

SAFETY REPRESENTATIVE INSPECTION

NAME _____ DATE _____

LOCATION _____

<p>Conditions of Buildings/surface areas Buildings in a state of good repair? Are floors clean? Walkways clear and free from hazards? Is this area under someone's responsibility? Is a sign prominently displayed?</p>	
<p>Lighting Has a lighting intensity survey been completed? Are defects being reported to maintenance? Poorly lit areas being noted on monthly inspection? Lights out or defective fixtures? Glass in windows or doors clear and not broken?</p>	
<p>Ventilation Is all ventilation equipment operating properly and maintained on a regular schedule? Is positive and negative ventilation being used where applicable?</p>	
<p>Amenities and Sanitation Do the facilities provide adequate soap, towels, toilet paper, and waste bins? Are regular monthly inspections being carried out? Is checklist completed?</p>	
<p>Pollution: Air, Ground and Water Is there air, water or ground pollution? Is checklist completed?</p>	
<p>Aisles and Storage Demarcated Has demarcation been done? Is it standard? Is it adhered to? Is all switch gear demarcated with "keep clear" zones?</p>	
<p>Good Stacking and Storage Practices Is stacking done neatly? Are stacks in authorized places with proper labeling or signs?</p>	
<p>Factory and Yard Is junk piled around? Are there "spare" tools or supplies lying around? Has clean up been done on a regular basis?</p>	
<p>Scrap and Refuse Bins Removal System Are there sufficient garbage cans? Do they have lids? Are they being used? Are locations marked?</p>	
<p>Color Coding Are pipelines color coded? Is switchgear marked? Do employees know and understand the color code?</p>	
<p>Machine Guarding Are machine guards easy to remove, clean, and replace? Is checklist completed?</p>	
<p>Lock-out Tag-out Is there a lock out procedure for electrical, mechanical, and air? Do employees follow the procedure? Are locks identified and controlled?</p>	

<p>Labeling of Switches, Isolators, and Valves Is all switch gear clearly labeled? Are critical valves identified? Is direction of flow indicated?</p>	
<p>Ladders, Stairs, Walkways, and Scaffolding Are all ladders, stairs, and walkways in good condition? Are all fixed and portable ladders listed on a register? Are all handrails on stairs and elevated walk ways in good condition? Is checklist completed?</p>	
<p>Lifting Gear and Machinery Are all warning devices operative? Are all lifting gear checked regularly? Is there a register? Are safe working loads marked? Is checklist completed?</p>	
<p>Compressed Gas Cylinders, Pressure Vessels, and Records Are all cylinders returned to proper storage and stored properly after use? Are all whip check safety ropes in place? Is checklist completed?</p>	
<p>Hazardous Substances Control Is there an alphabetical and up-to-date list of substances? Are all containers labeled properly? Are MSDS sheets available and easy to locate?</p>	
<p>Motorized Equipment: Checklist, Licensing What is the condition of equipment? Is a checklist filled out at the beginning of the shift? Are all persons who use equipment authorized to do so? Can all authorized users be identified?</p>	
<p>General Electrical Installation and Electrical Machinery in Hazardous Locations Is all wiring safe? Are substations locked? Is there any unsafe temporary wiring?</p>	
<p>Hand Tools: Personal and Non-personal Are all personal and non-personal tools in good condition? Are all handcarts and wheelbarrows in good condition, identified, and on a register? Are there any explosive powered tools being used? Is checklist completed?</p>	
<p>P.P.E.</p> <ul style="list-style-type: none"> • Head protectors • Eye and face protection • Footwear • Protective clothing • Respiratory equipment • Hearing conservation • Safety harness • Hand protection <p>Is equipment in good condition and worn properly as required?</p>	
<p>Control over Personal Protective Equipment Are employees aware of company and legal requirements for PPE?</p>	

<p>Notices and Signs Are all signs in good order? All signs standard? Are all signs clearly visible? Are all powder and primer magazines marked? Are there signs that are no longer needed still posted? Are all exits marked?</p>	
<p>Locations Marked, Floor Clear Are all fire extinguishers, fire hoses and fire drops marked? Are all pieces of equipment free from material around them? Is all equipment easily accessible?</p>	
<p>Maintenance of Equipment Has all equipment been checked recently? Who checks equipment in your area?</p>	
<p>Storage of Flammable and Explosive Material Does flammable and explosive storage comply with legal and systems standards? Is storage neat, tidy, and are all containers kept closed? Are spill containments in place and venting correct?</p>	
<p>Alarm System Is the alarm unique? Can it be heard in all areas? Do the employees know the alarm?</p>	
<p>Fire Fighting Drill and Instruction Does your team participate in a fire drill at least every six months? Has an evacuation plan been discussed with all employees?</p>	
<p>Planned Job Observation Are planned job observations carried out for all jobs? Are observations discussed with each employee afterwards to confirm or challenge the adherence to the procedure?</p>	
<p>First-aider and Facilities Are first-aid boxes/facilities provided for all workplaces? Are signs posted for eyewash stations, baskets, emergency showers etc.?</p>	
<p>Work permits Are work permits required? Is a copy of the permit retained by the person doing the work?</p>	