General OSHA Compliance Evaluation Report

Facility Name & Location:
Inspection Completed By:
Inspection Date:

Program Element		
General Health and Safety Program	**Comments**	**Areas of Opportunities**
1. Do you have an active safety and health program in operation that deals with general safety and health program elements as well as management of hazards specific to your worksite?		
2. Is one person clearly responsible for the overall activities of the safety and health program?		
3. Do you have a safety committee or group made up of management and labor representatives that meets regularly and reports in writing on its activities?		
4. Does your facility have written safety policy(s) and procedure(s)?		
5. Are Safety Committee meetings documented with minutes and action items?		
6. Do you have a working procedure for handling in-house employee complaints regarding safety and health?		
7. Is there a procedure in place to train newly hired employees?		
8. Is there a documented schedule of training?		
(Part 1904) Posting requirements	**Comments**	**Areas of Opportunities**
1. Current OSHA workplace poster displayed?		
2. Emergency telephone numbers posted?		
3. Are country or state specific posters displayed?		
4. Are medical facilities for emergencies identified and posted?		
(Part 1904) Recordkeeping	**Comments**	**Areas of Opportunities**
1. Is the OSHA 200/300 log maintained as required? (5Years)		
2. Is the OSHA 300 Log posted from Feb 1 – April 30?		
3. Is the OSHA 301 form completed as required?		
4. Are employee records of exposures to hazardous substances maintained?		
Subpart D - Walking/Working Surfaces	**Comments**	**Areas of Opportunities**
1. Is a documented, functioning housekeeping program in place?		
2. Are all worksites clean, sanitary, and orderly?		
3. Are work surfaces kept dry or is appropriate means taken to assure the surfaces are slip-resistant?		
4. Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?		
5. Are covered metal waste cans used for oily and paint-soaked waste?		
6. Are aisles and passageways kept clear?		
7. Are aisles and walkways marked as appropriate?		
8. Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?		
9. Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?		
10. Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?		
11. Is adequate headroom provided for the entire length of any aisle or walkway?		
12. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?		

13. Are bridges provided over conveyors and similar hazards?		
14. Are toe boards installed around the edges of permanent floor openings (where persons may pass below the opening)?		
15. Are standard stair rails or handrails on all stairways having four or more risers?		
13. Are all stairways at least 22 inches wide?		
14. Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?		
15. Are step risers on stairs uniform from top to bottom?		
16. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?		
17. Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?		
18. Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?		
19. Are signs posted, when appropriate, showing the elevated surface load capacity?		
20. Is a permanent means of access and egress provided to elevated storage and work surfaces?		
21. Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?		
Subpart E - Emergency Action/Life Safety	**Comments**	**Areas of Opportunities**
1. Is a written emergency preparedness / evacuation program in place and available?		
2. Have all employees been trained on the emergency evacuation plan?		
3. Are evacuation drills conducted at least annually for all shifts?		
4. Are facility diagrams strategically located to guide personnel to the nearest exit?		
5. Are all exits marked appropriately?		
6. Are exit pathways kept clear of obstructions at all times?		
7. Are doorways that could be mistaken for exits appropriately marked?		
8. What was the date of your last evacuation drill?		
9. Does the facility have a Primary Employee alarm system?		
10. Does the facility have a Secondary Employee alarm system?		
10a. What type(s) of alarm(s):		
10b. Is the alarm system distinctive and recognizable?		
10c. Is the alarm system tested periodically?		
10d. Are the alarm tests documented?		
Subpart F - Powered Platforms, Manlifts and Vehicle Mounted Lifts	**Comments**	**Areas of Opportunities**
1. Operator training?		
2. Personal fall arrest systems and harnesses?		
3. Procedures for operation, inpsection and records?		
Subpart G - Occupational & Environmental Control	**Comments**	**Areas of Opportunities**
1. Is an HCP program required for departments within your facility?		
2. Are affected departments documented and is appropriate signage posted?		
3. Have affected employees been appropriately trained?		
4. Are audiograms performed annually for affected employees?		
5. Are appropriate hearing protectors provided to employees?		
6. Annual refresher training on HCP?		
7. Audiometric testing within 6 months of exposure?		
Subpart H - Hazardous Materials - Flammable and Combustible Materials	**Comments**	**Areas of Opportunities**
1. Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?		

2. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?		
3. Are all flammable liquids kept in closed containers when not in use (for example, parts cleaning tanks, pans, etc.)?		
4. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing?		
5. Do storage rooms for flammable and combustible liquids have explosion-proof lights?		
6. Are "NO SMOKING" signs posted on liquefied petroleum gas tanks?		
7. Are liquefied petroleum storage tanks guarded to prevent damage from vehicles?		
8. Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?		
9. Are fuel gas cylinders and oxygen cylinders separated by distance, and fire-resistant barriers, while in storage?		
10. Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?		
11. Are safety cans used for dispensing flammable or combustible liquids at a point of use?		
12. Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?		
13. LPG training for installaion, removal, operation, maintenance work and unloading procedures.		
14. PSM Flammable or Combustible Liquid or Gas over 10,000 lb or on list?		
15. PSM EE training at initial assignment, refresher every 3 years.		
16. Hazwoper?		
17. Spray finishing, dipping or coating?		
Subpart I - Personal Protective Equipment	**Comments**	**Areas of Opportunities**
1. Is a written program in place and available?		
2. Is a written certification for hazard assessment completed?		
3. Are affected employees required to use PPE as needed?		
4. Has employee training been documented? Initial and as needed?		
5. Is PPE functional, in good repair and stored properly?		
6. Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?		
7. Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures?		
8. Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?		
9. Are hard hats provided and worn where danger of falling objects exists?		
10. Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, or poisonous substances, falling objects, crushing or penetrating actions?		
11. Are approved respirators provided for regular or emergency use where needed?		
11a. Written respiratory program?		
11b. Medical evaluations?		
11c. Fit testing?		
11d. Don, doff, care and maintenance?		
11e. Voluntary usage, distribution of Appendix D?		
11f. Retrain annually and if needed?		

12. Is all protective equipment maintained in a sanitary condition and ready for use?		
13. Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?		
14. Accountability for PPE usage?		
Subpart J - General Environmental Controls - Accident Prevention Signage		
1. Instruction on accident prevention signs.		
Subpart J - General Environmental Controls - Confined Space Entry	**Comments**	**Areas of Opportunities**
1. Is your facility required to have a written program?		
2 Identification of permit and non-permit required confined spaces?		
2a. Are all confined spaces documented and signage posted?		
3. Are 8-hour entry permits documented?		
4. Have all affected employees received appropriate training?		
5. Is either natural or mechanical ventilation provided prior to confined space entry?		
6. Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?		
7. Is adequate illumination provided for the work to be performed in the confined space?		
8. Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work? Is there an assigned safety standby employee outside of the confined space. when required, whose sole responsibility is to watch the work in process?		
9. Is the standby employee appropriately trained and equipped to handle an emergency?		
10. Is the standby employee or other employees prohibited from entering the confined space without lifelines and respiratory equipment if there is any question as to the cause of an emergency?		
11. Is approved respiratory equipment required if the atmosphere inside the confined space cannot be made acceptable?		
12. Before gas welding or burning is started in a confined space, are hoses checked fo leaks, compressed gas bottles forbidden inside of the confined space, torches lighted only outside of the confined area and the confined area tested for an explosive atmosphere?		
13. If employees will be using oxygen-consuming equipment-such as salamanders, torches, and furnaces, in a confined space-is sufficient air provided to assure combustion without reducing the oxygen concentration of the atmosphere below 19.5 percent by volume?		
14. Whenever combustion-type equipment is used in a confined space, are provisions made to ensure the exhaust gases are vented outside of the enclosure?		
15. Is each confined space checked for decaying vegetation or animal matter which may produce methane?		
16. Have requirements been met for temporary agency or contracted workers?		
17. Rescue procedures established?		
18. Rescue training, same as attendants and rescue duties?		
19. Practice rescues every 12 months?		
20. Rescue members have first aid and CPR training?		
21. Requirements met if using outside rescue services? Response times?		
Subpart J - General Environmental Controls - Hazardous Energy - Lockout/Tagout	**Comments**	**Areas of Opportunities**
1. Is a written program in place and available?		
2. Are employees issued personal, individually keyed locks?		

3. Are employees required to keep personal control of their key(s) while they have safety locks in use?		
4. Is it required that only the employee exposed to the hazard, place or remove the safety lock?		
5. Is it required that employees check the safety of the lock-out by attempting a startup after making sure no one is exposed?		
6. Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?		
7. In the event that equipment or lines cannot be shut down, locked-out and tagged, is safe job procedure established and rigidly followed?		
8. Are machine-specific LO/TO procedures established for all equipment?		
9. Has training been completed for all affected employees?		
10. Refresher training when needed for affected and authorized employees?		
11. Has training been completed for all authorized employees?		
12. Have requirements been met for temporary agency or contracted workers?		
13. Periodic evaluations and inspections performed and certified?		
14. Accountability for performance?		
Subpart K - Medical and First Aid	**Comments**	**Areas of Opportunities**
1. Response time? If needed, personnel must be designated and trained.		
2. If needed, EE training on first aid and CPR.		
Subpart L - Fire Protection - Fire Extinguishers	**Comments**	**Areas of Opportunities**
1. Are extinguishers provided, mounted, properly located and labeled?		
2. Have designated employees been trained, at assignment and annually in the proper use of F.E.'s?		
3. Are monthly inspections performed and documented?		
4. Do all Fire Extinguishers receive annual maintenance, and are appropriately tagged?		
5. Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?		
6. Are extinguishers free from obstructions or blockage?		
7. Are all extinguishers fully charged and in their designated places?		
8. If fire brigade is in place, policies, training - annual and quarterly for interior fire structural fire fighting?		
Subpart M - Compressed Gas and Compressed Air Equipment	**Comments**	**Areas of Opportunities**
Subpart N - Materials Handling & Storage - Powered Industrial Trucks	**Comments**	**Areas of Opportunities**
1. Is a written program in place and available?		
2. Is it site specific and equipment specific?		
3. Are operating employees certified via classroom and hands on training?		
4. Does the certification training meet the requirements of 29CFR1910.178(1)(3), or equivalent? 3 year refreshers?		
5. Is there a designated, qualified person on-site to certify operators?		
6. Do employees routinely utilize seat belts and/or other restraining devices as required?		
7. Are pre-shift inspections documented?		
8. Hazardous locations identified and appropriate PIT?		
9. Wheel chock usage and responsibility?		
Subpart O - Machinery & Machine Guarding	**Comments**	**Areas of Opportunities**
1. Is sufficient clearance provided around and between machines to allow for safe operation, set up, servicing, material handling, and waste removal?		
2. Are rotating or moving parts of equipment guarded to prevent physical contact?		
3. Are all moving chains and gears properly guarded?		

4. Are machinery guards secure and so arranged that they don not offer a hazard in their use?		
5. Is stationary equipment and machinery securely placed and anchored to prevent movement?		
6. Are foot operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?		
7. Is there a power shut off switch within reach of the operators position at each machine?		
8. Are all pulleys and belts that are within 7 ft. of the floor or working level properly guarded?		
9. Are fan blades protected with a guard having openings no larger than 1/2" when operating within 7 feet of the floor?		
10. Are saws used for ripping equipped with anti-kickback devices and spreaders?		
11. Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?		
12. Do all machine guards prevent injuries to the operator and other employees resulting from point of operation, ingoing nip point, rotating parts, flying chip, and spark hazards?		
13. Mechanical power press injuries reported to OSHA?		
Subpart P - Hand and Portable Tools	**Comments**	**Areas of Opportunities**
1. General requirements, guarding, grounding or double insultated?		
Subpart Q - Welding, Cutting and Brazing	**Comments**	**Areas of Opportunities**
1. Hot work permit system?		
Subpart S - Electrical	**Comments**	**Areas of Opportunities**
1. Is the electrical system inspected and maintained in the facility?		
2. Are employees who face the risk of electrical shock (qualified employees) trained in safety related work practices?		
3. Does training for employees who are not qualified persons include this standard (as it applies to their job) and any other electrical safety practices?		
4. Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?		
5. Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?		
6. When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked-out and tagged whenever possible?		
7. Are portable electrical tools and equipment grounded or of the double insulated type?		
8. Are electrical appliances such as vacuum cleaners, polishers, and vending machines grounded?		
9. Do extension cords being used have a grounding conductor?		
10. Are multiple plug adaptors prohibited?		
11. Are ground-fault circuit interrupters installed on each temporary 15 or 20 ampere, 120 volt AC circuit at locations where construction, demolition, modifications, alterations or excavations are being performed?		
12. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?		
13. Are flexible cords and cables free of splices or taps?		
14. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?		
15. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?		
16. Are electrical enclosures such as switches, receptacles, and junction boxes, provided with tight fitting covers or plates?		
17. Clear working spaces (3') in front of panels and control boxes?		
18. Controlled access and markings over 600 V?		

19. Hazardous locations identified?		
Subpart Z -Toxic & Hazardous Substances - Bloodborne Pathogens	**Comments**	**Areas of Opportunities**
1. Has a written exposure control plan been developed?		
2. Is BBP awareness training provided to employees annually? New hires at time of hire?		
3. Have Hepatitis B vaccinations been offered to employees who may have occupationally required exposures?		
4. Necessary PPE has been provided for employees with occupational exposures?		
5. Post exposure follow-up procedures provided as part of the written plan?		
6. Spill and clean up kits available?		
7. Disposal of contaiminants?		
Subpart Z - Toxic & Hazardous Substances - Hazard Communication	**Comments**	**Areas of Opportunities**
1. Is a written program in place and available?		
2. Has initial training been completed and documented for all employees?		
3.Refresher training when needed and documented for all employees?		
4. Is a current inventory of all hazardous substances at the facility maintained?		
5. How and where is this information maintained?		
6. Are all containers of hazardous substances labeled appropriately?		
7. Are MSDS's maintained, current, and do employees know how to use them?		
8. Does the employee training program include:		
a. An explanation of what an MSDS is and how to use and obtain one?		
b. MSDS contents for each hazardous substance or class of substances?		
c. Explanation of "Right to Know?"		
d. Identification of where an employee can see the employers written hazard communication program and where hazardous substances are present in their work areas?		
e. The physical and health hazards of substances in the work area, and specific protective measures to be used?		
f. Details of the hazard communication program, including how to use the labeling system and MSDS's?		
g. Who to contact and what to do in an emergency?		
9. Handling of contractor substances and training?		
10. Are non-routine tasks addressed?		