

# SAFETY

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## MATTERS

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### Checklist: General Industry

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#### Posting and Recordkeeping

- ☑ State and Federal required posters
- ☑ OSHA 300 completed
- ☑ OSHA 300A completed & posted

#### Safety & Health Program

- ☑ Written safety program developed
- ☑ Employee safety training completed / records maintained

#### Medical and First Aid

- ☑ Emergency medical services identified
- ☑ First aid kits readily accessible
- ☑ Eye wash / showers available (where necessary)
- ☑ Claim reporting procedures
- ☑ Return to Work program
- ☑ Bloodborne Pathogens program / training

#### Fire Protection

- ☑ Fire extinguishers mounted & readily accessible
- ☑ Fire extinguishers inspected at least annually
- ☑ Fire alarm tested at least annually

#### Personal Protective Equipment (PPE)

- ☑ Employees have been trained in PPE procedures
- ☑ PPE is maintained in sanitary condition
- ☑ Hazards identified in the workplace requiring PPE

#### Work Environment

- ☑ Work areas clean, sanitary and orderly
- ☑ Wet surfaces covered with non-slip materials
- ☑ Walking surfaces in good condition
- ☑ Spilled materials cleaned up immediately

#### Walkways

- ☑ Guardrails provided for elevated areas > 30"
- ☑ Adequate headroom provided in aisles
- ☑ Safe clearance for walking near equipment

#### Floor and Wall Openings / Elevated Surfaces

- ☑ Floor openings protected or guarded on all sides
- ☑ Signs posted showing elevated surface load capacity
- ☑ 4" toeboard where falling object exposure exists
- ☑ Material piled, stacked or racked to prevent falling
- ☑ Pits not in use covered or protected

#### Stairs and Stairways

- ☑ Handrails on all stairways of 4 or more risers
- ☑ Steps provided with a slip resistant surface



## Exiting or Egress / Exit Doors

- ☑ Exits marked with exit sign and properly illuminated
- ☑ Exits kept free from obstructions
- ☑ Sufficient exits to permit prompt emergency escape
- ☑ Inside door release on cold storage rooms

## Portable Ladders

- ☑ Inspect and maintain ladders in good condition
  - ☑ Non-slip safety feet provided on each ladder
  - ☑ Employees face ladder when ascending or descending with 3 points of contact
  - ☑ Prohibit use of ladders that are broken or damaged
  - ☑ Instruct not to use top step of stepladder as a step
  - ☑ Extend ladder at least 3' above elevated surface
- ### Hand / Portable Power Tools and Equipment
- ☑ Broken, damaged, bent tools removed / replaced
  - ☑ Proper eye and face protection worn, as needed
  - ☑ Safety guards provided on grinders, saws, etc.
  - ☑ Power tools grounded or double insulated
  - ☑ Full guards or screens provided on portable fans
  - ☑ Ground fault circuit interrupters (GFCI) used

## Flammable and Combustible Liquids

- ☑ Approved containers / tanks used for storage
- ☑ Flammable liquids kept in closed containers
- ☑ Safety cans used at point of use
- ☑ Storage rooms have explosion-proof lights and mechanical or gravity ventilation

## Hazard Communications

- ☑ Hazardous substances have been identified
- ☑ Written hazard communication program developed
- ☑ Safety Data Sheets (SDS) readily available
- ☑ Employee training completed & documented

## Electrical

- ☑ Extension cords have grounding conductor
- ☑ Multiple plug adapters prohibited
- ☑ Wiring and cords with frayed or deteriorated insulation repaired or replaced
- ☑ Unused openings in electrical enclosures closed with appropriate covers, plugs or plates

## Material Handling

- ☑ Trucks and trailers secured during loading / unloading
- ☑ Dock plates and loading ramps of sufficient strength to support loads
- ☑ Safe clearance for equipment through aisles / doorways

## Transporting Employees and Materials

- ☑ Employees who operate vehicles have valid operator's license
- ☑ Pre or post trip inspections completed by operators
- ☑ Seat belts required for operators and passengers
- ☑ Use of cell phones and other devices prohibited

