

Company name:

Worksite:

Specific worksite area:

Inspected by:

Date:

General

Safety and Health Programs	Yes	No	N/A	Comments
A safety and health program is in place to help proactively manage safety and health in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety and health is a top priority.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety and health is a part of daily conversations with workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A procedure is in place for workers to report injuries, illnesses, incidents (including near misses/close calls), hazards, and safety and health concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are trained how to identify and control hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace inspections are conducted with workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are asked for ideas on hazard control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are assigned the task of choosing, implementing, and evaluating hazard controls they come up with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Safety and Health Programs	Yes	No	N/A	Comments
Foreseeable emergency scenarios are identified and instructions are developed on what to do in each case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are consulted before significant changes are made to the workplace, work organization, equipment, or materials in order to identify potential safety or health issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time is set aside to discuss safety and health issues, with the goal of identifying ways to improve the safety and health program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA: [Recommended Practices for Safety and Health Programs](#)
- OSHA: [Safety Pays Program](#)
- American Society of Safety Professionals: [Guidance Manual — Keep Your People Safe in Smaller Organizations \(GM-Z10.101\)](#)

General Work Environment and Housekeeping	Yes	No	N/A	Comments
The workplace is clean, orderly, and sanitary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace floors are maintained in a dry condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where wet processes are used, drainage is maintained and false floors, platforms, mats, or other dry standing places are provided, where practicable, or workers use appropriate footwear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enclosed workplaces are maintained to prevent the entrance or harborage of rodents, insects, and other vermin; and a continuing and effective extermination program is instituted where their presence is detected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not eat or drink in any areas where hazardous substances are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible scrap, debris, and waste are stored properly and promptly removed from the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Covered metal waste cans are used for rags soaked in oil, flammable/combustible liquid, paint, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacuuming and non-vigorous sweeping are used in place of blowing down with compressed air.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When it is necessary to blow down in place of vacuuming and sweeping, compressed air pressure is limited to 30 psi, and dust clouds are kept to a minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General Work Environment and Housekeeping	Yes	No	N/A	Comments
General dilution or local exhaust ventilation systems are used to control dusts, vapors, gases, fumes, smoke, solvents, or mists generated in the workplace, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear space is maintained in front of electrical panels; minimum 3 feet in front, and at least the width of the panel, but not less than 2 ½ feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate precautions are taken to maintain exits, and protect workers during construction, renovation, and repair operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.22, General Requirements for Walking and Working Surfaces](#)
 - [29 CFR 1910.36, Design and Construction Requirements for Exit Routes](#)
 - [29 CFR 1910.37, Maintenance, Safeguards, and Operational Features for Exit Routes](#)
 - [29 CFR 1910.141, Sanitation](#)
- OSHA: [Restrooms and Sanitation Requirements](#)
- OSHA: [Indoor Air Quality](#)
- NIOSH: [Workplace Mold](#)
- NIOSH: [Office Environments](#)

Posting of Required Safety and Health Information	Yes	No	N/A	Comments
<p>The required OSHA Job Safety and Health Poster (or state plan equivalent) is posted in a prominent location in the workplace.</p> <p>NOTE: The poster is available for free from OSHA in multiple languages. While OSHA does not require employers to display the poster in other languages, OSHA encourages employers with employees that speak other languages to also display the poster in those languages.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The annual Summary of Work-Related Injuries and Illnesses (OSHA Form 300A) is posted during the months of February, March, and April.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Any citations resulting from OSHA workplace inspections are posted until the violation has been abated, or for three working days, whichever is later.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Emergency telephone numbers are posted where they can be readily found in case of emergency.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1903.2, Posting of OSHA Notice](#)
 - [29 CFR 1903.16, Posting of Citations](#)
- OSHA: [Free Workplace Poster – Job Safety and Health – It’s the Law!](#)

Recordkeeping and Reporting	Yes	No	N/A	Comments
<p>Occupational injuries or illnesses, except minor injuries requiring only first aid, are recorded on OSHA Form 300 (Log of Work-Related Injuries and Illnesses).</p> <p>NOTE: Employers are partially exempt from OSHA’s injury and illness recordkeeping requirements if 1) they had 10 or fewer workers during all of the last calendar year (see 29 CFR 1904.1), or 2) they are in certain low-hazard industries (see 29 CFR Part 1904, Subpart B, Appendix A). All employers, regardless of size or industry, must report work-related fatalities, in-patient hospitalizations, amputations, and loss of an eye to OSHA.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>A supplementary record of each recordable occupational injury and illness is prepared for recordable cases on OSHA Form 301 (Injury and Illness Incident Report). Employers can use equivalent forms that provide all the information on the OSHA Form 301.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>An annual summary is prepared at the end of each calendar year using OSHA Form 300A (<i>Summary of Work-Related Injuries and Illnesses</i>).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>You must electronically submit information from your Form 300A Summary to OSHA annually (by March 2 of the year after the calendar year covered by the form) if:</p> <ul style="list-style-type: none"> • You have an establishment with 250 or more workers that is currently required to keep OSHA injury and illness records, or • You have an establishment with 20-249 workers that is classified in certain industries with historically high rates of occupational injuries and illnesses. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recordkeeping and Reporting	Yes	No	N/A	Comments
You must electronically submit information from your OSHA Form 300 Log and Form 301 Incident Report(s) to OSHA annually (by March 2 of the year after the calendar year covered by the forms) if you have an establishment with 100 or more workers in designated high-hazard industries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Injury and illness records (OSHA 300, 300A, and 301) are kept at the worksite for at least five years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worker medical and exposure records are retained for the time period required for each specific type of record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worker training records are kept and accessible for review by workers, as required by OSHA standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All work-related fatalities are reported to OSHA within 8 hours. All work-related in-patient hospitalizations, amputations, and loss of an eye are reported to OSHA within 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1904, Recording and Reporting Occupational Injuries and Illness](#)
 - [29 CFR 1910.1020, Access to Employee Exposure and Medical Records](#)
- [OSHA: Injury and Illness Recordkeeping and Reporting Requirements](#)
- [OSHA: Report a Fatality or Severe Injury](#)
- [OSHA: Access to Medical and Exposure Records](#)

Compressed Gas Cylinders

Compressed Gas Cylinders	Yes	No	N/A	Comments
Cylinders are clearly marked to identify their contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cylinders are stored where they cannot be damaged by passing or falling objects, and not subject to tampering by unauthorized persons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cylinders are regularly examined for obvious signs of defects, deep rusting, and leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Care is used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Care is taken to not drop or strike cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cylinders without fixed wheels have keys, handles, or non-adjustable wrenches on stem valves when in service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Liquefied gases are stored and shipped valve-end up with valve-protection caps in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valve-protection caps are placed on cylinders when the cylinders are not in use, or connected for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Valves are closed before cylinders are moved, when cylinders are empty, and at the completion of each job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Empty cylinders are appropriately marked and their valves are closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.101, Compressed Gases](#)
 - [29 CFR 1910.110, Storage and Handling of Liquid Petroleum Gases](#)
- [OSHA: Compressed Gas and Equipment](#)

Electrical Safety

Electrical Safety	Yes	No	N/A	Comments
Electrical work performed by workers or contractors complies with OSHA standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient access and working space is provided and maintained around all electrical equipment to permit ready and safe operations and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers make preliminary inspections and perform appropriate tests to determine conditions before starting work on electrical equipment or lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In wet or damp locations, electrical tools and equipment are appropriate for the use or location or otherwise protected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Metal measuring tapes, ropes, hand-lines and similar devices with metallic thread woven into the fabric are not used where they could come in contact with energized parts of equipment or circuit conductors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable ladders with nonconductive side rails are used where the worker or the ladder could contact exposed energized parts of equipment, fixtures, or circuit conductors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnecting switches and circuit breakers are labeled to indicate their use or equipment served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical installations are approved not only for the class of location, but also for the ignitable or combustible properties of the specific gas, vapor, dust, or fiber that may be present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical Safety	Yes	No	N/A	Comments
Whenever a worker is exposed to contact with parts of fixed electric equipment or circuits that have been de-energized, the circuits energizing the parts are locked out or tagged, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers who regularly work on or around energized electrical equipment or lines are instructed in cardiopulmonary resuscitation (CPR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not work alone on energized lines or equipment over 600 volts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Barricades and safety signs are used to prevent or limit access to areas where workers could be exposed to uninsulated energized conductors or circuit parts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexible cord sets (extensions cords) used with grounding-type equipment have grounding conductors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cord-connected, electrically operated equipment, and flexible cord sets (extension cords) are visually inspected before use for external defects (e.g., loose parts, deformed and missing pins, or damage to outer jacket or insulation) and for evidence of possible internal damage (e.g., pinched or crushed outer jacket).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exposed wiring, and cords with frayed or deteriorated insulation, are immediately removed from service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical Safety	Yes	No	N/A	Comments
Flexible cords are only used in continuous lengths without splice or tap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Multiple plug adaptors are not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical appliances such as vacuum cleaners, polishers, vending machines, etc., are grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-grounding type receptacles and connectors are not used for grounding-type attachment plugs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ground-fault circuit interrupters are installed on each temporary 15 or 20 ampere, 120 volt alternating current (AC) circuit at locations where construction, demolition, modifications, alterations, etc., are performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Metal cable trays, metal raceways, and metal enclosures for conductors are grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnecting means are always opened before fuses are replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexible cords and cables are connected to devices and fittings so that strain relief is provided to prevent pull from being directly transmitted to joints or terminal screws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cord, cable, and raceway connections are intact and secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energized parts of electrical circuits and equipment are guarded against accidental contact by approved cabinets or enclosures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unused openings (including conduit knockouts) in electrical enclosures and fittings are closed with appropriate covers, plugs, or plates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical Safety	Yes	No	N/A	Comments
Electrical enclosures such as switches, receptacles, junction boxes, etc., are provided with tight-fitting covers or plates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The location of electrical power lines and cables (overhead, underground, under floor, other side of walls, etc.) is determined before digging, drilling, or similar work is begun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary circuits are protected by suitable disconnecting switches or plug connectors at the junction with permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disconnecting switches for electrical motors in excess of two horsepower are able to open the circuit when the motor is stalled without exploding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Low voltage protection is provided in the control devices of motors driving machines or equipment that could cause injury from inadvertent starting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motor disconnecting switches or circuit breakers are located within sight of the motor control device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The controller for each motor that exceeds two horsepower is rated equal to, or above, the rating of the motor it serves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.303, General Electrical Requirements](#)
 - [29 CFR 1910.305, Wiring Methods, Components, and Equipment for General Use](#)
 - [29 CFR 1910.334, Use of Electrical Equipment](#)
- OSHA: [Electrical](#)
- NIOSH: [Electrical Safety](#)

Ergonomics

Ergonomics—fitting the job to the worker—helps prevent musculoskeletal disorders (MSDs). There are several known activities that increase a worker’s risk of MSDs, such as frequent lifting of heavy objects, frequently reaching overhead, repetitive forceful pushing and pulling, working in awkward positions, and highly repetitive hand activity like cutting, scanning, and using vibrating hand tools. This checklist highlights key elements of an ergonomic program that help to identify and reduce the risk of injury and MSDs in the workplace.

Ergonomics	Yes	No	N/A	Comments
Managers demonstrate their leadership in reducing MSDs by encouraging workers to participate in reducing MSDs and providing time and money to eliminate ergonomic risk factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers participate in the process of identifying and eliminating ergonomic risk factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Existing problems have been identified by reviewing OSHA 300 logs, workers’ compensation records, first aid logs, accident and near-miss investigation reports, insurance company reports, or employee reports of symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers, supervisors, and managers are trained on the signs and symptoms of MSDs, including how to report early signs and symptoms of MSDs and their role in reducing MSDs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The effectiveness of training is periodically evaluated with input from workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A worksite analysis has been performed to identify ergonomics-related hazards with input from workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Ergonomics	Yes	No	N/A	Comments
Steps have been taken to reduce the risk of MSDs by implementing engineering controls (e.g., using devices to lift heavy objects, reducing the weight of a load, repositioning workstations), administrative and work practice controls (e.g., rotating tasks to mitigate factors), and personal protective equipment. Engineering controls are the most desirable when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Training has been provided on using controls to reduce MSDs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers participate in the evaluation of controls to reduce ergonomic risk factors in their work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A qualified health care provider in work-related MSDs has reviewed the medical protocols to manage reports and treatment of MSD signs and symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A process is in place to periodically evaluate the steps taken to identify and control ergonomic risk factors, including management leadership, employee involvement, training, identification and control of risk factors, and early reporting and treatment of MSD symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA: [Ergonomics](#) (includes information on many specific tasks and industries, including work with computers, retail grocery, nursing homes, meatpacking, foundries, and shipyards)
- NIOSH: [Ergonomics and Musculoskeletal Disorders](#) (includes information on elements of an ergonomics program, interventions by industry, selection of non-powered hand tools, and more)
- NIOSH: [Elements of Ergonomics Programs](#) (provides information on ergonomic risk factors, training, collecting health and medical evidence, program implementation, program evaluation, worker recovery, and management commitment/employee involvement)

Exit Routes and Emergency Planning

Doors	Yes	No	N/A	Comments
Doors that are required to serve as exits are designed and constructed so that the path of exit travel is obvious and direct.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit doors and doors in the required path to the exit are not locked, blocked, or otherwise obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit doors can be opened from the direction of exit travel without the use of a key, tool, or any special knowledge or effort when the building is occupied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit doors are side-hinged and swing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No revolving, sliding, or overhead doors serve as required exit doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Panic hardware or fire exit hardware installed on a required exit door allows the door to open by applying a force of 15 pounds (6.80 kilograms) or less in the direction of the exit traffic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors on cold storage rooms are provided with an inside release mechanism that releases the latch and open the door even if the door is padlocked or otherwise locked on the outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where exit doors open directly onto a street, alley, or other area where vehicles may be operated, adequate barriers and warnings are provided to prevent workers from stepping into the path of traffic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Doors	Yes	No	N/A	Comments
Doors that swing in both directions and are located between rooms where there is frequent traffic are provided with viewing panels in each door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Glass doors, glass panels in doors, windows, etc., that are subject to human impact, are made of safety glass that meets the requirements for human impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.35, Compliance with Alternative Exit-Route Codes](#)
 - [29 CFR 1910.36, Design and Construction Requirements for Exit Routes](#)
 - [29 CFR 1910.37, Maintenance, Safeguards, and Operational Features for Exit Routes](#)
- OSHA: [Design and Construction Requirements for Exit Routes](#)

Emergency Action Plans	Yes	No	N/A	Comments
<p>An emergency action plan is in place to guide employer and worker actions during workplace emergencies.</p> <p>NOTE: While an emergency action plan is only required when an OSHA standard requires one, having a plan is a good way to prepare and protect workers and the business during an emergency.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan considers all potential natural or man-made emergencies that could disrupt the workplace.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan considers all potential internal sources of emergencies that could disrupt the workplace.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan considers the impact of these internal and external emergencies on workplace operations and the response is tailored to the workplace.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan contains a list of key personnel with contact information as well as contact information for local emergency responders, agencies, and contractors.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan contains the names, titles, departments, and telephone numbers of individuals to contact for additional information or an explanation of duties and responsibilities under the plan.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The plan addresses how medical assistance will be provided.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Action Plans	Yes	No	N/A	Comments
The plan identifies how or where personal information on workers can be obtained in an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan identifies the conditions under which an evacuation would be necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan identifies a clear chain of command and designates a person authorized to order an evacuation or shutdown of operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan addresses the types of actions expected of different workers for the various types of potential emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan designates who, if anyone, will stay to shut down critical operations during an evacuation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan outlines specific evacuation routes and exits and these are posted in the workplace where they are easily accessible to all workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan identifies one or more assembly areas (as necessary for different types of emergencies) where workers will gather and a method for accounting for all workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan addresses how visitors will be assisted in evacuation and accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Action Plans	Yes	No	N/A	Comments
The plan identifies a preferred method for reporting fires and other emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan describes the method to be used to alert workers, including disabled workers, to evacuate or take other action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.38, Emergency Action Plans](#)
 - [29 CFR 1910.39, Fire Prevention Plans](#)
- OSHA: [Evacuation Plans and Procedures](#)
- OSHA: [Emergency Preparedness and Response](#)
- OSHA: [COVID-19](#)
- CDC: [COVID-19](#)

Exits, Exit Paths (Means of Egress)	Yes	No	N/A	Comments
There are sufficient exits to permit prompt escape in case of emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The number of exits from each floor or level, and the number of exits from the building itself, are appropriate for the occupant load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
At least two means of egress are provided from elevated platforms, pits, and rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Routes (means of egress) to exits, when not immediately apparent, are marked with visible exit signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All exits are marked with exit signs that are illuminated either internally or by a reliable light source.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit signs are labeled with the word "EXIT" in lettering at least 6 inches (15.2 centimeters) high and the stroke of the lettering at least 3/4 inch (1.9 centimeters) wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Doors, passageways and stairways that are neither exits nor access to exits, but could be mistaken for exits, are appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting, where provided, is tested for 30 seconds each month, and annually for 90 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Exits, Exit Paths (Means of Egress)	Yes	No	N/A	Comments
Ramps that are used as part of required exiting from a building have a slope limited to 1 foot (0.3048 meter) vertical and 12 feet (3.6576 meters) horizontal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.35, Compliance with Alternative Exit-Route Codes](#)
 - [29 CFR 1910.36, Design and Construction Requirements for Exit Routes](#)
 - [29 CFR 1910.37, Maintenance, Safeguards, and Operational Features for Exit Routes](#)
 - [29 CFR 1910.38, Emergency Action Plans](#)
- [OSHA: Design and Construction Requirements for Exit Routes](#)

Fire Protection

Fire Extinguishers	Yes	No	N/A	Comments
If portable fire extinguishers are provided in the workplace, and designated workers are expected to use them, the workers are provided with initial training in their use and at least annually thereafter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable fire extinguishers of the appropriate type(s) are provided in adequate numbers, and mounted in readily accessible locations. NOTE: Refer to National Fire Protection Association standard #10 (NFPA 10) for guidance on types, numbers, and locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are selected and provided for the types of materials in the areas where they are to be used. <ul style="list-style-type: none"> • Class A - Ordinary combustible materials. • Class B - Flammable liquids, gases or oils. • Class C - Energized-electrical equipment. • Class D – Combustible metals. • Class K – Kitchens; cooking with vegetable or animal oils and fats. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are visually inspected monthly, and the inspection is recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher discharge nozzles are free from obstructions or blockage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are fully charged and in their designated places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers receive an annual maintenance check, and the maintenance is recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.157, Portable Fire Extinguishers](#)
- OSHA: [Portable Fire Extinguishers](#)
- OSHA: [Fire Safety](#)

Fire Suppression and Alarm Systems	Yes	No	N/A	Comments
Fire alarm system has been certified, is in proper working condition, and is tested annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Testing and maintenance of automatic sprinkler systems is performed by a qualified worker or sprinkler contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Automatic sprinkler system water control valves and pressure gages are checked periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sprinkler heads subject to potential physical damage are protected by metal guards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper clearance (minimum 18 inches) is maintained below sprinkler heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standpipes, fire hoses, and fire hose valves, are inspected regularly and tested annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Private fire hydrants are flushed at least once a year and are on a routine preventive maintenance schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.158, Standpipe and Hose Systems](#)
 - [29 CFR 1910.159, Automatic Sprinkler Systems](#)
 - [29 CFR 1910.160, Fixed Extinguishing Systems, General](#)
 - [29 CFR 1910.161, Fixed Extinguishing Systems, Dry Chemical](#)
 - [29 CFR 1910.162, Fixed Extinguishing Systems, Gaseous Agent](#)
 - [29 CFR 1910.163, Fixed Extinguishing Systems, Water Spray and Foam](#)
 - [29 CFR 1910.164, Fire Detection Systems](#)
 - [29 CFR 1910.165, Employee Alarm Systems](#)
- [OSHA: Fixed Extinguishing Systems](#)
- [OSHA: Fire Detection Systems](#)
- [OSHA: Employee Alarm Systems](#)

Flammable and Combustible Liquids and Materials	Yes	No	N/A	Comments
Combustible scrap, debris and waste materials (oily rags, etc.) are stored in covered metal receptacles and promptly removed from the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper storage is practiced to minimize the risk of fire, including spontaneous combustion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved containers and tanks are used to store and handle flammable and combustible liquids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All connections on drums and combustible liquid piping are vapor and liquid tight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All flammable liquids are kept in closed containers when not in use (e.g., parts cleaning tanks, pans, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where flammable liquids are transferred and dispensed, appropriate grounding and bonding methods are used to minimize the generation of static electricity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inside storage rooms for flammable and combustible liquids have mechanical or gravity ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explosion-proof electrical wiring, lights, and equipment are used, in inside storage rooms used for flammable liquids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Liquefied petroleum gas is stored, handled, and used in accordance with safe practices and standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Flammable and Combustible Liquids and Materials	Yes	No	N/A	Comments
"NO SMOKING" signs are posted on liquefied petroleum gas tanks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"NO SMOKING" signs are in areas where flammable or combustible materials are used and stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Liquefied petroleum storage tanks are guarded to prevent damage from vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety cans are used for dispensing flammable or combustible liquids at the point of use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spills of flammable or combustible liquids are cleaned up promptly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage tanks are adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage tanks are equipped with emergency venting that relieve excessive internal pressure caused by fire exposure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations
 - [29 CFR 1910.106, Flammable Liquids](#)
 - [29 CFR 1910.107, Spray Finishing with Flammable and Combustible Materials](#)

Hand and Portable Powered Tools and Equipment

Explosive (Powder) Actuated Fastening Tools	Yes	No	N/A	Comments
Each worker who operates an explosive-actuated tool is trained in its use and has a valid operator's card.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explosive-actuated tools are left unloaded until they are ready to be used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explosive-actuated tools are inspected for obstructions or defects before use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each explosive-actuated tool is stored in its own locked container when not being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers who operate explosive-actuated tools use appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A sign at least 7 inches (17.78 centimeters) by 10 inches (25.40 centimeters) with bold face type reading "POWDER-" or "EXPLOSIVE-ACTUATED TOOL IN USE" is conspicuously posted when the tool is being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.243, Guarding of Portable Powered Tools](#)
- OSHA: [Hand and Power Tools](#)

Hand Tools and Equipment	Yes	No	N/A	Comments
Appropriate safety glasses, face shields, and other PPE are used while using hand tools or equipment that might produce flying materials or be subject to breakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All tools and equipment (both company and worker-owned) used at the workplace are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers have been advised of hazards caused by faulty or improperly used hand tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand tools, such as chisels, punches, etc., which develop mushroomed heads during use are reconditioned or replaced as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools cutting edges are kept sharp so that tools move smoothly without binding or skipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tool handles are wedged tightly into the heads of all tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken or fractured handles on hammers, axes, and similar equipment are replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tools are stored in a dry, secure location where tampering is not possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worn or bent wrenches are replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate handles are used on files and similar tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jacks are inspected to ensure they are in good operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hand Tools and Equipment	Yes	No	N/A	Comments
Jacks receive appropriate maintenance and are lubricated at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jacks only lift loads within their rated capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.242, Hand and Portable Powered Tools and Equipment](#)
 - [29 CFR 1910.243, Guarding of Portable Powered Tools](#)
 - [29 CFR 1910.244, Other Portable Tools and Equipment](#)
- OSHA: [Hand and Power Tools](#)

Portable (Power Operated) Tools and Equipment	Yes	No	N/A	Comments
Power tools are equipped with proper shields, guards, or attachments, as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grinders, saws and other equipment are provided with appropriate guards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable fans are provided with full guards or screens having openings 1/2 inch (1.2700 centimeters) or less.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable circular saws are equipped with the proper guards above and below the base plate or shoe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Circular saw guards are checked to ensure that they are not wedged up, leaving the lower portion of the blade unguarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rotating or moving parts of equipment are guarded to prevent physical contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pneumatic and hydraulic hoses on powder-operated tools are checked regularly for deterioration or damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.242, Hand and Portable Powered Tools and Equipment](#)
 - [29 CFR 1910.243, Guarding of Portable Powered Tools](#)
 - [29 CFR 1910.244, Other Portable Tools and Equipment](#)
- OSHA: [Hand and Power Tools](#)
- NIOSH: [Nail Gun Safety](#)
- NIOSH: [Robotics](#)
- NIOSH: [Noise and Hearing Loss Prevention](#)

Hazard Communication and Chemicals

Hazard Communication	Yes	No	N/A	Comments
A written plan has been developed to ensure that workers are informed and understand the hazards of chemicals in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A list or inventory of all hazardous chemicals in the workplace has been prepared (including housekeeping/cleaning chemicals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Data Sheets (SDS) for each hazardous chemical in the workplace are up-to-date and readily accessible to workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Labels are kept on shipped containers; including: product identifier, signal word, hazard statement(s), pictogram(s), precautionary statement(s), and supplier information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace containers are labeled where required (e.g., chemicals received in large containers that are transferred to smaller containers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace signs and other forms of communication are reviewed, revised, and updated as appropriate, such as when new information becomes available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are trained on the requirements of the hazard communication standard, hazards of chemicals, appropriate protective measures, and where and how to obtain additional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are trained on the hazardous chemicals in their work area before initial assignment, and when new hazards are introduced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazard Communication	Yes	No	N/A	Comments
Workers understand SDS and where to find them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers understand labels received on shipped containers and details of the workplace labeling system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The hazard communication program is reviewed periodically to ensure it is meeting its objectives, and is revised/ updated as appropriate to address changes in the workplace (e.g., new chemicals, new hazards, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.1200, Hazard Communication](#)
- OSHA: [Hazard Communication](#)
- OSHA: [Hazard Communication – Small Entity Compliance Guide](#)

Hazardous Chemicals	Yes	No	N/A	Comments
A written hazardous communication program is in place for the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers have been informed about all operations where hazardous chemicals are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers of hazardous chemicals are labeled and Safety Data Sheets are available (see Hazard Communication section above).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eye-wash fountains and safety showers are provided and maintained in areas where hazardous chemicals are handled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical piping systems are clearly marked as to their contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Worker exposure to hazardous chemicals is kept within acceptable levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical or biological monitoring systems are in operation for eligible workers (e.g., exposure to cadmium, lead).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers use appropriate personal protective clothing and equipment when handling hazardous chemicals (e.g., gloves, eye/face protection, respirators, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals are kept in closed containers when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Materials that give off toxic, asphyxiant, suffocating, or anesthetic fumes are stored in remote or isolated locations when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazardous Chemicals	Yes	No	N/A	Comments
Standard operating procedures for cleaning up chemical spills are established and are being followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrosive liquids that are frequently handled in open containers, or drawn from storage vessels or pipelines, have adequate means readily available for neutralizing or disposing of spills or overflows, and clean-up is performed properly and safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous substances are handled in properly designed and exhausted booths or similar locations, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.1200, Hazard Communication](#)
 - [29 CFR 1910 Subpart Z, Toxic and Hazardous Substances](#)
- OSHA: [Chemical Hazards and Toxic Substances](#)
- OSHA: [Occupational Chemical Database](#)
- OSHA: [Transitioning to Safer Chemicals](#)
- NIOSH: [Managing Chemical Safety in the Workplace](#)
- NIOSH: [Pocket Guide to Chemical Hazards](#)
- NIOSH: [Nanotechnology](#)

Heat-related Illness Prevention

Heat-related Illness Prevention	Yes	No	N/A	Comments
Are any of these job-related risk factors for heat exposure present in your workplace?				
Outdoor work in warm/hot weather or direct sun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indoor work in warm/hot environments with heat sources such as ovens, fires, hot tar, and/or other radiant heat sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moderate to strenuous physical activity performed in warm/hot indoor or outdoor environments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wearing heavy or non-breathable work clothes and/or personal protective equipment (PPE) in warm/hot indoor or outdoor environments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High relative humidity combined with a warm/hot indoor or outdoor environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other factors not listed above, such as lack of air movement or lack of air-conditioning, combined with a warm/hot indoor or outdoor environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If you checked "Yes" for any of the above, use the following checklist to assess your preparedness:				
A written plan is in place to prevent heat-related injury and illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan contains procedures for heat events, such as when the National Weather Service issues a heat advisory or heat warning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan requires the assessment of environmental heat at the worksite (e.g., continually monitoring temperature, heat index, or Wet Bulb Globe Temperature [WBGT]) and considers how physical activity and clothing/PPE affect heat stress of workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Heat-related Illness Prevention	Yes	No	N/A	Comments
Procedures are in place to determine throughout the day if heat is hazardous to workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A designated, trained individual at the worksite is responsible for (1) assessing and monitoring conditions (e.g., temperature and humidity) and workers for symptoms of heat-related illness, (2) implementing the heat plan when necessary, and (3) notifying workers when the heat plan is in effect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An acclimatization plan is in place to modify work duties for and to closely supervise (1) new workers, (2) temporary or contract workers, and (3) workers returning from extended leave to ensure they gradually build tolerance to heat. The plan should also require supervisors to monitor these workers for symptoms of heat-related injury and illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineering controls (e.g., shade structures with cool air temperatures, reflective barriers, ventilation) are used to reduce heat stress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fluids (e.g., cool, potable water, sports drinks) are readily available and are provided to workers, and supervisors ensure they are hydrating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rest breaks are provided and their length and frequency are adjusted, as needed. Supervisors ensure breaks are taken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shade or a cooled area for rest and hydration breaks is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A buddy system is in place so workers observe each other for signs of heat-related illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors and workers have a way to contact emergency services. Instructions for what to do in case of a heat-related medical emergency are posted at the worksite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Heat-related Illness Prevention	Yes	No	N/A	Comments
Workers know how to and are expected to report to the employer any symptoms of heat-related illnesses that develop while working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors and workers are provided with proper training in a language they understand on the following topics:				
Identifying and controlling heat hazards and understanding environmental risk factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recognizing the signs and symptoms of heat-related injuries and illnesses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understanding that there are individual factors that may impact workers' risk for developing heat illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Administering first aid and CPR for heat-related illness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Activating emergency medical services quickly when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA: [Signs and Symptoms of Heat Illness](#)
- OSHA: [Heat Illness Prevention Campaign](#)
- OSHA: [Safety and Health Topics: Heat](#)
- OSHA: [Technical Manual - Heat Stress](#)
- OSHA-NIOSH [Heat Safety Tool](#)
- NIOSH: [Heat Stress](#)
- National Oceanic and Atmospheric Administration: [Heat Safety Tips and Resources](#)

Infection Control Plan

Infection Control Plan	Yes	No	N/A	Comments
Conduct a hazard assessment to identify job tasks in which workers have potential occupational exposure to infectious agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use the hazard assessment to identify which workers have potential for occupational exposure to infectious agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implement policies, procedures, and processes demonstrated to be effective in preventing or minimizing transmission of infectious agents to exposed workers including, e.g., hand hygiene, cleaning and disinfection, ventilation, general sanitation precautions, handling contaminated materials, and using personal protective equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Perform routine environmental cleaning and disinfection, especially all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure handwashing stations with potable water, soap, and a method to dry hands are available to workers. Additionally, ensure hand sanitizer with at least 60% alcohol is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure potable water is provided for drinking, personal hygiene, cooking, washing of goods, washing of utensils, washing of food preparation or processing premises, and rooms not directly connected with the production or service performed by the establishment (e.g., first-aid, medical services, and dressing).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Infection Control Plan	Yes	No	N/A	Comments
Ensure workers are trained and aware of specific workplace practices for hand washing, food preparation and food handling, handling sharp instruments, handling laundry, disposing of contaminated materials, and cleaning/decontamination of reusable equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure workers are trained on infectious disease exposure prevention and control procedures at an appropriate literacy level and in a language they understand (e.g., training on hand washing, food preparation and food handling, handling sharp instruments, handling laundry, disposal of contaminated materials, and cleaning/decontamination of reusable equipment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provide annual training on vaccination (e.g., Hepatitis B, influenza, COVID-19, tetanus, etc.), including information from local health departments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implement a flexible sick leave policy that allows and encourages workers to stay home while sick.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure infectious waste is placed in closable, leak-proof containers, bags, or puncture-resistant containers with proper labels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispose of contaminated sharps in puncture-resistant containers that are properly identified and labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Infection Control Plan	Yes	No	N/A	Comments
<p>Provide personal protective equipment (e.g., gloves, eye protection, masks or NIOSH Approved[®] respirators) when necessary to prevent or minimize transmission of infectious agents.</p> <p>NIOSH Approved is a certification mark of the U.S. Department of Health and Human Services (HHS) registered in the United States and several international jurisdictions.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Ensure the use of appropriate eye, facial, and respiratory protection when workers are exposed to excessive dust or dirt, and where there may be rodent activity.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Train workers who may encounter animals as part of their job duties at least annually on how to protect themselves, what to do in the event of an animal scratch or bite, and how to recognize a diseased animal (e.g., an animal with rabies).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Ensure workers wear protective clothing (e.g., long pants and long-sleeved shirts) when working in environments known to harbor mosquitos and/or ticks.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Encourage outdoor workers to wear mosquito- and tick-prevention sprays (e.g., 20% DEET) when appropriate.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>During periods of increased respiratory illness in the community (e.g., seasonal influenza, COVID-19), ensure that workers wear well-fitting masks or respirators if necessary to prevent or minimize transmission of infectious agents.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Infection Control Plan	Yes	No	N/A	Comments
Ensure that infectious diseases acquired from work exposure are recorded on OSHA Forms 300 and 301 by employers subject to OSHA's recordkeeping requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure work-related infectious diseases resulting in a fatality are reported to OSHA within 8 hours, and work-related in-patient hospitalization are reported to OSHA within 24 hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.141, Sanitation](#)
 - [29 CFR 1910.142 – Temporary Labor Camps](#)
 - [29 CFR 1910.1020, Access to medical records for exposed staff](#)
 - [29 CFR 1910 Subpart I, Personal Protective Equipment](#)
 - [29 CFR 1910 Subpart K, Medical and First Aid](#)
 - [29 CFR 1910.1030, Bloodborne Pathogens](#)
- OSHA: [Safety and Health Topics Pages](#) (Use the search box or the alphabetical list for topics related to infectious diseases.)
- NIOSH
 - [Immune, Infectious, and Dermal Disease Prevention Program](#)
 - [Infectious Agents Risk Factors](#)
 - [Mosquito-Borne Diseases](#)
 - [Tick-Borne Diseases](#)
 - [Directory of Personal Protective Equipment](#)
- CDC
 - [CDC Current Outbreak List](#)
 - [COVID-19](#)
 - [Flu Resources for Business](#)
 - [Traveler's Health](#)
- USDA: [Food Safety Research Information Office \(FSRIO\)](#)

Lockout/Tagout Procedures

Lockout/Tagout Procedures	Yes	No	N/A	Comments
A lockout/tagout procedure has been developed in writing, and is reviewed at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The lockout procedure requires that stored energy (mechanical, hydraulic, air, etc.) is released or blocked before equipment is locked out for service and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Authorized workers have been trained on the lockout/tagout procedure, and are provided with personal safety locks or other approved lockout devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A means is provided to identify the worker(s) working on locked out equipment by the lock(s) or accompanying tag(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Machinery or equipment is locked out at the main power source; not at a push button, selector switch, or other control circuit type device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment control valve handles are provided with a means for locking out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For equipment or lines that cannot be shut down, or locked out and tagged, a safe job procedure is established and rigidly followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy source isolation is verified before work begins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verification is accomplished by testing machinery, gauges, or other approved means.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Lockout/Tagout Procedures	Yes	No	N/A	Comments
Machinery and equipment capable of movement is de-energized, or disengaged and blocked, or locked out during cleaning, servicing, adjusting, or setting up operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where the disconnecting means for equipment does not also disconnect the electrical control circuit, the appropriate electrical enclosures are identified; and a means is provided to assure the control circuit can also be disconnected and locked out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers keep personal control of their keys while they have safety locks in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only the worker exposed to the hazard is permitted to place or remove the safety lock.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers check the safety of the lockout by attempting a startup after making sure no one is exposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A sufficient number of accident prevention signs or tags and safety padlocks are provided for any reasonably foreseeable repair emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When machine operations, configuration, or size make it necessary for the operator to leave the control station, and part of the machine could move if accidentally activated, the part is separately locked out or blocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.147, Control of Hazardous Energy \(Lockout/Tagout\)](#)
- OSHA: [Control of Hazardous Energy \(Lockout/Tagout\)](#)
- OSHA: [Lockout-Tagout Interactive Training Program](#)
- NIOSH: [Using Lockout and Tagout Procedures to Prevent Injury and Death during Machine Maintenance](#)

Machinery and Machine Guarding

Abrasive Wheel Equipment Grinders	Yes	No	N/A	Comments
Bench and pedestal grinders are permanently mounted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Abrasive grinders have safety guards that cover the spindle, nut and flange projections; the guards are mounted to maintain proper alignment with the wheel; and the strength of the fastenings exceed the strength of the guards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work rests are used and kept adjusted to within 1/8 inch (0.3175 centimeter) of the wheel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The adjustable tongue on the top side of the grinder is used and kept adjusted to within 1/4 inch (0.6350 centimeters) of the wheel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vertical or Right Angle Head portable grinder safety guards are located between the operator and wheel during use, and have a maximum exposure angle of 180 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The maximum revolutions per minute (rpm) rating of each abrasive wheel is compatible with the rpm rating of the grinder motor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each grinder has an individual on and off control switch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All hand-held grinders shall have the appropriate power control switch configuration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New abrasive wheels are visually inspected and ring tested before they are mounted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Abrasive Wheel Equipment Grinders	Yes	No	N/A	Comments
Dust collectors and powered exhausts are provided on grinders used in operations that produce large amounts of dust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Splash guards are mounted on grinders that use coolant to prevent the coolant from reaching workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers use appropriate PPE when grinding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.215, Abrasive Wheel Machinery](#)
- OSHA: [Abrasive Wheel Grinder Checklist](#)

Machinery and Equipment	Yes	No	N/A	Comments
Fixed machines are anchored to prevent tipping or other movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The operator and other workers in the machine area are protected from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operators use special hand tools for placing and removing material where needed to protect their hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Machine guards are secured and arranged so they do not cause a hazard while in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Revolving drums, barrels, and containers are guarded by an enclosure that is interlocked with the drive mechanism so that revolution cannot occur unless the guard enclosure is in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fan blades are protected with a guard having openings no larger than 1/2 inch (1.2700 centimeters) when operating within 7 feet (2.1336 meters) of the floor or working level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pulleys and belts within 7 feet (2.1336 meters) of the floor or working level are properly guarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moving chains and gears are properly guarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are trained on safe methods of machine operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A program is in place for regular safety inspections of machinery and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Machinery and Equipment	Yes	No	N/A	Comments
All machinery and equipment are kept clean and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient clearance is provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A power shut-off switch is provided within reach of the operator's position at each machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous energy to machines and equipment can be locked out for servicing and maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noncurrent-carrying metal parts of electrically operated machines are bonded and grounded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Foot-operated switches are guarded or arranged to prevent accidental actuation by a person or falling object.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency stop buttons are colored red.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Splash guards are mounted on machines that use coolant to prevent the coolant from reaching workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arbors and mandrels have firm and secure bearings, and are free of play.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Provisions are made to prevent machines from automatically starting when power is restored after a power failure or shutdown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Machinery and Equipment	Yes	No	N/A	Comments
Machines are constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Saws used for ripping are equipped with anti-kickback devices and spreaders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radial arm saws are arranged so that the cutting head gently returns to the back of the table when released.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.212, General Requirements for All Machines](#)
- OSHA: [Machine Guarding](#)
- NIOSH: [Machine Safety](#)

Materials Handling and Storage

Hoist and Auxiliary Equipment	Yes	No	N/A	Comments
Hoisting equipment is available and used for lifting heavy objects, and hoist ratings and characteristics are appropriate for the task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead and gantry cranes are periodically inspected for defects or safety concerns in 1 to 12 month intervals depending on equipment activity, severity of service, and environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All ropes are thoroughly inspected at least once a month and a certification record which includes the inspection date, inspector signature, and an identifier for inspected ropes, is kept on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All equipment with obvious signs of deterioration, leakage, or deformation is inspected daily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hooks with deformation or cracks and hoist chains, including end connections, are visually inspected daily and have a monthly inspection documented with a certification record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each overhead electric hoist is equipped with a limit switch/device to stop the hook at its highest and lowest point of safe travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each hoist automatically stops and holds any load up to 125 percent of its rated load if its actuating force is removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The rated load of each hoist is legibly marked and visible to the operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stops are provided at the safe limits of travel for trolley hoists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hoist and Auxiliary Equipment	Yes	No	N/A	Comments
Pendant control boxes are constructed to prevent electrical shock and have clearly labelled functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pendant control stations are kept clean and function labels kept legible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each cage-controlled hoist is equipped with an effective warning device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Close-fitting guards or other suitable devices are installed on each hoist to ensure that hoist ropes will be maintained in the sheave grooves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hoist chains or ropes are long enough to handle the full range of movement of the application while maintaining two full wraps around the drum at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Guards are provided for nip points or contact points between hoist ropes and sheaves permanently located within 7 feet (2.1336 meters) of the floor, ground, or working platform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not use twisted or kinked hoist chains or hoist ropes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not use hoist ropes or hoist chains wrapped around the load as a substitute for a sling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The load is well secured and properly balanced before it is lifted more than a few inches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operators are instructed to avoid carrying loads above people, and provisions are made to ensure that no one is below hoisted material or equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hoist and Auxiliary Equipment	Yes	No	N/A	Comments
All unsafe conditions, identified by inspections, are corrected by designated workers before crane operation resumes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety latches and other devices are used to prevent slippage of materials off hoisting hooks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chains, ropes, chokers, and slings are adequate for the materials they are securing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hoist controls are plainly marked to indicate the direction of travel or motion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.179, Overhead and Gantry Cranes](#)
 - [29 CFR 1910.181, Derricks](#)
 - [29 CFR 1910.184, Slings](#)
 - [29 CFR 1910.219, Mechanical Power-Transmission Apparatus](#)
- [OSHA: Crane, Derrick and Hoist Safety](#)
- [NIOSH Alert Preventing Worker Injuries and Deaths from Mobile Crane Tip-Over, Boom Collapse, and Uncontrolled Hoisted Loads](#)

Materials Handling	Yes	No	N/A	Comments
There is safe clearance for materials handling equipment through aisles and doorways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles are permanently marked and kept clear to allow unhindered passage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand trucks, pallet jacks, powered industrial trucks, and other equipment used for materials handling are maintained in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Motorized hand and hand/rider trucks are designed so that when the operator releases the grip on the device that controls the truck's travel, the brakes are applied and power to the drive motor shuts off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trucks and trailers are secured from movement during loading and unloading operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dockboards (bridge plates) are used when loading and unloading operations are taking place between vehicles and docks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dockboards are capable of supporting the maximum intended load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chutes and gravity roller sections are firmly placed or secured to prevent displacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chutes are equipped with sideboards of sufficient height to prevent the materials being handled from falling off, and provisions are made to brake the movement of the handled materials at the delivery end of rollers or chutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pallets are inspected before being loaded or moved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.176, Handling Materials](#)
 - [29 CFR 1910.178, Powered Industrial Trucks](#)
- OSHA: [Materials Handling and Storage](#)

Powered Industrial Trucks	Yes	No	N/A	Comments
Workers are properly trained, and certified by the employer, to use of the type(s) of powered industrial truck(s) (PIT) they operate, and only trained workers operate the PIT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operator training and evaluation is conducted by someone who has the knowledge, training, and experience to train PIT operators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PIT operator performance is evaluated at least once every three years, and workers are retrained as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead protection is provided on high-lift rider trucks, unless it interferes with the operating conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any modifications and additions that affect PIT capacity and safe operations are only performed with manufacturer's prior written approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PITs equipped with non-factory installed front-end attachments are marked to identify the attachments and show the approximate weight of the truck and attachments combination at maximum elevation with the load laterally centered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warning labels, tags, decals, plates, markings, etc., are updated, legible, and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Directional lighting is provided on PITs that operate in areas with inadequate general lighting (less than 2-lumens per square foot).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PITs are operated at speeds that allow them to stop in a safe manner, under all travel conditions and acceptable loading levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Parking brakes prevent the PIT from moving when unattended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Powered Industrial Trucks	Yes	No	N/A	Comments
PITs that operate in hazardous environments are approved for use in such locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safe distances are maintained from the edges of elevated ramps and platforms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not stand or pass under elevated portions of PITs, whether loaded or empty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unauthorized workers are not permitted to ride on PITs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operators are prohibited from driving up to anyone standing in front of a fixed object.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Arms and legs are not placed between the uprights of the mast or outside the running lines of the PIT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Loads handled do not exceed the rated capacity of the PIT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PITs are inspected at the beginning of each work shift for any safety concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PITs in need of repair are removed from service immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel tanks are not filled while the engine is running.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PITs are operated and maintained such that harmful concentrations of dangerous gases or fumes do not occur.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PITs have a warning horn, whistle, gong, or other device that can be clearly heard above normal noise in the areas where it is operated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.178, Powered Industrial Trucks](#)
- OSHA: [Powered Industrial Trucks - Forklifts](#)

Medical Services and First Aid

Medical Services and First Aid	Yes	No	N/A	Comments
A hospital, clinic, or infirmary for medical care is located near the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a medical facility is not located near the workplace, at least one worker on each shift is adequately trained and qualified to render first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medical personnel are readily available for advice and consultation on matters of workers' health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fully supplied first aid kits are easily accessible to each work area, are adequate for the particular area or operation, and are periodically inspected and replenished as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers who only render first aid as a collateral duty are provided with appropriate PPE, such as gloves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers who are expected to respond to medical emergencies as part of their job responsibilities have received first aid training; had hepatitis B vaccinations made available to them; had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and have available and understand how to use appropriate PPE to protect against exposure to bloodborne diseases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Medical Services and First Aid	Yes	No	N/A	Comments
Any worker that had an exposure incident involving bloodborne pathogens, received an immediate post-exposure confidential medical evaluation and follow-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency phone numbers are posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.151, Medical Services and First Aid](#)
 - [29 CFR 1910.1030, Bloodborne Pathogens](#)
- OSHA: [Medical and First Aid](#)
- OSHA: [Bloodborne Pathogens and Needlestick Prevention](#)
- NIOSH: [Infectious Agents Risk Factors](#)

Noise Exposure

Noise Exposure	Yes	No	N/A	Comments
Areas in the workplace where noise levels exceed 85 decibels have been identified and evaluated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise levels have been measured with a sound level meter or an octave band analyzer and records are being kept.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When determined by an evaluation of worker noise exposure, a hearing conservation program has been implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An ongoing preventive health program is in place to educate workers about safe levels of noise, exposures, effects of noise on their health, and the use of personal protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When workers are subjected to sound exceeding the levels in 29 CFR 1910.95, Table G-16, engineering controls, administrative control, and/or personnel protective equipment are used to reduce the level of sound exposure to be within the levels of the table.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved hearing protective equipment (noise attenuating devices) is available to every worker working in noisy areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are properly fitted and instructed in the use of hearing protectors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers in high noise areas are given periodic audiometric testing to ensure that the hearing protection system is effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Noise Exposure	Yes	No	N/A	Comments
A copy of OSHA's Occupational Noise Exposure standard is available and posted in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warning signs are posted where hearing protection is needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.95, Occupational Noise Exposure](#)
- OSHA: [Occupational Noise Exposure](#)
- NIOSH: [Noise and Hearing Loss](#)
- NIOSH [Sound Level Meter App](#)

Permit-Required Confined Spaces

Permit-Required Confined Spaces	Yes	No	N/A	Comments
The workplace has been evaluated and permit-required confined spaces have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Danger signs are posted or other equally effective means of informing workers is provided regarding the existence and location of, and the dangers posed by, the confined spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A written permit-required confined space program has been implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate illumination is provided for the work to be performed in the confined space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All lines to a confined space that contain inert, toxic, flammable, or corrosive materials are valved off and blanked, or disconnected and separated before entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All sources of mechanical energy, including impellers, agitators, or other moving parts and equipment inside confined spaces, are locked out if they present a hazard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All portable electrical equipment used inside confined spaces is either grounded and insulated, or equipped with ground fault protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before entry, confined spaces are thoroughly emptied of any decaying vegetation or animal matter that may produce methane, or create an oxygen-deficient atmosphere.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate atmospheric tests are performed to check for oxygen deficiency, flammable gases and vapors, and for potential toxic air contaminants in the confined space before entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Permit-Required Confined Spaces	Yes	No	N/A	Comments
The confined space is checked for possible industrial waste that could contain toxic properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Either natural or mechanical ventilation is provided prior to confined space entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The atmosphere inside the confined space is frequently tested or continuously monitored during work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When workers are using oxygen-consuming equipment such as salamanders, torches, furnaces, etc., in a confined space, sufficient air is provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When combustion-type equipment is used in a confined space, provisions are made to ensure the exhaust gases are vented outside of the enclosure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the confined space is below ground and near areas where motor vehicles operate, steps are taken to prevent vehicle exhaust or carbon monoxide entering the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use of approved respiratory equipment is used if the atmosphere inside the confined space cannot be made acceptable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A trained and equipped attendant is positioned outside the confined space, whose sole responsibility is to watch the work in progress, sound an alarm if necessary, and render assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operable communications between the entrant(s) and the attendant is maintained while workers are in the confined space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Permit-Required Confined Spaces	Yes	No	N/A	Comments
The attendant is appropriately trained and equipped to handle an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A means for quick removal of workers is provided, in case of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In an emergency situation, if there is any question as to the cause, the rescue workers have lifelines, retrieval equipment, and appropriate PPE including respiratory protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before entry, operable communications with and availability of rescue services are verified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compressed gas cylinders are prohibited inside confined spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before gas welding or burning is started in a confined space, hoses are checked for leaks, torches are lighted only outside the confined space, and the confined space is tested for an explosive atmosphere each time before a lighted torch is taken into the confined space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.146, Permit-required confined spaces](#)
 - [29 CFR 1910.252, General requirement, Welding, Cutting, and Brazing](#)
- OSHA: [Confined Spaces](#)

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE)	Yes	No	N/A	Comments
Hazards that require the use of PPE (e.g., head, eye, face, hand, or foot protection) have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
For the hazards identified, the appropriate and properly fitted PPE has been selected to provide suitable protection from these hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Affected workers use the appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PPE is provided by the employer, at no cost to the workers, except as noted in 29 CFR 1910.132(h).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers have been trained on PPE procedures, including what PPE is necessary for job tasks, when it is needed, and how to properly wear and adjust it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate eye or face protection is used when workers are exposed to hazards such as flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers who wear corrective lenses (glasses or contacts) in workplaces with harmful exposures wear eye protection that incorporates the prescription in its design, or wear eye protections that fits properly over the prescription lenses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective eye and face protection devices comply with the requirements of the appropriate ANSI standards, or provide protection that is at least as effective as the comparable ANSI standard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Personal Protective Equipment (PPE)	Yes	No	N/A	Comments
Protective gloves, aprons, shields, or other means are used where workers could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, or blood or other potentially infectious materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hard hats are worn where the danger of falling objects exists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hard hats are periodically inspected for damage to the shell and suspension system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate foot protection is used where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing, or penetrating actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protection against the effects of occupational noise is used when sound levels exceed those of the Occupational Noise Exposure standard (29 CFR 1910.95).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PPE is maintained in a sanitary condition and ready for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate procedures are in place to dispose of or decontaminate PPE contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.132, PPE General Requirements](#)
 - [29 CFR 1910.133, Eye and Face Protection](#)
 - [29 CFR 1910.135, Head Protection](#)
 - [29 CFR 1910.136, Foot Protection](#)
 - [29 CFR 1910.137, Electrical Protective Equipment](#)
 - [29 CFR 1910.138, Hand Protection](#)
- [OSHA: Personal Protective Equipment](#)
- [OSHA: Eye and Face Protection](#)
- [NIOSH: Personal Protective Equipment](#)
- [NIOSH: Protective Clothing and Ensembles](#)

Respiratory Protection

Respiratory Protection	Yes	No	N/A	Comments
To the extent feasible, engineering controls are used to prevent atmospheric contamination in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazards that require the use of respiratory protection have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate respirators are provided for worker use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A written respiratory protection program has been established and implemented in accordance with the requirements of 29 CFR 1910.134(c).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The written respiratory protection program provides workers with worksite-specific procedures for: selecting respirators; proper use of respirators in routine and reasonably foreseeable emergencies situations; and cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respirators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
As part of the respiratory protection program, workers are trained on the correct usage and limitations of the respirators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respirators are National Institute for Occupational Safety and Health (NIOSH)-approved for the particular application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respirators are regularly inspected, cleaned, sanitized and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before workers first use, or are fit-tested for, a respirator, they receive a medical evaluation in accordance with 29 CFR 1910.134(e).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Respiratory Protection	Yes	No	N/A	Comments
Workers designated to wear tight-fitting respirators are fit-tested before their first use of a respirator and at least annually thereafter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are trained in the respiratory hazards to which they may be exposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are trained at least annually in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respirators are stored in a manner and location to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals, and are packed or stored to prevent deformation of the facepiece and exhalation valve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency respirators are kept accessible to the work area, and the storage location is marked as containing emergency respirators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.134, Respiratory Protection](#)
- OSHA: [Respiratory Protection](#)
- OSHA: [Small Entity Compliance Guide – Respiratory Protection Standard](#)
- NIOSH: [Respirators](#)

Walking-Working Surfaces

Elevated Surfaces	Yes	No	N/A	Comments
Workers working on surfaces that are elevated more than 4 feet (1.2 meters) above a lower level are protected from falling by guardrail systems, safety net systems, or personal fall protection systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toeboards, screens, or guardrail systems are erected to prevent objects from falling to lower levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Canopy structures are erected under elevated surfaces and potential falling objects are kept from the edge or hole, or the areas where objects could fall are barricaded and entrance into those areas is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers exposed to potential falling objects wear appropriate PPE, such as head protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate headroom is provided where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material on elevated surfaces is piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.22, General Requirements, for Walking and Working Surfaces](#)
 - [29 CFR 1910.28, Duty to Have Fall Protection and Falling Object Protection](#)
- [OSHA: Walking-Working Surfaces and Fall Protection](#)

Floor Holes and Wall Openings	Yes	No	N/A	Comments
Floor holes are guarded by a cover, a guardrail, or equivalent on all sides (except at stairways or ladder entrances).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toeboards are installed around the edges of permanent floor holes where persons may pass below the hole.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Covers including skylight screens, are able to withstand, without failure, twice the maximum intended load that may be imposed on the cover at any one time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grates or similar type covers over floor holes, such as floor drains, are designed to allow unimpeded foot traffic and rolling equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.28, Duty to Have Fall Protection and Falling Object Protection](#)
 - [29 CFR 1910.29, Fall Protection Systems and Falling Object Protection – Criteria and Practices](#)
- OSHA: [Walking-Working Surfaces and Fall Protection](#)

Portable Ladders	Yes	No	N/A	Comments
All ladders are maintained in good condition; joints between steps and side rails are tight, all hardware and fittings are securely attached, and moveable parts operating freely without binding or undue play.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders used on slippery surfaces are secured and stabilized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders are not placed in front of passageways, doorways, or driveways where they can be displaced by other activities or traffic unless they are secured to prevent accidental displacement or are guarded by a temporary barricade to keep the activities or traffic away from the ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders are not placed on boxes, barrels, lifts, or other unstable bases to obtain additional height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers face the ladder and maintain three points of contact (two hands and a foot, or two feet and a hand) on the ladder when climbing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not carry any object or load that could cause them to lose balance and fall while climbing the ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not use ladders that are broken; have missing steps, rungs, or cleats; broken side rails; or other faulty equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not use the top step of ordinary stepladders as a step.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When portable ladders are used to gain access to elevated platforms, roofs, etc., the ladder always extends at least 3 feet (0.9 meters) above the elevated surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Portable Ladders	Yes	No	N/A	Comments
The tops of non-self-supporting ladders are placed so that both side rails are supported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers secure the base of a portable ladder to prevent slipping, or otherwise lash or hold it in place when used on unstable, slanted, or uneven surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Metal ladders are made with corrosion-resistant materials or protected against corrosion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Portable metal ladders are legibly marked with signs reading "CAUTION - Do Not Use Around Electrical Equipment" or equivalent wording.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not use ladders as guys, braces, skids, gin poles, or for other than their intended purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers adjust extension ladders while standing at the base and not while standing on the ladder or from a position above the ladder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All ladders are routinely inspected for damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders with structural or other defects are immediately tagged "Dangerous: Do Not Use" or with similar language and removed from service until repaired or replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steps on step stools; and ladder rungs, steps and cleats, are equally spaced at distances required by 29 CFR 1910.23(b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.23, Ladders](#)
- OSHA: [Portable Ladder Safety QuickCard](#)
- NIOSH - [Ladder Safety App](#)

Stairs and Stairways	Yes	No	N/A	Comments
Stair rail systems and handrails are provided on all stairways having at least four risers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard stairs are at least 22 inches (56 centimeters) wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard stairs are angled between 50 and 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stair riser heights and tread depths are uniform between landings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steps are slip-resistant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairway handrails are located between 30 inches (76 centimeters) and 38 inches (97 centimeters) above the leading edge of stair treads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairway handrails have at least 2.25 inches (5.7 centimeters) of clearance between the handrails and any other object, including the wall or surface they are mounted on.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The swing of doors or gates opening directly on a stairway platform does not reduce the effective usable depth of the platform to: less than 20 inches (51 centimeters) if the platform was installed prior to January 17, 2017, or 22 inches (56 centimeters) if the platform was installed on or after January 17, 2017.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairway handrails are capable of withstanding a load of 200 pounds (890 Newtons), applied within 2 inches (5.1 centimeters) of the top edge in any downward or outward direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairway landings and platforms are at least equal to the width of the stairway and at least 30 inches (76 centimeters) in depth, as measured in the direction of travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations: [29 CFR 1910.25, Stairways](#)

Walkways	Yes	No	N/A	Comments
Walking-working surfaces (any horizontal or vertical surface on or through which a worker walks, works, or gains access to a work area or workplace location) are kept clean, orderly, and in a sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wet surfaces are covered with non-slip materials or where wet processes are used, drainage is maintained and where feasible, false floors, platforms, and mats are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Holes in the floor, sidewalk, and other walking-working surfaces are repaired properly, covered, and otherwise made safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Material and equipment is stored in such a way that projections do not interfere with walkways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spilled materials are cleaned up immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles and walkways that pass near moving or operating machinery, welding operations, and similar operations are arranged so workers are not subjected to potential hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate headroom is provided for the entire length of aisles, walkways, and stairways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Guardrails are provided wherever aisle, walkway, and stairway surfaces are elevated more than four feet (1.2 meters) above any adjacent floor or the ground.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking-working surfaces are inspected regularly and maintained in a safe condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Walkways	Yes	No	N/A	Comments
Hazardous conditions on walking-working surfaces are corrected or repaired before workers use the surface again.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers are provided with a safe means of access to and egress from walking-working surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - 29 CFR 1910.22, General Requirements for Walking and Working Surfaces
 - 29 CFR 1910.25, Stairways
 - 29 CFR 1910.28, Duty to Have Fall Protection and Falling Object Protection
- OSHA: [Walking-Working Surfaces and Fall Protection](#)

Welding, Cutting, and Brazing

Welding, Cutting, and Brazing	Yes	No	N/A	Comments
Only authorized and trained workers are permitted to use welding, cutting, and brazing equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each worker has a copy of, and follows the appropriate operating instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only approved apparatuses (torches, regulators, pressure reducing valves, acetylene generators, manifolds, etc.) are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Precautions are taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel gas and oxygen gas cylinders, cylinder valves, couplings, regulators, hoses, and apparatuses are kept free of oily or greasy substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cylinders are stored in assigned locations away from sources of heat, and from elevators, stairs, and gangways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel gas cylinders and oxygen cylinders in storage are separated by a distance of at least 20 feet, or by a non-combustible barrier at least 5 feet (1.5m) high, having a fire-resistance rating of at least 30 minutes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Regulators are removed and valve-protection caps put in place before moving cylinders, unless they are secured on special trucks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Welding, Cutting, and Brazing	Yes	No	N/A	Comments
Workers are trained to never crack open a fuel gas cylinder valve near sources of ignition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Before a regulator is removed, the valve is closed and gas is released.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Red is used to identify the acetylene (and other fuel-gas) hose, green is used for the oxygen hose, and black is used for inert gas and air hoses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pressure-reducing regulators are used only for the gas and pressures for which they are intended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Open circuit (no-load) voltage of arc welding and cutting machines is as low as possible and not in excess of the recommended limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grounding of the machine frame and safety ground connections of portable machines is checked periodically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrodes are removed from holders when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electric power to the welder is shut off when no one is in attendance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not coil or loop welding electrode cables around their bodies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Under wet conditions, automatic controls for reducing no-load voltage are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wet machines are thoroughly dried and tested before use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Welding, Cutting, and Brazing	Yes	No	N/A	Comments
Work and electrode lead cables are frequently inspected for wear and damage, and replaced when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cable connectors are adequately insulated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors are swept clean and combustible floors are kept wet, covered with damp sand, or protected by fire-resistant shields.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When the object to be welded cannot be moved and fire hazards cannot be removed, shields are used to confine heat, sparks and slag.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Precautions are taken to protect combustibles on the other side of metal walls when welding is underway.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire watchers are assigned when welding or cutting is performed in locations where a fire might develop.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable fire extinguishing equipment is available for immediate use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Used drums, barrels, tanks and other containers are thoroughly cleaned of substances that could explode, ignite, or produce toxic vapors, before hot work begins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate ventilation is provided in areas where welding or cutting is performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oxygen cylinders in storage are separated from fuel gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Welding, Cutting, and Brazing	Yes	No	N/A	Comments
In areas where fuel gases are used or stored, signs are posted that read DANGER, NO SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers exposed to arc welding rays and other hazards created by welding, cutting, or brazing operations are protected with PPE and protective clothing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PPE is appropriate for the work being performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA Regulations:
 - [29 CFR 1910.252, General Requirement, Welding, Cutting, and Brazing](#)
 - [29 CFR 1910.253, Oxygen-Fuel Gas Welding and Cutting](#)
 - [29 CFR 1910.254, Arc Welding and Cutting](#)
 - [29 CFR 1910.255, Resistance Welding](#)
- OSHA: [Welding, Cutting, and Brazing](#)
- NIOSH: [Welding Fumes and Manganese](#)

Workplace Violence Prevention

Workplace Violence Prevention	Yes	No	N/A	Comments
Are any of these workplace violence risk factors present in the workplace?				
The business is in one of the following industries that OSHA recognizes as a high-risk industry: healthcare and social assistance, correctional settings, late-night retail, or taxi and for hire services/public transportation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers have experienced violent acts or threats of violence in the workplace: <ol style="list-style-type: none"> 1) by people who enter the workplace to commit a robbery or other crime, 2) by customers, clients, patients, students, inmates, or any others to whom the employer provides services, 3) by co-workers, former employees, managers/supervisors, or 4) by someone who does not have a relationship with the business but has a personal relationship with the victim. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace violence incidents are identified in safety and health records, including the OSHA 300 log, first aid records, near miss reports, workers' compensation records, or insurance reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A worksite analysis has identified workplace violence-related hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers, through conversations or surveys, have raised concerns or identified incidents of workplace violence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workplace Violence Prevention	Yes	No	N/A	Comments
If you responded “Yes” to any of the above, use the following checklist to assess workplace violence preparedness:				
A written program is in place to prevent workplace violence. The program is reviewed annually and updated as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management shows commitment to preventing workplace violence and encourages worker involvement in all aspects of the workplace violence prevention program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Processes and procedures are in place to continually identify workplace hazards and evaluate risks of workplace violence. For example, worksite and records analyses are conducted on a regular basis and threat assessments are conducted after nonemergency incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Processes, procedures, and controls, appropriate to the worksite, are implemented to eliminate or substantially reduce workplace violence hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engineering controls (e.g., access to exits, physical barriers, and security technology, such as panic buttons/alarm systems) and administrative controls (e.g., rules for interacting with clients, a system for tracking violent clients, protocols for calling security and/or the police) are implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All workers receive training on the workplace violence prevention program, (including de-escalation techniques), what to do in an emergency, and their responsibilities under the program (e.g., incident response, reporting, and recordkeeping).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Workplace Violence Prevention	Yes	No	N/A	Comments
Accurate records of workplace violence incidents are maintained and analyzed to determine what corrective actions are needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A “buddy system” is in place so workers are not working alone. This set up can reduce the threat of violence and increase the ability to call for assistance if an incident of violence occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers can immediately request assistance when workplace violence is being threatened or is occurring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA: [Workplace Violence](#) (provides information on the extent of violence in the workplace, assessing the hazards in different settings, and developing workplace violence prevention programs for individual worksites)
- NIOSH: [Workplace Violence](#) (provides resources and training on workplace violence prevention in Spanish and English)

Young Workers

Young workers are an asset to the workforce, but it may be their first job or their first time working in your industry. Many of their positive traits—energy, enthusiasm, and a need for increased challenge and responsibility—can contribute to them taking on tasks they may not be prepared to do safely. Young workers may also be reluctant to ask questions or make demands on their employers. Teen workers are at particularly high risk for workplace injuries and are approximately twice as likely to be injured than adult workers. Educating and engaging with young workers about workplace safety and health is key to preventing job-related injuries and illnesses.

Young Workers	Yes	No	N/A	Comments
Workers under 16 do not perform jobs or tasks prohibited by state and federal child labor laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers under 17 do not drive for work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seventeen-year-old workers drive for work only if they have a valid driver's license, the driving task is incidental to the job, and they meet certain requirements .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers under 18 do not work too many hours, too late, or too early in compliance with state and federal child labor laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers under 18 do not do any hazardous work or operate hazardous equipment prohibited by state and federal child labor laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If required by state law, all workers under 18 have a valid work permit issued by their school district or another designated agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers 18 to 21 years old do not drive commercial vehicles across state lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managers and workers have been trained on relevant child labor laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Young Workers	Yes	No	N/A	Comments
Managers and coworkers do not instruct young workers to do tasks or operate equipment for which they are not trained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Managers and coworkers do not instruct young workers to do tasks or operate equipment that are prohibited by state and federal child labor laws.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment operated by young workers is both safe for them to use and legal for them to operate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment that young workers are not allowed to operate is clearly labeled and pointed out to all staff as part of training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Young workers are asked about prior job experience and work safety and health training in order to tailor current job-specific safety and health training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Young workers are taught about safety and health hazards present on the job, how these hazards can injure a worker, precautions for preventing an injury, and workers' rights on the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Young worker training provides key job safety instruction, including safe work practices and equipment, ensures tasks to be performed are clearly understood, and provides opportunities for questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Young workers are encouraged to ask questions about tasks or procedures that are unclear or not fully understood and they are told who to ask if they have questions or concerns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Young Workers	Yes	No	N/A	Comments
Key job safety information/instructions are routinely reinforced in a variety of ways, especially over the first several weeks on the job, to help ensure young workers clearly understand tasks to be performed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Young workers are actively encouraged to ask questions and share ideas during team meetings and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Young workers are told what to do if they get hurt on the job and where to go if they need emergency medical treatment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Young workers understand that they will not be fired or disciplined for reporting an unsafe work condition, an injury or a “near-miss.”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Young workers are trained and prepared for emergencies and are shown escape routes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All workers, including teens, are covered by workers’ compensation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When possible, young workers participate in OSHA 10-hour trainings that provide a general awareness of workplace hazard identification and control and information about workers’ rights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- OSHA: [Young Workers](#)
- OSHA: [Outreach Training Program](#)
- Department of Labor, Wage and Hour Division: [State Labor Laws](#)
- Department of Labor, Wage and Hour Division: [Young Workers](#)
- Department of Labor, Wage and Hour Division: [YouthRules - Employers](#)
- NIOSH: [Young Worker Safety and Health](#)
- NIOSH: [Young Drivers at Work](#)
- Labor Occupational Health Program: [Facts for Employers – Safer Jobs for Teens](#)
- National Young Worker Safety Resource Center: [Engaging Employers in Protecting Young Workers](#)