

HEALTH AND SAFETY – SHOP COMPLIANCE QUICKLIST

LOCATION: _____ DATE: _____

Indicates Satisfactory Indicates Unsatisfactory

WORK ENVIRONMENT SAFETY

- Employees are not engaged in ergonomic hazards, e.g. awkward posture, forceful lifting/pushing/pulling, vibration, contact stress, etc.
- Employees' work areas are adequately illuminated.
- Employees lunch areas pose no exposure to toxic materials or other health hazards.
- Employees work areas are clean, orderly and free of obstruction.
- Employees are not engaged in unsafe acts.
- Employees are wearing appropriate task related PPE when working.

BLOODBORNE PATHOGENS (1910.1030)

- A written exposure control plan has been developed that includes a list the affected job classifications and/or tasks, implementation dates and post exposure evaluation procedures.
- Universal precautions and work practice controls are used to eliminate/reduce possible exposure.
- Hepatitis B vaccinations have been offered to affected employees.
- Affected employees have and are using the proper Personal Protective Equipment (PPE).
- Affected employees have received initial and annual training.

COMPRESSED AIR (1910.242)

- Appropriate PPE is worn when using compressed air for cleaning (i.e. safety glasses or safety goggles and a faceshield for severe exposure).
- Compressed air nozzles used for cleaning limit air pressure to less than 30 p.s.i..

COMPRESSED GAS CYLINDERS (1910.101)

- Cylinders are stored only in designated areas.
- Cylinders are stored and transported in a vertical position and secured from falling by a chain or rope.
- Cylinders are stored in areas that are protected from external heat sources such as flames, radiant heat and electric arc welding.
- Valve caps are in place when cylinders are not in use.
- Acetylene and oxygen gas cylinders are not stored next to each other (even when empty) and are separated by at least 20 feet or a noncombustible barrier at least 5 feet high having a fire-rating of at least one-half hour.

CONFINED SPACES

- A written entry program has been developed which incorporates the use of an entry checklist and designates which employees have an active role in confined space entry.
- All confined spaces have been assessed and identified as permit required or non-permit required
- Confined spaces (except manholes) are labeled with a legible sign.
- Rescue procedures for acquiring additional help in the event of an emergency are established prior to entering a confined space.
- All entrants, attendants and rescue personnel have received training on entry procedures and have the proper sampling device and equipment.

ELECTRICAL EQUIPMENT/SAFETY (1910, Subpart S)

- All electrical equipment is properly grounded. The grounding prong (third prong) on all plugs is in place.
- Electrical equipment, located near water, are protected by a ground fault circuit interrupter (GFCI).
- All switches and wiring carry the electrical load for which they are rated.
- Employees who face a risk of electric shock that is not reduced to a safe level have received training in safe work practices (see 1919.332).
- Extension cords are not being used in place of permanent wiring.
- Cords and wiring are inspected periodically for wear, fraying or burning. Damaged cords/wiring are

- replaced or repaired immediately.
- Wiring components, such as plugs, outlets, junction boxes, etc. are maintained in a good working condition.
- Electrical outlets, junction boxes, fuse boxes and switch boxes are kept closed at all times and the coin hole openings are closed or sealed.
- A 30 inch clearance is maintained in front of all electrical service panels.

EMERGENCY ACTION PLANS (1910.38)

- A current written emergency action and fire protection plan has been developed and has been reviewed with employees.
- A sufficient number of persons have been designated and trained as floor captains/wardens to assist in the safe and orderly emergency evacuation of employees.
- An alarm system has been established in accordance with the size and structure of the building and the number of occupants (see 1910.165).

EMERGENCY EXITS (1910.36)

- All exits are marked with an exit sign and illuminated by a reliable light source.
- All exits are free from obstructions.
- Doors or walkways that do not lead to an outside exit are marked as "**NOT AN EXIT**".

EMERGENCY EYEWASH AND SHOWERS

- Emergency eyewashes/showers are available and immediately accessible in work areas for emergency use whenever the eyes or body of any person may be exposed to materials that are corrosive or can cause irreversible eye or bodily injury. **Note:** Immediately accessible is defined as within **15** seconds with no obstructions to interfere with accessibility.
- Drenching/flushing facilities provide 15 minutes of continuous flush.
- Plumbed eyewash units are activated weekly to flush the line and verify proper operation.

FLAMMABLE AND COMBUSTIBLE LIQUIDS (1910.106)

- Stored quantities of flammable and combustible liquids are kept to an absolute minimum.
- Flammable and combustible liquids are stored in approved safety cans.
- Flammable liquid storage tanks and drums are properly grounded and bonded to avoid static electrical charges and sparks.
- Containers of flammable or combustible liquids are properly labeled.
- Containers are inspected periodically for corrosion and damage.
- Smoking is not permitted in areas where flammable or combustible materials are used or stored.

FLOOR LOADING PROTECTION (1910.22)

- Elevated storage areas are load-rated and the rating is posted.

GAS/ARC WELDING AND CUTTING (1910.23 & 1910.24)

- Welding cables and hoses are in good condition with no cuts, cracks or punctures.
- Electrodes are not stored in the electrode holders.
- Gas valves on oxy-acetylene units are shut off and drained of pressure when the unit is not in use.
- Gas valves on oxy-acetylene cylinders are equipped with anti-flashback valves.
- Arc welding areas are shielded with flash protection curtains to protect other workers from radiation.
- Each welder is provided with proper PPE (i.e. welding helmet/shield, etc.).
- Adequate ventilation is provided.
- Only qualified (trained) welders are allowed to perform welding and cutting operations.

GUARDING FLOORS, STAIRS AND WALL OPENINGS (1910.23)

- All open floors, more than 4 feet above ground level, are equipped with a standard guard rail consisting of a top rail 42 inches high, mid-rail and a toeboard 4 inches high.
- The guardrail is strong enough to withstand a 200-pound force applied sideways.
- Exterior stairways or steps having 4 or more risers are equipped with standard railings or standard handrails on each side. Exterior stairways or steps more than 50 feet wide are provided with one or more intermediate handrails.

HAND AND POWER TOOLS (1910.242)

- Hand and power tools are only used when the guards are in place.
- Tools are inspected periodically for damage and defects.
- All power cords are equipped with a third grounding prong unless the tool is labeled as "Double Insulated".
- Employees are trained in the proper operation of hand and power tools.
- Appropriate PPE (i.e. safety glasses, gloves etc.) is worn at all times.

HAZARD COMMUNICATION (1910.1200)

- A written hazard communication program has been developed and is available to employees for review.
- An inventory list of all hazardous chemicals and materials used in the workplace has been developed and is updated as needed.
- Material Safety Data Sheets (MSDS) are readily available to employees for each hazardous chemical/product used in the workplace.
- All containers of hazardous chemicals/products are properly labeled.
- Affected employees are trained on how to read MSDSs and warning labels and how to safely handle each hazardous material.

HEARING CONSERVATION (1910.95)

- A hearing conservation program (i.e. noise monitoring, engineering controls, audiometric testing, hearing protection and training) has been developed when sound levels equal or exceed an eight hour time-weighted average (TWA) of 85 decibels.

HOISTS, CHAINS, SLINGS AND WIRE ROPES (1910.184)

- Hoists, chains, slings and wire ropes are inspected:
 - Before use by the operator.
 - Monthly by a person trained to recognize defects and authorized to remove damaged equipment from service.
- Defected equipment and slings and ropes are immediately removed from service and repaired by authorized personnel.

HOUSEKEEPING (1910.22)

- All work areas, passageways, storage rooms and areas around machinery are level and kept in good repair, clean, dry and free from obstructions.

LADDERS (1910.25)

- All ladders are inspected for damage and defects prior to each use.
- Ladders are placed only on stable surfaces and are free from grease, oil and dirt.
- Metal ladders are not being used around electrical wiring.
- Ladder repairs are performed by trained personnel only.
- All employees who use ladders have received proper training on safe ladder use.
- Portable ladders are not used to gain access to a roof, floor, or platform, unless the top of the ladder extends at least 3 feet above the point of support.
- All portable rung ladders are equipped with nonslip safety feet.
- Stepladders that are more than 15 feet in height are held by an attendant when in use unless the ladder is securely lashed or blocked.

LOCKOUT/TAGOUT (1910.147)

- A written Lockout/Tagout program has been developed and reviewed with affected supervisors and employees.
- Written machine-specific lockout/tagout procedures have been developed and are available to affected employees.
- Authorized employees have adequate energy isolating devices (i.e. locks, hasps, etc.).
- An annual program evaluation/audit is conducted to verify effectiveness.
- All authorized, affected and other employees have been trained/instructed on lockout/tagout procedures.

MACHINE GUARDING (1910.212)

- All exposed belts, pulleys and gears are guarded on all sides.
- Table saws are equipped with a blade guard and blade cover, splitter and anti-kickback dogs. The drive belt is also guarded.
- Radial arm saws are equipped with a blade guard and a self-retracting mechanism.
- Bandsaws are equipped with a blade guard that covers all of the blade except for the point of operation.
- Stationary belt sanders have a guard on both pulleys at the end of the belt table.
- Stationary power tools are equipped with a safety device which prevents automatic restart after a power outage.
- Abrasive wheel grinders are equipped with:
 - A tool rest that is maintained at a 1/8" clearance from the wheel.
 - A tongue guard, located at the top of the wheel, that is maintained at a 1/4" clearance from the wheel.
 - A guard that covers all sides of the wheel and drive shaft.

PERSONAL PROTECTIVE EQUIPMENT (PPE) (1910.132)

- Personal protective equipment (PPE) is selected and issued based upon a *Written Hazard Assessment* for each job task or work area.
- Employees are trained on the proper use, maintenance, limitations, storage and disposal of PPE.

PORTABLE FIRE EXTINGUISHERS (1910.157)

- Fire extinguishers are selected according to the fire hazards present.
- Fire extinguishers are accessible and free from obstructions.
- All fire extinguishers are being inspected:
 - Annually by a certified, professional inspector.
 - Monthly by a designated employee.
- Employees designated to use a portable fire extinguisher are trained on the proper use of a fire extinguisher.

POWERED INDUSTRIAL TRUCKS (1910.178)

- All powered industrial truck operators are properly trained in the safe operation, fueling and maintenance of the assigned vehicle.
- All trucks are inspected before being placed into service on each shift.
- Trucks found to be in need of repair and/or unsafe are immediately removed from service and repaired by authorized personnel only.

POWER MOWERS (1910.212)

- All blade and discharge guards are properly installed and maintained.
- Hearing protection is worn by the operator if noise levels are above 90 decibels at operating speeds.
- Appropriate eye and foot protection is being worn by operators when mowers are running.
- Fueling is done only when the power mower is turned off.

RESPIRATORY PROTECTION (1910.134)

- Exposure monitoring has been conducted to determine the need for respiratory protection and to insure that respirator protection factors are not exceeded.
- Standard operating procedures for selecting and using respiratory protection have been developed.
- Employees required to use respirators have been medically evaluated, fit tested and properly trained.
- Respirators are properly used, cleaned and maintained.

COMPLETED BY: _____ **TITLE:** _____