### Inspection Checklist

(Circle the applicable answer Y=Yes, N=No, O=Does Not Apply)

#### Head protection worn in all hazardous areas?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Full protection hard hats necessary?</td>
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<tr>
<td>2.</td>
<td>Bump hats sufficient?</td>
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<td>3.</td>
<td>Workers wearing available equipment?</td>
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<tr>
<td>4.</td>
<td>Inspection, cleaning, and maintenance program established?</td>
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</tbody>
</table>

#### Eye protection worn in all hazardous areas?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Flying objects controlled such as chips, grindings, dust, pumice, or parts near buffers, grinders, saws, lathes, mills, drills and cutters?</td>
<td></td>
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<tr>
<td>2.</td>
<td>Liquid handling hazards controlled such as splashes or vapors around acids, solvents, oils, or sprays?</td>
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<tr>
<td>3.</td>
<td>Protruding objects at eye level such as machine parts, suspended objects, loose wires, sharp corners?</td>
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<tr>
<td>4.</td>
<td>Cutting and welding flame, sparks, light radiation and side flashes?</td>
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#### Adequate eye protection?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>O</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Safety glasses or goggles worn where needed?</td>
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<tr>
<td>2.</td>
<td>Plastic face shields worn where needed; with or without side shields; clear or tinted lens; protects from light, impact, dust, vapors and gases, splash, spark, or glare hazard?</td>
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<tr>
<td>3.</td>
<td>Supervisor enforces eye protection rules?</td>
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<tr>
<td>4.</td>
<td>Inspection, cleaning, and maintenance program established?</td>
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#### Adequate respiratory protection provided?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
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<tbody>
<tr>
<td>1.</td>
<td>All equipment of approved type?</td>
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<tr>
<td>2.</td>
<td>Dust masks used for nuisance dusts only?</td>
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<tr>
<td>3.</td>
<td>Cartridge type respirators used only for limited exposure and concentration?</td>
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<tr>
<td>4.</td>
<td>Canister gas masks used only for listed exposure and concentration?</td>
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<td>5.</td>
<td>Self-contained breathing apparatus necessary?</td>
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<td>6.</td>
<td>Rules for use enforced?</td>
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<tr>
<td>7.</td>
<td>Inspection, cleaning, and maintenance program established?</td>
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</tbody>
</table>

#### Hearing protection provided in high noise level areas?

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>O</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Acceptable noise level. Ninety decibels for 8 hour exposure? (Rule of thumb: Can you converse without shouting?)</td>
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<tr>
<td>2.</td>
<td>Can excessive noise be reduced?</td>
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<td>3.</td>
<td>Can exposed employees be rotated to quieter jobs?</td>
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<tr>
<td>4.</td>
<td>Ear protection available in areas where noise is above 85 decibels?</td>
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<tr>
<td>5.</td>
<td>Audiometric tests given to employees working in areas above 85 decibels?</td>
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#### Employees maintain safe conditions in their work areas?

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<th>N</th>
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<tbody>
<tr>
<td>1.</td>
<td>Equipment and bench areas clean and orderly?</td>
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<tr>
<td>2.</td>
<td>Ties, loose sleeves, loose jewelry not worn around machines?</td>
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<tr>
<td>3.</td>
<td>Rings or wristwatches not worn when hazardous?</td>
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<td>4.</td>
<td>Personal clothing fits well, not loose or baggy?</td>
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<tr>
<td>5.</td>
<td>Personal protection worn as recommended?</td>
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<td></td>
</tr>
<tr>
<td>a.</td>
<td>Safety goggles, glasses, face shields, safety shoes, head or hearing protection?</td>
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<tr>
<td>b.</td>
<td>Finger, hand or arm protection, respiratory protection?</td>
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<tr>
<td>c.</td>
<td>Body or leg protection against oils, water, acids?</td>
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</table>
Employees use “First-Aid” facilities properly?

1. Medical procedures? All employees know first-aid location?
2. All injuries sent for first-aid?
3. First-aid cabinets clean? Supplies in good shape?
4. First-aid cabinets used only for minor injuries?
5. Are supervisors trained in first-aid?
6. Someone appointed to administer first-aid when necessary?
7. Training and other requirements of Bloodborne Pathogens standard met?
8. Doctor, nurse, hospital, ambulance on call and posted?

MACHINES AND EQUIPMENT

Guarding provided at all hazardous points on machines and equipment?

1. Guards over gears, pulleys, belts, chains, saws, grinding wheels, revolving spindles, die openings, arbors, cross slides, etc.?
2. Guards or 2 hand controls to safeguard employees’ hands?
3. Projections guarded or distinctively marked?
4. Grinding, buffing, polishing, and toxic vapor equipment vented?
5. Exhaust systems maintain airflow of at least 200 ft. per min.?
6. Does operator stop machine when cleaning, oiling or adjusting?
7. Power switch “Lock-Out” program followed for equipment repair?
8. Equipment never used without all guards in place?

Safe conditions maintained around machines and equipment?

1. Stool or chair, back rest, seat and legs solid? Correctly adjusted?
2. Floors or platforms level, solid and clean?
3. Stocks of parts arranged to leave adequate room for safe work?
4. General aisle space entirely unobstructed?
5. Access aisle off the main aisle clear and orderly?
6. Are main aisles marked with black or white stripes?

Tools maintained in good condition? Do employees use them properly?

1. Hand Tools
   a. Well designed handles, tight and in good shape?
   b. No broken or worn parts or unnecessary sharp edges?
   c. “Mushroomed” striking surfaces ground off?
   d. Correct tools for the job supplied and properly used?
   e. Tools properly stored to prevent damage, loss or injury?

2. Machine Tools
   a. Securely stored on or near the machine?
   b. No broken parts?
   c. Not possible for tools to fall into machine?
   d. Each tool of correct type for job intended?

3. Portable Power Tools
   a. Equipped with 3 prong plugs and/or double insulated case?
   b. Guards in place?
   c. Power cords in good condition - not spliced or taped?
   d. Inspected regularly and maintained?
   e. Employees instructed in safe use?
Michigan Municipal Workers’ Compensation Fund
Safety and Health Resource Manual

Is material handling equipment proper, safe and adequate?

1. Trucks
   Y N O a. Proper 2-wheel, 4-wheel lift, power and barrel truck available?
   Y N O b. Handles, forks, platforms, lifting mechanisms, cables and wheels in good condition?
   Hand guards used on handles?
   Y N O c. Used only in areas with sufficient room for safe movement?
   Y N O d. Overhead guards for operator protection in place?
   Y N O e. Service on schedule?

2. Elevators
   Y N O a. Maximum weight limited posted?
   Y N O b. Gates, and/or doors in good condition?
   Y N O c. Signals, cables, and other safety devices in good working order?
   Y N O d. Will elevator operate with gates raised or door open?
   Y N O e. Floor in elevator is good repair?
   Y N O f. Properly lighted?
   Y N O g. Operating procedure posted?
   Y N O h. All openings properly protected?

3. Hoists
   Y N O a. All in good operating condition?
   Y N O b. Adequate and safe means for attaching?
   Y N O c. Overhead fastenings, cranes or tracks securely anchored?
   Y N O d. Positive stop at end of tracks?
   Y N O e. Adequate capacity for the loads?
   Y N O f. Safety latches on hooks?
   Y N O g. Power controls convenient to operate and protected?

4. Employees handle materials safely?
   Y N O a. Do not turn or twist while handling loads?
   Y N O b. Get help or proper equipment for too heavy or bulky lifting?
   Y N O c. Watch for nails, splinters, sharp edges, etc.?
   Y N O d. Observe all safety precautions when transporting materials?

FIRE HAZARDS

Protection equipment?
   Y N O 1. Fire extinguishers tagged, checked and accessible?
   Y N O 2. Extinguishers proper for exposure and properly located?
   Y N O 3. Are exits marked, lighted and accessible?
   Y N O 4. Fire escapes adequate, accessible and safe?
   Y N O 5. Sprinkler valves open and heads clear?
   Y N O 6. Alarms in working order?
   Y N O 7. Personnel trained in use of equipment?
   Y N O 8. “Hot Work” permit used before welding, grinding, cutting, etc.?

Spontaneous ignition
   Y N O 1. Are flammables properly handled and stored?
   Y N O 2. Flammable liquids stored only in UL listed safety cans?
   Y N O 3. Flammable wastes in closed metal containers and emptied frequently?
   Y N O 4. Piled material cool, dry, and well ventilated?

Electrical equipment
   Y N O 1. Makeshift wiring?
   Y N O 2. Extension cords serviceable? No spliced connections?
   Y N O 3. Fuse capacities correct for circuits?
Checklists and Tools – 18-C-4

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Safety and Health Resource Manual

Y N O  4. Ground connections clean and tight?
Y N O  5. Fuse boxes closed & labeled?

Physical layout
Y N O  1. “No Smoking” and “Smoking” areas clearly marked?
Y N O  2. Butt containers available and serviceable?
Y N O  3. Discarded smoking materials in prohibited areas?

HOUSEKEEPING

Are halls and aisles well lighted, clean and orderly?
Y N O  1. Passageways wide enough for safe traffic? No trip or slip hazards?
Y N O  2. Unobstructed by storage, machines, equipment, projections, etc.?
Y N O  3. Doors swing correctly? In good working order? Not obstructed?
Y N O  4. Aisles marked clearly with black or white painted lines?

Are floors in all areas in good condition, clean and orderly?
Y N O  1. No materials, parts, scrap, rags, etc. on the floor?
Y N O  2. Spilled liquids wiped up immediately?
Y N O  3. No loose boards, holes or other trip hazards?
Y N O  4. Properly maintained to prevent deterioration?
Y N O  5. Openings permanently or temporarily guarded?

Are walls and ceilings clean and in good repair?
Y N O  1. Window glass clean? Not broken?
Y N O  2. All fixtures securely fastened to walls or ceilings?
Y N O  3. Paint on doors, walls, ceilings, pipes, and ducts in good condition?
Y N O  4. Walls not cluttered with calendars, charts, etc.?

Are stairways in good condition?
Y N O  1. Tread nosing in good repair? Landings? Handrails?
Y N O  2. Painted white at top of each flight? Well lighted?
Y N O  3. Entire stairway free of all obstructions, waste, dirt, etc.?
Y N O  4. Tread with a 7-11 inch rise-run design?
Y N O  5. Standard railing on all open sides and handrails on closed sides?

Are work and storage areas kept clean and orderly at all times?
Y N O  1. Trays and boxes at minimum, free of splinters, protruding nails, etc.?
Y N O  2. Adequate room for movement at each operation?
Y N O  3. Operators’ stools, chairs, equipment and tools safely stored?
Y N O  5. Materials, supplies, and waste in proper storage or waste containers?

Are restrooms clean and sanitary?
Y N O  1. Coat racks properly used? Items not stored indefinitely?
Y N O  2. Lockers clean on top and sides? Free of odor?
Y N O  3. Stools and urinals clean and free of odor? Each water closet separated by partition and equipped with door?
Y N O  4. Wash basins clean? Used only for personal cleanliness?
Y N O  5. Waste sinks clean? Rinsed after each use? Area clean?
Y N O  6. Dispensing equipment clean? Good condition? Well supplied?
Y N O  7. Waste containers properly used? Adequate?
Y N O  8. Closed container available in women’s restroom?
Is heating, cooling and ventilation properly controlled?
Y N O 1. All areas comfortable?
Y N O 2. Dust and vapors properly exhausted?

Are areas outside the building clean and orderly?
Y N O 1. Lawns in good shape? Mowed? Weeds cut?
Y N O 2. Storage in yards neatly arranged? Is it necessary?
Y N O 3. Areas around boiler rooms and incinerators clean and neat?
Y N O 4. Parking lots, driveways, sidewalks, streets clean, good condition?

Entry procedure for Permit Required Confined Spaces
Y N O 1. Is an "entry Permit" used before entry is made into silos, bins, tanks, vessels, pits, etc.?
Y N O 2. Is a lifeline and observer used during entry?
Y N O 3. Is respiratory equipment or other equipment needed for entry?