

WORKPLACE AUDIT / INSPECTION REPORT

General Production Area

Location: _____

Audited by: _____ **Date:** _____

Audit Item/Practice

Check (✓) if Item/Practice not in compliance

Machine Guarding

- Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal? 29 CFR 1910.217(f)(3)
- Is equipment and machinery securely placed and anchored, to prevent moving? 29 CFR 1910.212(b)
- Is fixed machinery provided with appropriate safety guards to prevent injuries to the operator and other employees resulting from point of operation, ingoing nip point, rotating parts, flying chip, and spark hazards? 29 CFR 1910.212(a)(1); .217(c)(1)

Lockout

- Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 29 CFR 1910.147(c)(1) & (2)(i)
- Are correct lockout procedures in use? 29 CFR 1910.147(c)(4), (d), (e)

Electrical Systems

- Is electric equipment free from recognized hazards that are likely to cause death or serious physical harm to employees? §1910.303(b)(1)
- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? §1910.303(g)(1), (h)(3)
- Are live parts of electric equipment operating at 50 volts or more guarded against accidental contact by use of approved cabinets or other forms of approved enclosures or methods? §1910.303(g)(2)(i)
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? §1910.303(f)
- Are circuit breakers accessible to personnel, protected from physical damage, and located away from ignitable materials? §1910.304(f)(1)(iv)
- Are portable electrical tools and equipment and fixed electrical equipment grounded or of the double insulated type? §1910.243(a)(5); .304(g)
- Do extension cords being used have a grounding conductor and are they free of splices or taps? §1910.304(g)(6); .305(g)(2)(ii); .334(a)(3)
- Are GFCIs installed as required? §1910.304(b)(3), .304(g)(9)
- Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? §1910.303(b)(1)(iv); .334(a)(2)(i), (c)(2)

Chemicals

- Are adequate engineering and protective steps taken to protect workers from chemical exposure hazards (e.g., handling of chemicals during production, or exposure from spills/leaks)? 29 CFR 1910.119(e)(1) & (5); .120(d)(1), (g)(1) & (2)
- Are hazardous chemicals appropriately labeled? 29 CFR 1910.1200(f)(5)&(6)
- Is there a list of hazardous substances used in your facility? 29 CFR 1910.1200(e)(1)(i)
- Is there a material safety data sheet readily available for each hazardous substance used? 29 CFR 1910.1200(g)(8)-(10)

Personal Protective Equipment

- Are all employees required to use personal protective equipment (PPE) as needed? 29 CFR 1910.132(a)
 - Is personal protective equipment functional and in good repair? 29 CFR 1910.132(e)
 - Is required personal protective equipment provided by the employer at no cost to employees? 29 CFR 1910.132(h)(1)
- Note:** There are a few exceptions in .132(h)(2)-(h)(6) regarding non-specialty safety toe footwear and non-specialty prescription eyewear that **is permitted to be worn offsite**; logging boots required in 1910.266(d)(1)(v); everyday clothing/shoes/boots; and weather-related clothing.

- Does the employer pay for replacement PPE, except when the employee has lost or intentionally damaged the PPE? 29 CFR 1910.132(h)(5)

Hazardous Waste Management

- If your operations generate waste, do you handle it in an approved manner? 40 CFR 262.12; .30; .31; .32; .33; .34

Aisles/Walkways

- Are aisles marked and widths maintained? 29 CFR 1910.22(b)(1) & (2)
- Are fire aisles, access to stairways, and fire equipment kept clear? 29 CFR 1910.178(m)(14)
- Are pits and floor openings covered or otherwise guarded? 29 CFR 1910.22(c); .23(a)
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground? 29 CFR 1910.23(c)

Exits

- Are exits properly marked? 29 CFR 1910.37(b)(2)
- Are exits kept free of obstructions? 29 CFR 1910.37(a)(3)

Housekeeping/Work Environment

- Are noise levels within acceptable limits? 29 CFR 1910.95(c)(1)
- Is the facility free of environmental hazards—dust, chemicals, radiation, welding rays, heat, cold or excessive noise—that result from job performance? 29 CFR 1910.132(d), Appendix B to Subpart I
- Are all work areas clean, sanitary, orderly and adequately illuminated? 29 CFR 1910.22(a); .141(a)(3)
- Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants? 29 CFR 1910.141(a)(3)
- Are mats or grating used where drainage is needed? 29 CFR 1910.22(a)(2)
- Is compressed air used for cleaning under 30 psi? 29 CFR 1910.242(b)
- Are all spilled materials or liquids cleaned up immediately? 29 CFR 1910.141(a)(3)(ii)

First Aid/Emergency Eyewashes and Showers

- Do you have first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 29 CFR 1910.151(b)
- Are emergency phone numbers posted where they can be readily found in case of an emergency?
- Are suitable facilities provided for quick drenching and flushing of eyes and body from exposure to injurious corrosive materials? 29 CFR 1910.151(c)
- Can eyewash/shower units be reached within 10 seconds? ANSI Z358.1
- Where the hazard involves strong acid or caustics, do you make sure the eyewash/shower is immediately adjacent to the hazard? ANSI Z358.1
- Is the temperature of the flushing fluid lukewarm? ANSI Z358.1
- Are plumbed emergency showers and eyewash units activated weekly and inspected annually? ANSI Z358.1

Fire Protection/Prevention

- Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? 29 CFR 1910.157(e)
- Is combustible scrap, debris, and waste stored safely and removed from the work site promptly? 29 CFR 1910.141(a)(4)(ii)
- Are approved containers (e.g., safety cans) and portable tanks used for the storage and handling of flammable and combustible liquids? 29 CFR 1910.106(d)(2) & (5)(iii); .144(a)(1)
- Are storage cabinets used to hold flammable liquids, labeled "flammable — keep fire away"? 29 CFR 1910.106(d)(3)(ii)
- Are covered metal waste cans used for oily and paint soaked waste? 29 CFR 1910.107(g)(3)

Repairs/corrections must be completed by (date) _____

Routed to _____ Date _____

Repairs/corrections from above have been done.

Supervisor _____ Date _____ Page _____ of _____

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