APPENDIX A

GENERAL WORKPLACE HEALTH & SAFETY INSPECTION CHECKLIST

Department:	Location:	
Supervisor:	Inspector:	Date:

QUESTION		YES	NO	N/A*
1. DOCUMENTATION				
1.1	CONN-OSHA's Job Safety & Health Protection Poster posted			
1.2	Department-specific written HazCom Program in place and up-to-date			
1.3	HazCom Program is readily accessible to employees			
1.4	Annual review of HazCom program conducted			
1.5	Hazardous chemical inventory complete, up to date, and accessible			
1.6	M(SDS) available and accessible for all covered chemicals			
1.7	Workplace Hazard Assessment(s) completed and accessible			
1.8	Employee Safety Orientation completed for new and transferred employees			
Notes:				
2. GENERAL WORK ENVIRONMENT				
2.1	Housekeeping—work areas clean and orderly			
2.2	Housekeeping—floor clean and dry with no trip hazards			
2.3	Housekeeping—storage shelves/racks stable and materials stored safely			
2.4	Housekeeping—building materials in good condition w/no hazards noted			
2.5	Floors and elevated surfaces without unprotected holes or edges			
2.6	Holes and openings in floor properly covered or guarded			
2.7	Portable ladders free of sharp edges, cracks, splinters, foreign substances, broken, loose or missing parts, and maintained in good, workable condition			
2.8	Ladder manufacturer's labels with rating information present and legible			
2.9	Portable step ladders do not exceed 20 ft.			
2.10	Proper/effective workplace hazard controls in place			
2.11	Other General Work Environment observations in compliance			
Notes:				
3. CHEMICAL MANAGEMENT				
3.1	Chemical containers, including secondary containers and stationary/piping systems, have legible, original or OSHA-compliant labels			
3.2	Corrosives stored below eye level			
3.3	Chemical containers closed when not in use			
3.4	Oily rag waste stored in covered metal cans			
3.5	Chemicals stored near sinks/drains protected with secondary containment			
3.6	Secondary containment bins compliant: no incompatible chemicals; able to contain 110% of the volume of the largest container			

3.7	Flammables in excess of 30 gallons stored in rated flammable cabinet/refrigerator			
3.8	Flammable storage areas labeled as such or with a red flammable diamond sticker			
3.9	Flammables/aerosol cans stored away from heat/ignition sources			
3.10	Flammable storage cabinet contents do not exceed 55 gallons (or as per UCFD/EHS)			
3.11	Flammables liquids stored separately from incompatible materials			
3.12	Compressed Gas Cylinders—stored upright in well-ventilated area; individually fastened or secured in cage)			
3.13	Compressed Gas Cylinders—cap or regulator in place			
3.14	Compressed Gas Cylinders—labeled and stored so label can be easily read			
3.15	Compressed Gas Cylinders—valves accessible			
3.16	Compressed Gas Cylinders— kept away from ignition sources			
3.17	Compressed Gas Cylinders— incompatible gases (e.g., O_2 & acetylene) stored ≥20 ft. apart or separated by ≥5 ft. high firewall with ½ hour fire rating			
3.18	Compressed Gas Cylinders— empty and full cylinders stored separately			
3.19	Compressed Gas Cylinders— secured while transported			
3.20	Procedures to address chemical spills in place and communicated with employees			
3.21	Other Chemical Management observations in compliance			
Notes:				
4. HAZARDOUS WASTE				
4.1	Hazardous waste labeled as “Hazardous Waste” with full chemical names			
4.2	Hazardous waste containers in good condition with tight-fitting caps/lids			
4.3	Designated hazwaste storage areas labeled “Satellite Accumulation Area”			
4.4	Volume of total hazwaste is <55 gallons and <1 quart “acutely hazardous”			
4.5	Incompatible wastes properly segregated (e.g., secondary containment bins)			
4.6	CFLs stored and labeled properly (Universal Waste w/accumulation date)			
4.7	Other Hazardous Waste observations in compliance			
Notes:				
5. PERSONAL PROTECTIVE EQUIPMENT				
5.1	PPE is made available			
5.2	PPE maintained in sanitary and reliable condition			
5.3	Appropriate eye and face protection used			
5.4	Appropriate head protection used			
5.5	Appropriate foot protection used			
5.6	Appropriate hand protection used			
5.7	Appropriate body protection used			
5.8	Appropriate Electrical PPE and Protective Clothing used			
5.9	Appropriate respiratory protection used			
5.10	Respirator wearers are medically evaluated, trained and fit-tested, as applicable			
5.11	Appropriate hearing protection used			
5.12	Employees with noise overexposures sent for audiometric testing and training			

5.13	Other PPE observations in compliance			
Notes:				
6. EMERGENCY EQUIPMENT & EGRESS				
6.1	Worksites with corrosives have proper emergency eyewash/shower equipment			
6.2	Eyewash/shower stations within 10 seconds or 100 ft. of uninterrupted walk			
6.3	Plumbed eyewash stations tested weekly			
6.4	Fire extinguishers and alarms accessible and unobstructed			
6.5	Sprinkler systems have 18 inch vertical and horizontal clearance zones			
6.6	Exit doors unlocked and unobstructed			
6.7	Exits marked with readily visible signs			
6.8	Routes of egress (exits, aisles, hallways and stairways) free of obstructions			
6.9	Other Emergency Equipment & Egress observations in compliance			
Notes:				
7. ELECTRICAL SAFETY				
7.1	Employees know the location of electrical panels/disconnect switches/e-stops			
7.2	Circuit breakers labeled properly			
7.3	Electrical panels/disconnect switches/e-stops unobstructed; 3 ft clearance maintained in front of electrical panels			
7.4	Electrical boxes have covers in place and not damaged			
7.5	Electrical cords in good condition—no damaged insulation, exposed wires or missing ground pins			
7.6	Electrical cords' use, size and rating appropriate for usage and environment			
7.7	Extension cords used only on a temporary basis			
7.8	Multi-tap power strips are used long-term only with computer or electronic equipment			
7.9	Extension cords are not linked together (daisy-chaining).			
7.10	Electrical cords do not run through doors, walls or partitions, under rugs, or above drop ceilings; they are not tied in knots, draped overhead, or attached to building structures.			
7.11	Electrical circuits not overloaded			
7.12	Electrical equipment not in wet/damp locations, unless rated as such			
7.13	Live parts effectively insulated or physically guarded			
7.14	GFCIs installed near wet environments, as required			
7.15	Flammable materials kept away from electrical equipment			
7.16	Other Electrical Safety observations in compliance			
Notes:				

8. MACHINE GUARDING				
8.1	Machinery and equipment with ingoing nip points, rotating parts, flying chips and sparks properly guarded.			
8.2	Bench grinder benches adjusted to no greater than 1/8 inch from wheel; tongue guards adjusted no greater than ¼ inch from wheel.			
8.3	Other Machine Guarding observations in compliance			
Notes:				
9. POWERED INDUSTRIAL TRUCKS				
9.1	Worksite follows UConn's Powered Industrial Truck Program			
9.2	Operators of lift trucks have a Lift Truck Operator Endorsement and carry it with them whenever they operate a lift truck**.**			
9.3	Periodic evaluations and any necessary refresher training conducted and documented to maintain a Lift Truck Operator's Endorsement			
9.4	Lift truck inspections performed			
9.5	Other Powered Industrial Truck observations in compliance			
Notes:				
10. ADDITIONAL CRITERIA				
10.1	Other observations in compliance 1:			
10.2	Other observations in compliance 2:			
10.3	Other observations in compliance 3:			
Notes:				

***N/A—Not Applicable or Not Assessed**