storage Area

Location: _____ Date: _____
 Audited by: _____

Audit Item/Practice
Check (✓) if item/practice not in compliance

<p>Selection of Respirators</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have you selected and provided an appropriate respirator based on respiratory hazard(s)? 1910.134(d)(1)(i) <input type="checkbox"/> Are all respirators NIOSH-certified, and used in compliance with the conditions of their certification? 1910.134(d)(1)(ii) <input type="checkbox"/> Have you identified and evaluated all respiratory hazard(s) in the workplace? 1910.134(d)(1)(iii) <input type="checkbox"/> Do you select respirators from a sufficient number of respirator models and sizes so that the respirator is acceptable to, and correctly fits, the user? 1910.134(d)(1)(iv) <p>Respirators for IDLH Atmospheres</p> <ul style="list-style-type: none"> <input type="checkbox"/> For IDLH atmospheres do you provide a full facepiece pressure demand SCBA certified by NIOSH or a combination full facepiece pressure demand supplied-air respirator with auxiliary self-contained air supply? 1910.134(d)(2)(i)(A)&(B) <input type="checkbox"/> Are all oxygen-deficient atmospheres considered IDLH? 1910.134(d)(2)(iii) <p>Storage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are all respirators stored appropriately? 1910.134(h)(2)(i) <input type="checkbox"/> Are all respirators packed and stored to prevent deformation of the facepiece and exhalation valve? 1910.134(h)(2)(i) <input type="checkbox"/> Are emergency respirators kept accessible to the work area? 1910.134(h)(2)(ii)(A)(B)&(C) <input type="checkbox"/> Are emergency respirators stored in compartments or in covers that are clearly marked as containing emergency respirators, and stored in accordance with any applicable manufacturer instructions? 1910.134(h)(2)(ii)(A)(B)&(C) <p>Inspection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are all respirators used in routine situations inspected before each use, and during cleaning? 1910.134(h)(3)(i)(A) <input type="checkbox"/> Are all respirators maintained for use in emergency situations inspected at least monthly and in accordance with the manufacturer's recommendations? 1910.134(h)(3)(i)(B) <input type="checkbox"/> Are all respirators maintained for use in emergency situations checked for proper function before and after each use? 1910.134(h)(3)(i)(B) <input type="checkbox"/> Are all emergency escape-only respirators inspected before being carried into the workplace for use? 1910.134(h)(3)(i)(C) <p>Repairs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are respirators that fail an inspection or are otherwise found to be defective, removed from service, and discarded, repaired, or adjusted? 1910.134(h)(4) <input type="checkbox"/> Are repairs made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed? 1910.134(h)(4)(ii) <p>Breathing Air Quality and Use</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are employees using atmosphere-supplying respirators (supplied-air and SCBA) provided with breathing gases of high purity? 1910.134(i) 	<ul style="list-style-type: none"> <input type="checkbox"/> Do compressed and liquid oxygen meet the United States Pharmacopoeia requirements for medical or breathing oxygen? 1910.134(i)(1)(i) <input type="checkbox"/> Does compressed breathing air meet at least the requirements for Grade D breathing air described in ANSI/Compressed Gas Association Commodity Specification for Air, G-7.1-1989? 1910.134(i)(1)(ii) <input type="checkbox"/> Are provisions in place to ensure that compressed oxygen is not used in atmosphere-supplying respirators that have previously used compressed air? 1910.134(i)(2) <input type="checkbox"/> Do you ensure that oxygen concentrations greater than 23.5% are used only in equipment designed for oxygen service or distribution? 1910.134(i)(3) <input type="checkbox"/> For compressors that are not oil-lubricated, do you ensure that carbon monoxide levels in the breathing air do not exceed 10 ppm? 1910.134(i)(6) <input type="checkbox"/> Do you ensure that breathing air couplings are incompatible with outlets for nonrespirable worksite air or other gas systems? 1910.134(i)(B) <p>Identification of Filters, Cartridges, and Canisters</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you ensure that all filters, cartridges and canisters used in the workplace are labeled and color coded with the NIOSH approval label? 1910.134(j) <p>Training and Information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you provide effective training to employees who are required to use respirators? 1910.134(k) <input type="checkbox"/> Is the training comprehensive, understandable, and given annually (or more often if necessary)? 1910.134(k) <input type="checkbox"/> Is the training provided before employees are required to use a respirator in the workplace? 1910.134(k)(3) <p>Fit Testing</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you conduct fit testing using the procedures set forth in Appendix A to 1910.134? 1910.134 Appendix A <p>User Seal Check</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do individuals who use a tight-fitting respirator perform a user seal check to ensure that an adequate seal is achieved each time the respirator is put on? 1910.134 Appendix B-1 <input type="checkbox"/> Is the seal check performed appropriately? 1910.134 Appendix B-1 <p>Cleaning</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are respirators cleaned appropriately? 1910.134 Appendix B-2
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Repairs/corrections must be completed by (date) _____
 Routed to _____ Date _____
 Repairs/corrections from above have been done.
 Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT/INSPECTION REPORT SUMMARY SHEET
Respiratory Protection Storage Area

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Slings

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Inspections/Slings

- Are slings, fastenings and attachments inspected for damage or defects by a competent person each day before being used?29 CFR 1910.184(d)
- Are damaged or defective slings immediately removed from service?29 CFR 1910.184(d)

Alloy Steel Chain Slings

- Do all alloy steel chain slings have permanently affixed durable identification stating size, grade, rated capacity, and reach?29 CFR 1910.184(e)(1)
- Is a thorough periodic inspection of alloy steel chain slings in use made on a regular basis (at least once every 12 months)?29 CFR 1910.184(e)(3)(i)
- Is a record made and maintained of the most recent month in which each alloy steel chain sling was thoroughly inspected?29 CFR 1910.184(e)(3)(ii)
- Are alloy steel chain slings permanently removed from service if they are heated above 1000oF?29 CFR 1910.184(e)(6)
- Are worn or damaged alloy steel chain slings or attachments taken out of service until repaired?29 CFR 1910.184(e)(7)(i)

Wire Rope Slings

- Are wire rope slings used only with loads that do not exceed the rated capacities?29 CFR 1910.184(f)(1)
- Do cable laid and 6 x 19 and 6 x 37 slings have a minimum clear length of wire rope 10 times the component rope diameter between splices, sleeves or end fittings?29 CFR 1910.184(f)(2)(i)
- Are fiber core wire rope slings of all grades permanently removed from service if they are exposed to temperatures in excess of 200oF?29 CFR 1910.184(f)(3)
- Is welding of end attachments, except covers to thimbles, performed prior to the assembly of the sling?29 CFR 1910.184(f)(4)(i)
- Have welded end attachments been proof tested by the manufacturer or equivalent entity at twice their rated capacity prior to initial use?29 CFR 1910.184(f)(4)(ii)

Metal Mesh Slings

- Does each metal sling have permanently affixed to it a durable marking that states the rated capacity for vertical basket hitch and choker hitch loadings?29 CFR 1910.184(g)(1)

- Do handles have a rated capacity at least equal to the metal fabric and exhibit no deformation after proof testing?29 CFR 1910.184(g)(2)
- Are repaired metal mesh slings only used when repaired by a metal mesh sling manufacturer or an equivalent entity?29 CFR 1910.184(g)(8)(i)
- Once repaired, are slings permanently marked or tagged, or a written record maintained, to indicate the date and nature of the repairs and the person or organization that performed the repairs?29 CFR 1910.184(g)(8)(ii)

Synthetic Web Slings

- Are all slings marked or coded to show the rated capacities for each type of hitch and type of synthetic web material?29 CFR 1910.184(i)(1)
- Is webbing of uniform thickness?29 CFR 1910.184(i)(2)
- Are fittings free of all sharp edges that could in any way damage the webbing?29 CFR 1910.184(i)(3)(ii)
- Are synthetic web slings only repaired by a sling manufacturer or an equivalent entity?29 CFR 1910.184(i)(8)(i)

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Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

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WORKPLACE AUDIT / INSPECTION REPORT

Spray Paint Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Ventilation

- Is adequate ventilation assured before spray operations are started? 29 CFR 1910.94(c)(5); .107(d)
- Is mechanical ventilation provided when spraying operations are done in enclosed areas? 29 CFR 1910.107(d)(2)
- When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air? 29 CFR 1910.107(d)(3)
- Is spray booth completely ventilated before using the drying apparatus? 29 CFR 1910.107(j)(4)(iii)
- Do all drying spaces have adequate ventilation? 29 CFR 1910.107(d)(12)
- Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly? 29 CFR 1910.94(a)(4)(i), (b)(4), (c)(5)(i)
- Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within the building?
- Are all exposures from dust, fumes, etc., controlled? 29 CFR 1910.1000(a)-(c)
- Are plant chemicals used and stored such that vapors do not escape into the HVAC system?
- Are appropriate measures of temperature, humidity, and airflow taken and recorded?

Hazard Communication Labels

- Are all chemicals used in spray painting operations correctly labeled? 29 CFR 1910.1200(f)(5)

Personal Protective Equipment

- Are all employees required to use personal protective equipment (PPE) as needed? 29 CFR 1910.132(a)
- Is PPE functional and in good repair? Does it have ANSI or ASTM specifications marked on it? 29 CFR 1910.132(e)
- Is approved respiratory equipment provided and used when appropriate during spraying operations? 29 CFR 1910.132(a), (d)(1)(i); .134(a)
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)? 29 CFR 1910.132(a)
- If machinery is properly cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury? 29 CFR 1910.242(b)

Fire Prevention

- Is the spray area kept free of combustible residue? 29 CFR 1910.107(g)(2)
- Are spray booths constructed of metal, masonry, or other substantial noncombustible material? 29 CFR 1910.107(b)(1)
- Are spray booth floors and baffles noncombustible and easily cleaned? 29 CFR 1910.107(b)(3)&(4)
- Is infrared drying apparatus kept out of the spray area during spraying operations? 29 CFR 1910.107(j)(4)
- Is the electric drying apparatus properly grounded? 29 CFR 1910.107(j)(4)(iv)

- Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system? 29 CFR 1910.107(d)(2)
- Are covered metal waste cans used for oily and paint soaked waste? 29 CFR 1910.107(g)(3)
- Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels? 29 CFR 1910.107(b)(10)
- Are electric motors for exhaust fans placed outside booths or ducts? 29 CFR 1910.107(c)&(d)(5)
- Are belts and pulleys inside the booth fully enclosed? 29 CFR 1910.107(d)(6)
- Do ducts have access doors to allow cleaning? 29 CFR 1910.107(d)(10)
- Is the spray area free of hot surfaces? 29 CFR 1910.107(c)(3)
- Is the spray area at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources? 29 CFR 1910.107(c)(2)
- Do solvents used for cleaning have a flash point of 100° F or more? 29 CFR 1910.107(g)(5)

Equipment

- Are portable lamps used to illuminate spray areas suitable for use in a hazardous location? 29 CFR 1910.107(c)(8)
- Are all cord-connected, electrically-operated tools used by employees at their workplace in good condition? 29 CFR 1910.242(a)
- Are tools used for cleaning purposes made of non-sparking material? 29 CFR 1910.107(g)(2)

Fire Protection

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)
- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)

First Aid

- Do you have emergency eye wash and shower facilities within the immediate work area where employees are exposed to injurious corrosive materials? 29 CFR 1910.151(c)
- Do you have first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 29 CFR 1910.151(b)

Postings: Caution

- Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- Are "No Smoking" signs posted in spray areas, paint rooms, paint booths, and paint storage areas? 29 CFR 1910.107(g)(7)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Spray Paint Area

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Spray Paint Area

Location: _____ **Date:** _____

Audited by: _____

Audit Item/Practice
Check (✓) if item/practice not in compliance

Ventilation

- Is adequate ventilation assured before spray operations are started? 29 CFR 1910.94(c)(5); .107(d)
- Is mechanical ventilation provided when spraying operations are done in enclosed areas? 29 CFR 1910.107(d)(2)
- When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air? 29 CFR 1910.107(d)(3)
- Is spray booth completely ventilated before using the drying apparatus? 29 CFR 1910.107(j)(4)(iii)
- Do all drying spaces have adequate ventilation? 29 CFR 1910.107(d)(12)
- Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly? 29 CFR 1910.94(a)(4)(i), (b)(4), (c)(5)(i)
- Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within the building?
- Are all exposures from dust, fumes, etc., controlled? 29 CFR 1910.1000(a)-(c)
- Are plant chemicals used and stored such that vapors do not escape into the HVAC system?
- Are appropriate measures of temperature, humidity, and airflow taken and recorded?

Hazard Communication Labels

- Are all chemicals used in spray painting operations correctly labeled? 29 CFR 1910.1200(f)(5)

Personal Protective Equipment

- Are all employees required to use personal protective equipment (PPE) as needed? 29 CFR 1910.132(a)
- Is PPE functional and in good repair? Does it have ANSI or ASTM specifications marked on it? 29 CFR 1910.132(e)
- Is approved respiratory equipment provided and used when appropriate during spraying operations? 29 CFR 1910.132(a), (d)(1)(i); .134(a)
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)? 29 CFR 1910.132(a)
- If machinery is properly cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury? 29 CFR 1910.242(b)

Fire Prevention

- Is the spray area kept free of combustible residue? 29 CFR 1910.107(g)(2)
- Are spray booths constructed of metal, masonry, or other substantial noncombustible material? 29 CFR 1910.107(b)(1)
- Are spray booth floors and baffles noncombustible and easily cleaned? 29 CFR 1910.107(b)(3)&(4)
- Is infrared drying apparatus kept out of the spray area during spraying operations? 29 CFR 1910.107(j)(4)
- Is the electric drying apparatus properly grounded? 29 CFR 1910.107(j)(4)(iv)

- Are spray painting operations done in spray rooms or booths equipped with an appropriate exhaust system? 29 CFR 1910.107(d)(2)
- Are covered metal waste cans used for oily and paint soaked waste? 29 CFR 1910.107(g)(3)
- Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels? 29 CFR 1910.107(b)(10)
- Are electric motors for exhaust fans placed outside booths or ducts? 29 CFR 1910.107(c)&(d)(5)
- Are belts and pulleys inside the booth fully enclosed? 29 CFR 1910.107(d)(6)
- Do ducts have access doors to allow cleaning? 29 CFR 1910.107(d)(10)
- Is the spray area free of hot surfaces? 29 CFR 1910.107(c)(3)
- Is the spray area at least 20 feet from flames, sparks, operating electrical motors, and other ignition sources? 29 CFR 1910.107(c)(2)
- Do solvents used for cleaning have a flash point of 100° F or more? 29 CFR 1910.107(g)(5)

Equipment

- Are portable lamps used to illuminate spray areas suitable for use in a hazardous location? 29 CFR 1910.107(c)(8)
- Are all cord-connected, electrically-operated tools used by employees at their workplace in good condition? 29 CFR 1910.242(a)
- Are tools used for cleaning purposes made of non-sparking material? 29 CFR 1910.107(g)(2)

Fire Protection

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)
- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)

First Aid

- Do you have emergency eye wash and shower facilities within the immediate work area where employees are exposed to injurious corrosive materials? 29 CFR 1910.151(c)
- Do you have first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 29 CFR 1910.151(b)

Postings: Caution

- Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- Are "No Smoking" signs posted in spray areas, paint rooms, paint booths, and paint storage areas? 29 CFR 1910.107(g)(7)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Spray Paint Area

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Vehicle Maintenance Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Fueling

- Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running? 29 CFR 1910.178(p)(2)
- Are fueling operations done in such a manner that the likelihood of spillage will be minimal? 29 CFR 1910.178(p)(2)
- When spillage occurs during fueling operations, are measures taken to control vapors before restarting the engine? 29 CFR 1910.178(p)(3)

Refrigerant Recycling/Recovery Equipment

- Is refrigerant recycling and recovery equipment tested by an EPA-approved testing organization? 40 CFR 82.36
- Are technicians who repair or service motor vehicle air conditioners trained and certified by an EPA-approved organization? 40 CFR 82.40
- Is all used refrigerant kept in gray containers with yellow covers? 40 CFR 82 Subpart B, Appendix B
- Is all refrigerant kept in properly labeled containers? 40 CFR 82 Subpart B, Appendix B

Air Emissions

- If carbon monoxide is present, due to forklifts, heaters or idling vehicles, is ventilation adequate so that it does not exceed permissible exposure levels? 29 CFR 1910.178(l); .1000(a)
- Are signs posted warning of the presence of carbon monoxide? 29 CFR 1910.1200(f)(5)&(6)

Waste Management

- Has your facility implemented a hazardous waste minimization program which may include techniques such as production planning and sequencing, process/equipment adjustment or modification, raw material substitution, loss prevention and housekeeping, waste segregation and separation, or recycling?
- Has your facility set up a waste management program for universal wastes such as batteries, thermostats, pesticides? 40 CFR 273.1
- Where corrosive liquids are frequently handled in open containers or drawn from storage vessels or pipe lines, is adequate means readily available for neutralizing or disposing of spills or overflows properly and safely?
- If your operations generate waste from any of the following, do you handle it in an approved manner?
 - oil or grease 40 CFR 279.10(a)
 - universal waste batteries 40 CFR 273.13(a)(1); .33(a)(1)
 - universal waste thermostats 40 CFR 273.13(c); .33(c)
 - fluorescent light bulbs 40 CFR 273.5
- Is any other hazardous waste handled in an approved manner? 40 CFR 262.12, .30-.34
- Is protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids? 29 CFR 1910.132(a)

Flammable/Combustible Containers

- Are storage cabinets used to hold flammable liquids, labeled "Flammable — Keep Fire Away"? 29 CFR 1910.106(d)(3)(ii)
- Are flammable liquids, such as gasoline, kept in an approved safety can? 29 CFR 1910.106(d)(2); .144(a)(1)

Fire Protection

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)
- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1), (d)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)

Housekeeping

- Are work areas clean? 29 CFR 1910.22(a)
- Is the compressed air for cleaning under 30 psi? 29 CFR 1910.242(b)
- Are work surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant? 29 CFR 1910.22(a)(2)
- Are all spilled materials or liquids cleaned up immediately? 29 CFR 1910.141(a)(3)(ii)

Aisles/Walkways

- Are aisles marked? 29 CFR 1910.22(b)(2)
- Are aisle widths maintained? 29 CFR 1910.22(b)(1)
- Are aisles in good condition? 29 CFR 1910.22(b)(1)
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground? 29 CFR 1910.23(c)

Exits

- Are exits properly marked? 29 CFR 1910.37(b)(2)
- Does lighting in hallways and exit signs conform to government standards? (5 foot-candles). 29 CFR 1910.37(b)(6)
- Are exits kept free of obstructions? 29 CFR 1910.37(a)(3)

Hearing Conservation

- Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- Is approved hearing protective equipment available to every employee working in noisy (where noise levels exceed 85 dBA) areas? 29 CFR 1910.95(i)(1)
- Have engineering controls been used to reduce excessive noise levels? Where engineering controls are determined to not be feasible, are administrative controls (that is, worker rotation) being used to minimize individual employee exposure to noise? 29 CFR 1910.95(b)(1)

First Aid

- Do you have emergency eye wash and shower facilities within the immediate work area where employees are exposed to injurious corrosive materials? 29 CFR 1910.151(c)
- Do you have first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 29 CFR 1910.151(b)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____

Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Walking-Working Surfaces: Floors

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Housekeeping

- Are all places of employment, passageways, storerooms, and service rooms kept clean and orderly and in a sanitary condition? 1910.22(a)(1)
- Is the floor of every workroom maintained in a clean and, so far as possible, a dry condition? 1910.22(a)(2)
- Where wet processes are used, is drainage maintained, and are false floors, platforms, mats, or other dry standing places provided where practicable? 1910.22(a)(2)
- To facilitate cleaning, is every floor, working place, and passageway kept free from protruding nails, splinters, holes, or loose boards? 1910.22(a)(3)

Aisles and Passageways

- Where mechanical handling equipment is used, are sufficient safe clearances allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made? 1910.22(b)(1)
- Are aisles and passageways kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard? 1910.22(b)(1)
- Are permanent aisles and passageways appropriately marked? 1910.22(b)(2)

Covers and Guardrails

- Are covers and/or guardrails provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc.? 1910.22(c)

Floor Loading Protection

- In every building or other structure used for mercantile, business, industrial, or storage purposes, are the loads approved by the building official and marked on plates of approved design? 1910.22(d)(1)

Protection for Floor Openings

- Is every stairway floor opening guarded by a standard railing constructed in accordance with paragraph (e) of 1910.23? 1910.23(a)(1)
- Is the railing provided on all exposed sides (except at entrance to stairway)? 1910.23(a)(1)
- For infrequently used stairways where traffic across the opening prevents the use of fixed standard railing, does the guard consist of a hinged floor opening cover of standard strength and construction? 1910.23(a)(1)
- Is every ladderway floor opening or platform guarded by a standard railing with standard toe board on all exposed sides (except at entrance to opening)? 1910.23(a)(2)
- Is every hatchway and chute floor opening guarded properly (see 1910.23(a)(3)(i) through (iii)? 1910.23(a)(3)
- Is every skylight floor opening and hole guarded by a standard skylight screen or a fixed standard railing on all exposed sides? 1910.23(a)(4)
- Is every pit and trapdoor floor opening that is infrequently used guarded by a floor opening cover of standard strength and construction? 1910.23(a)(5)
- Is every manhole floor opening guarded by a standard manhole cover (which need not be hinged in place)? 1910.23(a)(6)
- Do all temporary floor openings have standard railings, else are they constantly attended by someone? 1910.23(a)(7)
- Is every floor hole into which persons can accidentally walk guarded by either a standard railing with standard toe board on all exposed sides, or a floor holecover of standard strength and construction? 1910.23(a)(8)
- Is every floor hole into which persons cannot accidentally walk (on account of fixed machinery, equipment, or walls) protected by a cover that leaves no openings more than 1 inch wide? 1910.23(a)(9)
- Where doors or gates open directly on a stairway, is a platform provided? 1910.23(a)(10)

Protection for Wall Openings and Holes

- Is every wall opening from which there is a drop of more than 4 feet guarded appropriately? 1910.23(b)(1)
- Is every chute wall opening from which there is a drop of more than 4 feet guarded appropriately? 1910.23(b)(2)

- Is every window wall opening at a stairway landing, floor, platform, or balcony, from which there is a drop of more than 4 feet, and where the bottom of the opening is less than 3 feet above the platform or landing, guarded appropriately? 1910.23(b)(3)
- Does every temporary wall opening have adequate guards? 1910.23(b)(4)
- Where there is a hazard of materials falling through a wall hole, and the lower edge of the near side of the hole is less than 4 inches above the floor, and the far side of the hole more than 5 feet above the next lower level, is the hole protected properly? 1910.23(b)(5)

Protection of Open-Sided Floors, Platforms, and Runways

- Is every open-sided floor or platform that is 4 feet or more above adjacent floor or ground level, guarded by a standard railing on all open sides, except where there is entrance to a ramp, stairway, or fixed ladder? 1910.23(c)(1)
- Is every runway guarded by a standard railing on all open sides 4 feet or more above floor or ground level? 1910.23(c)(2)
- Wherever tools, machine parts, or materials are likely to be used on the runway, is a toe board provided on each exposed side? 1910.23(c)(2)
- Are open-sided floors, walkways, platforms, or runways, that are above or adjacent to dangerous equipment, pickling, or galvanizing tanks, degreasing units, and similar hazards, guarded with a standard railing and toe board? 1910.23(c)(3)

Stairway Railings and Guards

- Is every flight of stairs having four or more risers equipped with standard stair railings or standard handrails as specified in paragraphs (d)(1) (i) through (v) of 1910.23? 1910.23(d)(1)
- Are winding stairs equipped with a handrail offset to prevent walking on all portions of the treads having width less than 6 inches? 1910.23(d)(2)

Railing, Toe Boards, and Cover Specifications

- Do railings, toe boards, and covers meet the specifications given in 1910.23(e) (1) through (11)? 1910.23(e)

Fixed Industrial Stairs

- Are fixed stairs provided for access from one structure level to another where operations necessitate regular travel between levels, and for access to operating platforms at any equipment which requires attention routinely during operations? 1910.24(b)
- Are fixed stairs provided where access to elevations is daily or at each shift where work may expose employees to acids, caustics, gases, or other harmful substances? 1910.24(b)
- Are spiral stairways NOT permitted except for special limited usage and secondary access situations where it is not practical to provide a conventional stairway? 1910.24(b)
- Are fixed stairways designed and constructed to carry a load of five times the normal live load anticipated but never of less strength than to carry safely a moving concentrated load of 1,000 pounds? 1910.24(c)
- Do fixed stairways have a minimum width of 22 inches? 1910.24(d)
- Are fixed stairs installed at angles to the horizontal of between 30° and 50°? 1910.24(e)
- Are all stair treads reasonably slip-resistant and the nosing of nonslip finish? 1910.24(f)
- Is the rise height and tread width uniform throughout any flight of stairs? 1910.24(f)
- Are stairway platforms no less than the width of a stairway and a minimum of 30 inches in length measured in the direction of travel? 1910.24(g)
- Are standard railings provided on the open sides of all exposed stairways and stair platforms? 1910.24(h)
- Are handrails provided on at least one side of closed stairways, preferably on the right side descending? 1910.24(h)
- Are stair railings and handrails installed in accordance with the provisions of 1910.23? 1910.24(h)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Walking-Working Surfaces: Ladders

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Portable Wood Ladders

- Are all wood parts free from sharp edges and splinters, and sound and free from accepted visual inspection from shake, wane, compression failures, decay, or other irregularities? 1910.25(b)(1)(i)
- Are ladders maintained in good condition at all times? 1910.25(d)(1)(i)
- Is the joint between the steps and side rails tight? 1910.25(d)(1)(i)
- Are all hardware and fittings securely attached? 1910.25(d)(1)(i)
- Do movable parts operate freely without binding or undue play? 1910.25(d)(1)(i)
- Are metal bearings of locks, wheels, pulleys, etc., frequently lubricated? 1910.25(d)(1)(ii)
- Are frayed or badly worn rope replaced? 1910.25(d)(1)(iii)
- Are safety feet and other auxiliary equipment kept in good condition to insure proper performance? 1910.25(d)(1)(iv)
- Are ladders inspected frequently and are those ladders that have developed defects withdrawn from service for repair or destruction and tagged or marked as "Dangerous, Do Not Use"? 1910.25(d)(1)(x)
- Are rungs kept free of grease and oil? 1910.25(d)(1)(xi)

Portable Metal Ladders

- Is the spacing of rungs or steps on 12-inch centers? 1910.26(a)(iii)
- Are rungs and steps corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping? 1910.26(a)(v)
- Are ladders maintained in good usable condition at all times? 1910.26(c)(2)(iv)
- If ladders tip over, do you inspect the ladder for side rails dents or bends, or excessively dented rungs? Check all rung-to-side-rail connections? Check hardware connections? Check rivets for shear? 1910.26(c)(2)(vi)(a)

Fixed Ladders

- Do ladders, appurtenances, and fastenings meet the design requirements listed in 1910.27(a)(1) and (2)? 1910.27(a)
- Do all rungs have a minimum diameter of three-fourths inch for metal ladders, except as covered in paragraph (b)(7)(i) of 1910.27 and a minimum diameter of 1 1/8 inches for wood ladders? 1910.27(b)(1)(i)
- Is the distance between rungs, cleats, and steps, not greater than 12 inches and uniform throughout the length of the ladder? 1910.27(b)(1)(ii)
- Is the minimum clear length of rungs or cleats 16 inches? 1910.27(b)(1)(iii)
- Are rungs, cleats, and steps free of splinters, sharp edges, burrs, or projections which may be a hazard? 1910.27(b)(1)(iv)
- Are the rungs of an individual-rung ladder designed so that the foot cannot slide off the end? 1910.27(b)(1)(v)
- Are side rails which might be used as a climbing aid of such cross sections as to afford adequate gripping surface without sharp edges, splinters, or burrs? 1910.27(b)(2)
- Are fastenings made an integral part of fixed ladder design? 1910.27(b)(3)
- Do all splices made by whatever means meet design requirements as noted in paragraph (a) of 1910.27? 1910.27(b)(4)
- Are adequate means employed to protect dissimilar metals from electrolytic action when such metals are joined? 1910.27(b)(5)
- Is all welding done in accordance with the "Code for Welding in Building Construction" (AWS D1.0-1966)? 1910.27(b)(6)

- Are metal ladders and appurtenances painted or otherwise treated to resist corrosion and rusting when location demands? 1910.27(b)(7)(i)
- Are wood ladders, when used under conditions where decay may occur, treated with a non-irritating preservative? 1910.27(b)(7)(ii)
- When different types of materials are used in the construction of a ladder, are the materials treated so as to have no deleterious effect one upon the other? 1910.27(b)(7)(iii)
- For ladders without cages or wells, is a clear width of at least 15 inches provided each way from the centerline of the ladder in the climbing space? 1910.27(c)(2)
- Is the distance from the centerline of rungs, cleats, or steps to the nearest permanent object in back of the ladder not less than 7 inches? 1910.27(c)(4)
- Is the distance from the centerline of the grab bar to the nearest permanent object in back of the grab bars not less than 4 inches? 1910.27(c)(5)
- Is the step-across distance from the nearest edge of ladder to the nearest edge of equipment or structure not more than 12 inches or less than 2 1/2 inches? 1910.27(c)(6)
- Do counterweighted hatch covers open a minimum of 60 degrees from the horizontal? 1910.27(c)(7)
- Are hazards within 30 inches of the centerline of the rungs or cleats fitted with deflector plates placed at an angle of 60 degrees from the horizontal? 1910.27(c)(7)
- Do cages extend a minimum of 42 inches above the top of landing, unless other acceptable protection is provided? 1910.27(d)(1)(iii)
- Do cages not extend less than 27 nor more than 28 inches from the centerline of the rungs of the ladder? 1910.27(d)(1)(v)
- Do ladder wells have a clear width of at least 15 inches measured each way from the centerline of the ladder? 1910.27(d)(1)(vi)
- When ladders are used to ascend to heights exceeding 20 feet (except on chimneys), are landing platforms provided for each 30 feet of height or fraction thereof? 1910.27(d)(2)
- Where no cage, well, or ladder safety device is provided, are landing platforms provided for each 20 feet of height or fraction thereof? 1910.27(d)(2)
- Do you provide a landing platform where a person has to step a distance greater than 12 inches from the centerline of the rung of a ladder to the nearest edge of structure or equipment? 1910.27(d)(2)(i)
- Are all landing platforms equipped with standard railings and toe boards? 1910.27(d)(2)(ii)

Ladder Extensions

- Do the side rails of through or side-step ladder extensions extend 3 1/2 feet above parapets and landings? 1910.27(d)(3)

Grab Bars

- Are grab bars spaced by a continuation of the rung spacing when they are located in the horizontal position? 1910.27(d)(4)

Maintenance

- Are all ladders maintained in a safe condition, and inspected regularly at intervals between inspections being determined by use and exposure? 1910.27(f)

Scaffolding

- Are scaffolds furnished, erected, and used in accordance with 1910.28 (a) through (v)? 1910.28 (a) through (v)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Warehouse Area

Location: _____

Audited by: _____ Date: _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Material Handling

- Is there safe clearance for equipment through aisles and doorways? 29 CFR 1910.176(a)
- Are aiseways designated, permanently marked, and kept clear to allow unhindered passage? 29 CFR 1910.22(b)(1); .176(a)
- Are motorized vehicles and mechanized equipment inspected daily or prior to use? 29 CFR 1910.178(q)(7)
- Are vehicles shut off and brakes set prior to loading or unloading? 29 CFR 1910.178(m)(5)(i)
- Are containers stored, stacked, blocked, and limited in height so they are stable and secure? 29 CFR 1910.176(b)
- Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks?
- Are trucks and trailers secured from movement during loading and unloading operations? 29 CFR 1910.178(m)(7)

Aisles

- Are fire aisles, access to stairways, and fire equipment kept clear? 29 CFR 1910.178(m)(14)
- Are pits and floor openings covered or otherwise guarded? 29 CFR 1910.22(c); .23(a)

Housekeeping

- Are work areas clean? 29 CFR 1910.22(a)
- Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants? 29 CFR 1910.141(a)

Stairs

- Are stair railings of standard height? (30" - 34" above surface) 29 CFR 1910.23(e)(2)
- Does every stairway having 4 or more treads have a hand rail? 29 CFR 1910.23(d)
- Are risers uniform in height and conform to proper height? 29 CFR 1910.24(f)
- Are standard railings provided on the open side of exposed stairs? 29 CFR 1910.24(h)
- Are all stairways at least 22 inches wide? 29 CFR 1910.24(d)
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 29 CFR 1910.24(f)
- Where stairs or stairways are present in any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic? 29 CFR 1910.23(c)
- Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the effective width to less than 20 inches? 29 CFR 1910.23(a)(10)
- Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction at any point on the rail? 29 CFR 1910.23(e)(5)(iv)

Exits

- Is 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? 29 CFR 1910.36(b)
- Are exits properly marked? 29 CFR 1910.37(b)(2)
- Does lighting in hallways and exit signs conform to government standards? (5 foot-candles). 29 CFR 1910.37(b)(6)
- Are exits kept free of obstructions? 29 CFR 1910.37(a)(3)
- Are the directions to exits, when not immediately apparent, marked with visible signs? 29 CFR 1910.37(b)(4)
- Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.? 29 CFR 1910.37(b)(5)
- Can exit door 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? 29 CFR 1910.36(d)(1)

Ladders

- Do fixed ladders have cages or wells, if required? 29 CFR 1910.27(d)(1)(ii)
- Are only ladders with safety feet used? 29 CFR 1910.25(d)(2)(xix)
- Are ladders free from sharp edges and splinters? 29 CFR 1910.25(b)(1)(i)
- Are all step ladders in use under 20 feet in length? 29 CFR 1910.25(c)(2)
- Is scaffolding capable of carrying intended load safely? 29 CFR 1910.28(a)(4)

Air Emissions

- If carbon monoxide is present due to forklifts, heaters or idling vehicles, is ventilation adequate so that it does not exceed permissible exposure levels? 29 CFR 1910.178(j); .1000
- Are signs posted warning of the presence of carbon monoxide? 29 CFR 1910.1200(f)(5)&(6)
- Do you control dusts, vapors, gases, fumes, smoke, solvents or mists which may be generated in your workplace through general dilution or local exhaust ventilation systems? 29 CFR 1910.94(a)(2)(ii); (b)(2)

Postings: Employee Rights

- Is the OSHA 2203 poster properly displayed? 29 CFR 1903.2(a)(1)
- Is the EEOC's Americans With Disabilities Act poster displayed? 42 USC 12115, Title I, Sec. 105
- Is the Family and Medical Leave Act notice properly displayed? 29 CFR 825.300(a)
- Is the Form 300 Annual Summary of injuries and illnesses posted from February 1 through April 30? 1904.32(b)(6)
- Are all OSHA citations for this area displayed near where the violation occurred? 29 CFR 1903.16(a)&(b)

Work Environment

- Are noise levels within acceptable limits? 29 CFR 1910.95(c)(1)
- Is the facility free of environmental hazards—dust, chemicals, radiation, welding rays, heat, or cold—that result from job performance? 29 CFR 1910.132(d), Appendix B to Subpart I
- Is combustible scrap, debris, and waste stored safely and removed from the work site promptly? 29 CFR 1910.141(a)(4)(ii)

Fire Protection

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)
- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are portable fire extinguishers provided in adequate number and type? 29 CFR 1910.157(d)

Personal Protective Equipment

- Is appropriate foot protection required where there is the risk of foot injuries? 29 CFR 1910.132(a); .136(a)
- Are hard hats provided and worn where danger of falling objects exists? 29 CFR 1910.135(a)(1)
- Are hard hats inspected periodically for damage to the shell and suspension system? 29 CFR 1910.135(b)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT

Welding Area

Location: _____
 Audited by: _____ Date: _____

Audit Item/Practice
Check (✓) if Item/Practice not in compliance

Welding

- Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment? 29 CFR 1910.252(a)(2)(xiii)(C)
- Does each operator have a copy of the appropriate operating instructions and are they directed to follow them? 29 CFR 1910.253(a)(4), (f)(7)(A)
- Are pressure-reducing regulators used only for the gas and pressures for which they are intended? 29 CFR 1910.253(e)(6)(i)
- Is a check made for appropriate ventilation in and where welding or cutting is performed? 29 CFR 1910.252(c)(1)(iii), (2)-(13), (b)(4)(ii)
- When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency? 29 CFR 1910.252(c)(4)

Equipment

- Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used? 29 CFR 1910.253(a)(3)
- Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits? 29 CFR 1910.254(b)(3)(i)-(iv)
- Is grounding of the welding machine frame and safety ground connections of portable machines checked periodically? 29 CFR 1910.254(d)(3), .255(b)(9), (c)(6)

Equipment Markings

- Is red used to identify acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose? 29 CFR 1910.253(e)(5)(i)
- Are empty compressed gas cylinders appropriately marked and their valves closed? 29 CFR 1910.101(b), .253(b)(1)(ii), (2)(iii), (5)(ii)(H)

Compressed Gas Cylinder Management

- Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage? 29 CFR 1910.254(d)(4), .255(e)
- Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage? 29 CFR 1910.253 (b)(2)(ii), (5)(ii)(B)
- Are liquefied gases stored and shipped valve-end up with valve covers in place? 29 CFR 1910.253(b)(5)(iii)(A)
- Before a regulator is removed, is the valve closed and gas released from the regulator? 29 CFR 1910.253(b)(5)(iii)(D)
- Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances? 29 CFR 1910.253(b)(5)(i)
- Are the cylinders kept away from elevators, stairs, or gangways? 29 CFR 1910.253(b)(2)(ii)
- Is it prohibited to use cylinders as rollers or supports? 29 CFR 1910.253(b)(5)(ii)(K)
- Is care taken not to drop or strike cylinders? 29 CFR 1910.253(b)(5)(ii)(B)
- Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders? 29 CFR 1910.253(b)(5)(ii)(D)
- Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service? 29 CFR 1910.253(b)(5)(ii)(E)
- Are fuel gas cylinders and oxygen cylinders separated by distance, fire resistant barriers, etc., while in storage? 29 CFR 1910.253(b)(4)(iii)

Personal Protective Equipment

- Is PPE functional and in good repair? 29 CFR 1910.132(e)
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)? 29 CFR 1910.132(a)
- Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing? 29 CFR 1910.252(b)(3)
- Is personal protective equipment provided and are all employees required to use PPE as needed to protect against eye and face injury? 29 CFR 1910.132(a), .133(a)(1)
- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials? 29 CFR 1910.133(a)(1)

- 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, or burns? 29 CFR 1910.133(a)(2)
- Are appropriate safety glasses, face shields, etc., used while using hand tools or equipment which might produce flying materials or be subject to breakage? 29 CFR 1910.133(a)(1)
- Are employees who need 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? 29 CFR 1910.133(a)(3)
- Is appropriate foot protection required where there is the risk of foot injuries? 29 CFR 1910.132(a), .136(a)
- Is appropriate hand protection required where there is the risk of hand injury? 29 CFR 1910.132(a), .138(a)
- Are hard hats provided and worn where danger of falling objects exists? 29 CFR 1910.135(a)(1)
- Are hard hats inspected periodically for damage to the shell and suspension system? 29 CFR 1910.135(b)

Air Emissions

- If welding creates hazardous air emissions, is the welding area appropriately marked to indicate this? 29 CFR 1910.252(c)(iv)(A)-(C)
- If welding creates hazardous air emissions, have ventilation or local exhaust systems been provided to keep fumes below the maximum allowable concentrations? 29 CFR 1910.252(c)(iii)

Fire Prevention

- Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch? 29 CFR 1910.253(a)(1)
- Are signs reading "DANGER NO SMOKING, MATCHES, OR OPEN LIGHTS" or the equivalent, posted in welding areas?
- Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition? 29 CFR 1910.253(b)(5)(ii)(C)
- When welding is done on metal walls, are precautions taken to protect combustibles on the other side? 29 CFR 1910.252(a)(2)(x)
- Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors? 29 CFR 1910.252(a)(3)(i)
- Are compressed gas cylinders kept away from sources of heat? 29 CFR 1910.253(b)(2)(i)
- Is combustible scrap, debris, and waste stored safely and removed from the work site promptly? 29 CFR 1910.252 (a)(2)(i), (vii), (xiv)(C)(2)
- Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop? 29 CFR 1910.252(a)(2)(iii)(A)

Fire Alarm Systems

- If you have a non-supervised fire alarm system, is it tested bimonthly? 29 CFR 1910.165(d)(2)
- If you have a supervised employee alarm system (that is, the alarm has a device that indicates system malfunction), is it tested yearly? 29 CFR 1910.165(d)(4)

Portable Fire Extinguishers

- Are appropriate fire extinguishers mounted, located, and identified so that they are readily accessible to employees? 29 CFR 1910.157(c)(1)
- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Are portable fire extinguishers provided in adequate number and type? 29 CFR 1910.157(d)

Aisles/Housekeeping

- Are aisles marked? 29 CFR 1910.22(b)(2)
- Are aisle widths maintained? 29 CFR 1910.22(b)(1)
- Are aisles in good condition? 29 CFR 1910.22(b)(1)
- Are work areas clean? 29 CFR 1910.22(a)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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WORKPLACE AUDIT / INSPECTION REPORT SUMMARY SHEET
Welding Area

Location: _____

Audited by: _____ Date: _____

Commentary on Repairs/Corrections:

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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