

Site/Area: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

<b>EMERGENCY and HAZARD INFORMATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Emergency procedures are posted and legible			
Monthly inspections posted and up-to-date			
Fire extinguisher present and accessible			
Fire extinguisher seal intact; date tested			
First Aid available and clearly marked			
First Aid record kept/kit re-stocked			
First-aid Attendant's qualification current			
Solvent recycling container clearly identified			
MSDS sheets available and current			
Comments:			

<b>HOUSEKEEPING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Bench tops and sink areas are tidy			
Tripping hazards are absent			
All exits and passageways are clear of obstruction			
Step-ladder available for out-of-reach items			
"No Eating/Drinking/Smoking" signs posted			
Burnt out light bulbs absent			
Floor free of slippery substances			
Comments:			

<b>LOCK-OUT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Lock-out procedures are posted and used			
Machines are locked out from their power sources before repairs are begun			
Effective means of verifying lock-out are provided			
Comments:			

<b>MACHINE SAFEGUARDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
All hazardous moving parts of the machine, including auxiliary parts have safeguards: gears, sprockets, pulleys, flywheels and chain drives			
Safeguards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts			
Safeguards have not been tampered with, altered or removed			
Powered machinery/equipment has start and stop controls located within easy reach of the operator has controls and switches whose functions are clearly identified			
Physical hazards are marked in a manner that clearly identifies the hazard			
Comments:			

<b>PROTECTIVE EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Metal or wood chips, scrap, or turnings from machine tool work are contained			
Protective equipment required is appropriate for the job, used and in good condition Ear protection, goggles/glasses			
Operators are dressed safely no loose-fitting-clothing or jewelry			
Proper Foot Protection			
Specialty PPE available if necessary (respiratory, fall protection, etc)			
Comments:			

<b>ELECTRICAL and AIR SUPPLIES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
There are no loose or damaged cords or connections			
Machines are properly grounded			
Air hose in good condition with end fittings secured			
Comments:			

<b>LADDERS &amp; RIGGING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
All ladders and rigging equipment (slings, shackles) are in good repair and have legible load ratings			
Have all ladders and rigging been inspected on regular intervals			
Comments:			

<b>Action Items</b>	<b>Assigned to</b>	<b>Due Date</b>