



# Practical Tips

## CREATING AN INSPECTION CHECKLIST

Inspections should be conducted in an organization to locate and report existing and potential hazards as well as unsafe conditions or activities that, if left uncontrolled, have the capacity to cause injuries in the workplace. The following is a sample inspection checklist.

Department: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Compliance with each subject **MUST** be 100% or attach documentation of corrective action taken.

ITEM OK       ITEM HAS PROBLEM

### 1. Walking & Working Surfaces

- A. Aisles
- B. Stairways
- C. Catwalks
- D. Guard Railings
- E. Work Platforms

### 2. Compressed Air & Gas

- A. Storage & Restraint
- B. Handling
- C. Labeling
- D. Proper Use

### 3. Mechanical Safeguards

- A. Point of Operation
- B. Drive Train
- C. Operating Controls
- D. Emergency Stops
- E. Start Up Alarms

### 4. General Environment

- A. Noise
- B. Lighting
- C. Ventilation

### 5. Material Handling Operations

- A. Conveyors
- B. Crane
- C. Fork Truck
- D. Slings & Rigging
- E. Attachments

### 6. Housekeeping & Sanitation

- A. Work Areas
- B. Restrooms
- C. Locker Rooms
- D. Break Areas
- E. Waste Disposal
- F. Leakage & Spillage
- G. Proper Storage of Materials

### 7. Material Storage & Stacking

- A. Damaged Containers
- B. Improperly Stacked
- C. Distance from Sprinklers
- D. Blind Corners
- E. Blocked Aisles
- F. Projecting Materials
- G. Safe Heights
- H. Floor Load Limits
- I. Proper Coil Steel Storage
- J. Proper Blank Steel Storage

### 8. Personal Protective Equipment

- A. Side Shields
- B. Face Protection
- C. Hearing Protection Needed
- D. Respirators Required
- E. Hard Hats Required
- F. Protective Clothing

### 9. Fire & Emergency Equipment

- A. Alarms
- B. Sprinklers
- C. Extinguishers
- D. Fire Hoses
- E. Eye Washes & Showers
- F. Stretchers
- G. Emergency Lighting

### 10. Fall Hazard Control

- A. Anchorage Points
- B. Fall Protection Equipment
- C. Ladders
- D. Scaffolds
- E. Manlifts

### 11. Means of Egress

- A. Exits Marked
- B. Clear & Unobstructed
- C. No Locked Exits
- D. Posted Evacuation Plan
- E. Posted Shelter Areas

### 12. Electrical Safeguarding

- A. Covers for Switches
- B. Covers for Outlets
- C. Doors on Panel Boxes
- D. Disconnects can Lockout
- E. Proper Labeling
- F. Posted Lockout Procedure
- G. Identify High Voltage
- H. Extension & Fixture Cords
- I. Temporary Hookups

### 13. Hazardous Materials

- A. Storage
- B. Handling
- C. Personal Protective Equipment
- D. Labeling
- E. Warning Signs
- F. All Chemicals Approved by HMCC
- G. Safe Use Instructions Reviewed with Employees
- H. AC240 Completed for New or Transferred Employees

### 14. Cranes & Hoisting Equipment

- A. Daily Inspection Prior to Use
- B. Inspection Tag Attached to Every Hoist
- C. Authorized/Trained User
- D. Preventive Maintenance Performed

### 15. Hand & Portable Power Tools

- A. Ergonomics
- B. Carrying & Handling
- C. Damaged Tools
- D. Guards in Place
- E. Special Tools
- F. Grounding

### 16. Industrial Vehicles

- A. Operation of Trucks
- B. Railroad Cars
- C. Utility Vehicles
- D. Manlifts
- E. Operation of Heavy Equipment

### 17. Safe Working Practices

- A. Adherence to Safety Rules and Regulations
- B. Adherence to Lockout Procedure
- C. Work Habits
- D. Unsafe Acts
- E. Corrective Instruction or Training of Employees