

Self-Inspection Checklist

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“OK” Action
Needed

1. Is there a copy of the MIOSHA Occupational Safety and Health Act in your place of business, and is kept where it is accessible to all employees?
2. Is the MIOSHA WORKPLACE POSTER displayed in your place of business where all employees are likely to see it, as required?
3. Are you aware of the requirement to report all workplace fatalities and any serious accidents (where three or more are hospitalized) to the MIOSHA office within 8 hours?
4. Are workplace injury and illness records being kept as required by OSHA?
5. Are you aware that the OSHA annual summary of workplace injuries and illnesses must be posted by February 1 and must remain posted until April 30?
6. Are you aware that employers with 10 or few employees are exempt from the OSHA recordkeeping requirements, unless they are part of an official BLS or state survey and have received specific instructions to keep records.
7. Have you demonstrated an active interest in safety and health matters by defining the policy of the business and communicating this to all employees?
8. Do you have a safety committee or group that allows participation of employees in safety and health activities?
9. Does the safety committee or group meet regularly and report, in writing, its activities?
10. Do you provide safety and health training for all employees requiring such training, and is it documented?

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WORKPLACE

Electrical Wiring, Fixtures and Controls

	<u>“OK”</u>	<u>Action Needed</u>
1. Do you have electrical installations in hazardous dust or vapor areas, and if so do they meet the NEC for hazardous locations?		
2. Are all electrical cords strung so they do not hang on pipes, nails, hooks, etc.?		
3. Is all conduit, BX cable, etc., properly attached to all supports and tightly connected to junction and outlet boxes?		
4. Is there no evidence of fraying on any electrical cords?		
5. Are metallic cable and conduit systems properly grounded?		
6. Are portable electric tools and appliances grounded or of the double insulated type?		

EXITS AND ACCESS

	<u>“OK”</u>	<u>Action Needed</u>
1. Are all exits visible and unobstructed?		
2. Are all exits marked with a readily visible sign that is properly illuminated?		
3. Are there sufficient exits to ensure prompt escape in case of emergency?		
4. Sufficient for occupancy (not less than 2 for each area)?		
5. Doors easy to open or have panic hardware (no dead bolts, hooks & eyes, etc.)?		
6. Clearly visible or marked route?		
7. Non-exit doors marked?		
8. Signs: posted (6” letters)?		
9. Emergency exits maintained clear of ice and snow?		

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FIRE PROTECTION

	<u>“OK”</u>	<u>Action Needed</u>
1. Are fire extinguishers provided in adequate number and type?		
2. Are fire extinguishers recharged regularly and properly noted on inspection tag?		
3. Are fire extinguishers mounted in readily accessible locations?		
4. Are plant employees periodically instructed in the use of extinguishers and fire protection procedures?		
5. Proper types, sizes, and number?		
6. Location marked and accessible?		
7. Inspected monthly and annually?		
8. Employees trained in use?		
9. Covered containers for collection of waste?		
10. Combustible scrap and debris removed from work areas at regular intervals?		

HOUSEKEEPING AND GENERAL WORK ENVIRONMENT

	<u>“OK”</u>	<u>Action Needed</u>
1. Are NO SMOKING signs prominently posted for areas containing combustibles and flammables?		
2. Are covered metal waste cans used for oily and paint soaked waste?		
3. Operator work stations clear of clutter and other hazards?		

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MACHINES AND EQUIPMENT

	<u>“OK”</u>	<u>Action Needed</u>
1. Are all machines or operations that expose operators or other employees to rotating parts, pinch points or particles, or sparks adequately guarded?		
2. Are mechanical power transmission components belts, pinch points, and nip points guarded?		
3. Is exposed power shafting less than 7 feet from the floor guarded?		
4. Are hand tools and other equipment regularly inspected for safe condition?		
5. Is compressed air used for cleaning less than 30 psi (hand held safety nozzle)?		
6. Is there sufficient clearance from stoves, furnaces, etc., for stock, woodwork or other combustible materials?		
7. Are welding cylinders stored so they are not subjected to damage?		
8. Are valve protecting caps in place?		
9. Are all combustible materials near the operator covered with protective shields or otherwise protected?		
10. Published lockout procedure?		
11. Each machine and equipment provided with own means of power, disconnect, capable of being locked out (tag acceptable on 110v plug in equipment or tools)?		
12. Actuating controls guarded against accidental actuation?		
13. Emergency stopping devices or control within reach of operator’s designated position?		
14. Provision made to prevent unintentional start up upon restoration of lost power (where unexpected actuation could cause injury)?		
15. Guards securely fastened (only removable with use of tool) or interlocked?		
16. Rotating barrel drums, exposed to contact enclosed by interlocked standard barrier?		

MATERIALS

	<u>“OK”</u>	<u>Action Needed</u>
1. Are approved safety cans or other acceptable containers used for handling and dispensing flammable liquids?		
2. Are all flammable liquids that are kept inside buildings stored in proper storage containers or cabinets?		
3. Do you have a NO SMOKING rule enforced in areas involving storage and use of hazardous materials?		
4. Are NO SMOKING signs posted where needed?		

5. Containers covered when not in use?
6. Approved pumps-self closing faucets?
7. Labeled "Flammable-Keep Fire Away?"

WELDING AND CUTTING

	<u>“OK”</u>	<u>Action Needed</u>
1. Oxygen separated 20’ from fuel gas, or flammable or combustible liquids, or other highly combustible materials, or 5’ wall of non-combustible construction to separate O2 and fuel gas?		
2. Away from heat or source of ignition?		
3. Valve caps in place?		
4. In racks or chained upright?		
5. Labeled as to contents?		
6. Marked full or empty (MT)?		
7. Personal protective equipment used (gloves, helmets, aprons, capes, etc.) as conditions require?		
8. Safety glasses being worn under helmets?		

PERSONAL PROTECTIVE EQUIPMENT IN USE

	<u>“OK”</u>	<u>Action Needed</u>
1. Safety glasses (side shields)?		
2. Face shields?		
3. Special goggles?		
4. Foot protection (safety shoes)?		
5. Gloves?		
6. Aprons?		
7. Hazard assessment?		
8. Certification?		
9. Required to be used		
10. Employees trained in proper use?		
11. Written procedures for use of personal protective equipment?		

Workplace Inspection Health Issues Checklist – General Industry

NOISE – Part 380, 325.60101

Noise levels have been monitored in the facility.	OK /Action Needed
Noise levels have been documented over 85 dBA for a full 8 hr. shift.	OK/Action Needed
Noise levels \geq 100 dBA for 8 hrs.? Engineering controls implemented?	OK/Action Needed
Hearing conservation program implemented?	OK/Action Needed
Annual audiograms completed for all staff exposed at or above 85 dBA.	OK/Action Needed
Annual training provided?	OK/Action Needed
Hearing protection provided (at least two types)?	OK/Action Needed

BLOODBORNE INFECTIOUS DISEASES (BLOODBORNE PATHOGENS)

-Part 554, R325.70001 Scope.

Rule 1. These rules apply to all employers that have employees with occupational exposure to blood and other potentially infectious material.

Is high hazard employer capable of a 3 – 4 minute EMT response time?	OK/Action Needed
Has the 3 – 4 minute response time been verified and documented?	OK/Action Needed
High hazard industry = stamping, electrical, welding, cutting, foundry.	
Is low hazard employer capable of a 10 minute EMT response time?	OK/Action Needed
Has the 10 minute response time verified and documented?	OK/Action Needed
Low hazard industry = office, light assembly, soldering	
If response time is greater than the above listed maximum time frames, does employer have designated first aid responders?	OK/Action Needed
Do all shifts have designated first aid responders w/ back-ups? (Needed if EMT response time is too long.)	OK/Action Needed
Written exposure control plan developed and implemented?	OK/Action Needed
First-aid responders trained on bloodborne infectious diseases?	OK/Action Needed
First-aid responders trained on employer’s written exposure control plan?	OK/Action Needed
Hepatitis B vaccine series offered and documented?	OK/Action Needed
Hepatitis B declination statement documented	OK/Action Needed
Standard operating procedures (SOPs) for responses, invasive procedures, and decontamination developed?	OK/Action Needed
Procedures developed for storage/removal of medical waste available?	OK/Action Needed

EMERGENCY EYEWASH STATIONS – Part 472

Are injurious/corrosive chemicals utilized in facility? (i.e., acids/caustics, battery acid, biological agents, ammonia, methylene chloride, MEK peroxide)	Y or N
Eyewash location can be driven by pH Serious pH = ≤ 2.0 and ≥ 11.5 Other than serious pH = > 2 and < 4, > 9 and < 11.5	
Are eyewash/shower stations available for immediate use?	OK/Action Needed
Will the eyewash station/shower provide 15 minutes of flush?	OK/Action Needed
If pH = serious, is eyewash station/shower within 25 feet or less from the hazardous operation?	OK/Action Needed
If pH = Other Than Serious, is eyewash/shower station 100 feet or less from hazardous operation?	OK/Action Needed

