



# Safety Checklist

## Equipment

- All protective equipment is maintained in a sanitary condition and ready for use. This can include approved Personal Protective Equipment (PPE) such as:
  - Safety glasses/goggles or face shields
  - Dust masks or respirators
  - Gloves
  - Steel toe boots
  - Paint suits
  - Sand-blasting protections
- Working ground space is clear of obstructions
- Work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant
- All tools and equipment used are in good working condition
- Tools and other items are stacked safely and stored properly in a dry location
- Hoisting equipment available and used for lifting heavy objects and rated for the task
- Jack is checked periodically to ensure they are in good operating condition
- Hooks with safety latches or other arrangements used when hoisting materials so that slings or load attachments won't accidentally slip off the hoist hooks
- Securing chains, ropes, chockers or slings are adequate for the job to be performed
- All cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type
- All ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and movable parts operating freely

## Hazardous Materials

- If there is any potential for being exposed to any toxic substances or harmful physical agents, the appropriate information "Safety Data Sheets" been posted or otherwise made readily available
- All chemicals and hazardous materials are properly stored
- All spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures
- All spills of flammable or combustible liquids cleaned promptly
- Combustible scrap, debris, and waste materials (oily rags, etc.) are stored in covered metal receptacles and removed from the worksite promptly

## Facility

- There are working fire & carbon dioxide alarm that are checked regularly
- Fire extinguishers are sufficient and working
- Emergency exits are accessible and unobstructed
- Emergency telephone numbers posted
- Working water station/hand sink
- Doors and Windows including screens (if used) are in good condition
- Sufficient lighting in good working order
- Facility is well-ventilated
- Holes in the floor or other walking surface repaired properly, covered or otherwise made safe
- There is a safe clearance for equipment through aisles and doorways
- First-aid kits are easily accessible to each work area and fully stocked with necessary supplies
- Quick drenching or an eye flush station are available if working with corrosive liquids or materials
- Safety/OSHA/in event of an emergency signs are posted in professional working facilities

## Procedure

- Safety standards are present, understood and followed 100% of the time
- A safety check is completed before every working session to determine if hazards that require the use of personal protective equipment (e.g. head, eye, face, hand, or foot protection) are present
- Shop is clean and organized
- DOT standards followed precisely for towing / hauling
- Excellent workholding and supporting
- Use proper manner when lifting heavy objects, support practice, hazard mitigation, and working stances
- Appropriate safety guards are taken when using grinders, saws and similar equipment
- Power tools are used with the correct shield, guard, or attachment, recommended by the manufacturer
- Rotating or moving parts of equipment are guarded to prevent physical contact
- No loose clothing, jewelry, or long hair that isn't tied-up
- Properly fitted personal protective equipment must be worn correctly in every instance.
- Protective gloves, aprons, shields, or other means provided and required when there is a risk of being cut or where there is anticipated exposure to corrosive liquids, chemicals, or other potentially hazardous materials
- Painting and sandblasting are performed in well-ventilated room or outdoors
- When hoisting material or equipment, provisions should be made to assure no one will be passing under the suspended loads