

Safety Inspection Reference Guide



**California Department of Forestry
and Fire Protection**

Revised 05/08

CAL FIRE

SAFETY INSPECTION GUIDE

TABLE OF CONTENTS

Scope	1
Instructions	2
Determining Priorities for Hazard Correction.....	3
Inspection Guides	
A. Office	
B. Kitchens and Break Rooms	
C. Sleeping Areas and Bathrooms	
D. Laundry Rooms	
E. Weight Rooms	
F. Indoor Air Quality	
G. Equipment Bays	
H. Shops and Work Areas	
I. Grounds	
J. Outdoor Storage	
K. Storage Tanks	
L. Electric Utilities	
M. Sewer and Water	
N. Self Contained Breathing Apparatus – Repair Room	
O. Self Contained Breathing Apparatus – Refill Station	
P. Warehouse	
Q. Aviation	
R. Generator Buildings, Vaults, and Repeater Sites	
S. Lookouts	
T. Mobile Kitchen Unit	

Appendix: State and Federal Posting/Signing Requirements
Facilities and Equipment Safety Inspection Form (CAL FIRE-66)

CAL FIRE **SAFETY INSPECTION GUIDE**

Scope

The purpose of this “Safety Inspection Guide” is to assist supervisors in locating and correcting safety hazards in accordance with State Safety and Health Regulations, the State Labor Code and the Uniform Building Code, and department safety policies (see section 1760, et al)

This guide lists safety and health standards covering various tools, machines, equipment and operations located at Department of Forestry facilities.

Supervisors should remember that mere compliance with this guide is not enough. The ultimate goal of this program is the maintenance of a safe working environment. There may be existing equipment or conditions not covered. This does not relieve the manager-supervisor of responsibility for the correction of any unsafe equipment or condition (Labor Code 6425 and 6401.7) (CCR T8, 3203)

Conservation camp managers should incorporate this inspection guide with their annual joint camp management survey.

Every effort has been made to identify inspection processes for all CAL FIRE fixed facilities. In the event a facility is identified that has no corresponding Facility Safety Inspection Checklist, it is requested that the deficiency be noted and forwarded through the chain of command, to the Departmental Safety Officer.

Instructions

This Safety Inspection Guide is designed to assist CAL FIRE employees while conducting inspections at fixed CAL FIRE facilities. Conducting inspections is a three-step process:

1. Make copies of the attached Facility Equipment Safety Inspection Checklists.
2. Conduct the inspection, utilizing the checklists to note safety deficiencies. In some cases, more than one inspection sheet will need to be utilized for a given facility. For instance, while conducting an inspection of a kitchen/breakroom, you should also utilize the Electrical Utilities and Indoor Air Quality checklists.
3. After the inspections are completed, transfer all safety deficiencies to the Facility-Equipment Safety Inspection Sheet (CAL FIRE-66)
 - a. **Inspected by** – Print name of person conducting the inspection
 - b. **Date** – Date of inspection
 - c. **Station/Location** – The name of the facility you are inspecting (i.e., Shasta Unit HQ's)
 - d. **Reporting Unit** – RCC, SKU, etc
 - e. **Facility** - Office, Warehouse, Sleeping Area, etc.
 - f. **Item No.** – Note the item number for the particular checklist it came from.
 - g. **Hazard** – Identify the specific hazard.
 - h. **Priority** - List the priority, utilizing the “Determining Priorities for Hazard Correction” sheet
 - i. **Correction Needed** – Identify the specific action required to mitigate the hazard
 - j. **Date Corrected** – Identify when the hazard was corrected
 - k. **Initial** – Print the initials of the person who corrected the hazard.

If a safety deficiency is noted which is not identified on one of the check-off sheets, note it on the CAL FIRE-66. Refer to the “Scope” of this guide on how to report equipment conditions or operational procedures not listed. In addition, many “operational procedures” are required which are listed in CAL-OSHA Title 8, Section 3203 or the Illness and Injury Prevention Program (IIPP). As such, they are not covered by this guide.

At the end of each item listed on the check-off sheets are the codes and/or regulations that apply to that particular item. If a number is listed with no reference, it is a CALOSHA California Code of Regulations, Title 8 regulation (CCR T8). All other codes and regulations will cite the reference.

Determining Priorities for Hazard Correction

Priorities are based on two criteria:

1. The **severity** of the injury or damage to property that could result if the hazard is not corrected, and
2. The **likelihood** of an accident if not corrected.

The following tables will help you set priorities for correcting identified hazards.

SEVERITY OF INJURY THAT UNSAFE CONDITION COULD CAUSE		RATING
Catastrophe	Will cause death or severe injury to personnel and/or extensive property damage.	A
Critical	Will cause minor injury and or some property damage.	B
Negligible	Will not result in personal injury or property damage.	C

CLASSIFY HAZARD AS TO LIKELIHOOD OF OCCURRENCE		RATING
Probable	Good chance for occurrence because of frequency of use and/or exposure when used.	1
Reasonably Probable	Slight chance it will occur because of location or infrequent use.	2
Remote	Not likely to occur because of location or condition.	3

HAZARD ASSESSMENT AND ABATEMENT PRIORITIES	RATING
Shut down machine or operation until corrected.	A-1, A-2
Correct immediately.	B-1, A-3
Correct within 30 days.	B-2
Correct within 90 days.	All Others

Use this rating in conjunction with form CAL FIRE-66, Facilities-Equipment Safety Inspection.

Safety Inspection: OFFICE

Location: _____
Inspected by: _____ Date: _____

A. General Work Environment

Y N N/A

1. Are all work areas clean, sanitary, orderly and adequately illuminated? 3317, 3362
2. Is combustible scrap, debris and waste stored safely and removed from the work site promptly? 3273
3. Are all toilets and washing facilities clean and sanitary? 3362, 3366 3362, 3366
4. If separate toilet facilities are not available, are rooms able to be locked from the inside and contain at least 1 water closet? 3364
5. Are toilet rooms equipped with a door and a door latch? 3365
6. Is the work area's ventilation system appropriate for the work being performed? 5142
7. Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning? 5142
8. Are exhaust vents and air intakes so located that contaminated air will not be re-circulated within a building or other enclosed area? 5143
9. Are heating, venting and air conditioning systems (HVAC) inspected annually? 5142
10. Are inspection or maintenance of HVAC documented in writing with name, date, findings and action taken to correct deficiencies? Are records kept for 7 years? 5142
11. Is equipment producing ultra-violet radiation properly shielded?
12. Are all Cal OSHA posters, safety bulletins, OSHA 200, MSDS for chemicals used, minutes of safety meetings, employee training records, posted and/or available? 340, 3203, 5194, 3204, 14301
13. Do all chairs with rollers have 5 legs minimum?
14. Are all class I or II flammable liquids over 1 gallon stored in safety cans?
15. Is class I or II flammable liquids storage limited to 2 gallons maximum in are one office building?
16. Are locations of asbestos noted, training given annually and documented? 5208
17. Are "Caution, Wet Floors" signs in use?
18. Are bookcases and filing cabinets secure to prevent tipping or falling?
19. Are "NO SMOKING" signs posted?

B. Emergency Precautions and First Aid

Y N N/A

20. Are emergency phone numbers posted where they can be readily found in case of an emergency? 3400
21. Are fire evacuation procedures posted? 3220, 3215
22. Are fire evacuation locations posted? 3220, 3215
23. Are first-aid kits readily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 3400
24. Are signs concerning exiting from buildings, room capacities, floor loading, biohazards, exposure to x-ray, microwave, or other harmful radiation or substances posted where appropriate? 3216, 3263

25. Is the IIPP implemented with proper documentation of training and instruction (maintained for 1 year) with, periodic safety inspections and health and safety training? 3203
26. Are exposure/medical records made available through proper channels? 3204

C. Fire Protection

Y N N/A

27. Is the fire detection system tested and adjusted as often as needed to maintain proper reliability and operating condition? 6183
28. Are fire door and shutters in good operating condition? Fusible links in place? 3235
29. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? 3235, 3318
30. Is the automatic sprinkler system's main drain flow test performed annually and documented? Water control valves, air and water pressure checked weekly/periodically? 6170
31. Is the inspector's test valve open at least every 2 years to assure that the sprinkler system works properly? Documented? 6170
32. Are sprinkler heads protected by metal guards when exposed to physical damage? 6170
33. Is proper clearance maintained below sprinkler heads? 6170
34. Are portable fire extinguishers provided at a minimum 2A rated, 75 feet travel distance for Class A Fires? 6151, UFC Standard 10-1
35. Are portable fire extinguishers provided at a minimum 10B rated (light hazard), 50 feet travel distance for Class B fires? 6151, UFC Standard 10-1
36. Are portable fire extinguishers provided for Class C fires based on appropriate pattern for existing Class A or B hazards? 6151, UFC Standard 10-1
37. Are all portable fire extinguishers weighing less than 40 lbs. installed so the top of the extinguisher is no more than 5 feet above the floor and the bottom no less than 4 inches above the floor? UFC Standard 10-1
38. Are all fire extinguishers identified and readily accessible? 6151, UFC Standard 10-1
39. Are all extinguishers subjected to a visual monthly check (documented) and annual maintenance check? 6151, UFC Standard 10-1

D. Stairs and Stairways

Y N N/A

40. Are standard stair rails or handrails on all stairways having four or more risers? 3214
41. Do stairs angle no more than 50 and no less than 30 degrees? 3234
42. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 3231
43. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches? 3231

- 44. Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction, at any point on the rail? 3214 (f)
- 45. Are stair railings of standard height? (34"-38" above surface) 3214
- 46. Does every stairway having 4 or more treads have a hand rail? 3214
- 47. Are risers uniform in height and conform to proper height? 3234
- 48. Are standard railings provided on the open side of exposed stairs? 3214
- 49. Are guardrails equipped with midrails for elevated work locations that are 4' above surrounding areas if existing prior to Jan 1, 1967, otherwise they must be 30" above surrounding area. A 4" toeboard is required at base of railing if over a work area or passage way. 3209, 3210
- 50. Are stairways serving more than 50 people a minimum 44" wide? 3231
- 51. Are stairways serving 50 people or less a minimum 36" wide? 3231
- 52. Are private stairways serving less than 10 people a minimum 30" wide? 3231
- 53. Is the rise of each stair between 4" and 7 1/2"? 3231
- 54. Is headroom clearance not less than 6'6"? 3231

E. Exits

- 55. Are all exits kept free of obstructions? Marked with an exit sign and illuminated by a reliable light source? 3216, 3225
- 56. Are the directions to exits, when not immediately apparent, marked with visible signs? 3216
- 57. Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
- 58. Are there sufficient exits to permit prompt escape in case of an emergency? 3228
- 59. Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load? 3228
- 60. Are doors which serve as exits designed and constructed so that the way of exit travel is obvious and direct? 3235
- 61. Are windows which could be mistaken for exit doors made inaccessible by means of barriers or railings?
- 62. Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied? 3235

F. Workstation Ergonomics

- 63. Are wrist supports present at computer workstations? 5110
- 64. Is the workstation equipped with an anti-glare computer screen? 5110
- 65. Does the working space allow for a full range of work movements? 5110
- 66. Are mechanical aids and equipment provided where feasible? 5110
- 67. Is the work surface height proper and adjustable? 5110
- 68. Is the workstation designed to minimize or eliminate twisting at the waist, static muscle loading, extension of the arms, bending or twisting of the wrist, and elevation of elbows? 5110
- 69. Are the employees' hands or arms subjected to pressure from sharp edges on work surfaces? 5110
- 70. Are armrests and footrests provided where needed? 5110
- 71. Are cushioned floor mats provided for workers who are required to stand for long periods? 5110

- 72. Are chairs and stools provided for workers who are required to stand for long periods? 5110
- 73. Are all task requirements visible from comfortable positions? 5110

G. Electrical

- 74. Are electrical appliances such as vacuum cleaners, polishers, vending machines, extension cords, etc., grounded? 2395.45
- 75. Are 2 pole to 3 pole adapters prohibited? 2510.58
- 76. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? 2500
- 77. Are flexible cords and cables free of splices or taps? 2500.9
- 78. Are all cord and cable connections intact and secure? 2340.1
- 79. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22
- 80. Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 2340.16
- 81. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs or plates? 2340.23
- 82. Are switches, receptacles, etc., provided with tight-fitting covers or plates? 2340.1
- 83. Extension cords are not used as substitutes for fixed wiring? 2500.8
- 84. Are GFCI's installed where required? 2510.58, NEC 210-8

H. Walkways

- 85. Are aisles and passageways kept clear (at least 24 inches wide) and properly illuminated? 3317, 3272
- 86. Are aisles and walkways marked as appropriate? 3272
- 87. Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway? 3272

I. Lockout/Blockout

Y N N/A

- 88. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
- 89. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: KITCHEN/BREAK ROOMS

Location: _____
 Inspected by: _____ Date: _____

A. Housekeeping

- Y N N/A
1. Are range hoods, filters and duct work free from dirt and grease?
 2. Are floors maintained free of water, food and grease?
 3. Is a "SAFE PRACTICES FOR KITCHENS" poster posted in the kitchen area?
 4. Are cutting boards kept clean and tight, no cracks and sanitized regularly?
 5. Are utensils and equipment protected from dirt, dust and mop splash?
 6. Is perishable food kept at temperatures below 45 degrees F?
 7. Is frozen food kept at temperatures below 0 degrees F?
 8. Are heating, venting and air conditioning systems (HVAC) inspected annually? 5142
 9. Are inspection or maintenance of HVAC documented in writing with name, date, findings and action taken to correct deficiencies? Are records kept for 7 years? 5142
 10. If separate toilet facilities are not available, are rooms able to be locked from the inside and contain at least 1 water closet? 3364
 11. Are toilet rooms equipped with a door and a door latch? 3365
 12. Are "NO SMOKING " signs posted ?
 13. Are "Caution: Wet Floors" signs in use?
 14. Are signs posted for food preparers requiring them to wash hands before preparing food? Title 17, 12275
 15. Are all sharp knives properly stored in knife racks?

B. General

- Y N N/A
16. Are accident prevention signs (Danger, Warning, Caution, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

C. Electrical/Utilities

- Y N N/A
17. Are all electrical appliances grounded? 2395.45
 18. Are 2 pole to 3 pole adapters prohibited? 2510.58
 19. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced? 2500
 20. Are flexible cords and cables free of splices or taps? 2500.9
 21. Are all cord and cable connections intact and secure? 2340
 22. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22, NEC110-22
 23. Is the minimum unobstructed clearing around circuit breaker box 30" if 150 volts or 42" if over 150 volts? EXCEPTION: Minimum clearance of 30" for under 150 volts for installations built prior to April 16,1981 2340.16

24. Are switches, receptacles, etc., provided with tight-fitting covers or plates? 2340.23
25. Are GFCI's installed as required (within 36" of sink)? NEC 210-8, 2510.58
26. Is the hot water heater strapped down?
27. Has the hot water heater been drained annually and records kept for 7 years?
28. Is the over temperature pressure relief valve operational? 4493
29. Is the relief valve of galvanized steel or copper terminate at a point 6" above the floor, and does it vent to outside?
30. If the water heater is LPG fueled, is it vented at the floor level to the exterior?

D. Emergency Precautions and First Aid

- Y N N/A
31. Are emergency phone numbers posted where they can be readily found in case of an emergency? 1512, 3400
 32. Are fire evacuation procedures posted? 3220, 3221
 33. Are fire evacuation locations posted? 3220, 3221
 34. Are first-aid kits readily accessible with necessary supplies available, periodically inspected and replenished as needed? 1512, 3400
 35. Are all cold storage rooms maintained with a door that can be opened from the inside? 3249
 36. Is there a fireman's axe kept in the cold storage room near the door? 3249
 37. Is illumination provided and controlled by a switch inside the cold storage room by the door? 3249
 38. Is the temperature maintained above 32 degrees F? 3249
 39. Is there posted outside on the door "Do Not Lock These Doors Until You Are Positive No One Is Inside?" 3249
 40. Is the cold storage locker equipped with an electrically operated audible and visible signal system which can be actuated from the inside, and be seen and heard outside the room? Are both systems on a single control and tested daily? 3249

E. Fire Protection

- Y N N/A
41. Is the fire detection system tested and adjusted as often as needed to maintain proper reliability and operating condition? 6183
 42. Are fire doors and shutters in good operating conditions? 3235
 43. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? 3235, 3318
 44. Is the automatic sprinkler system main drain flow test performed annually and documented? Water control valves, air and water pressure checked weekly/periodically? 6170
 45. Are the inspectors test valve opened at least every 2 years to assure that the sprinkler system operates properly? Documented? 6170

- 46. Do metal guards protect sprinkler heads when exposed to physical damage? 6170
- 47. Is proper clearance maintained below sprinkler heads? 6170
- 48. Are portable fire extinguishers provided at a minimum 2A rated, 75 feet travel distances for Class A fires? 6151, UFC Standard 10-1
- 49. Are portable fire extinguishers provided at a minimum 10B rated (light hazard), 50 feet travel distance for Class B fires? 6151, UFC Standard 10-1
- 50. Are portable fire extinguishers provided for Class C fires based on appropriate pattern for existing Class A or B hazards? 6151, UFC Standard 10-1
- 51. Are all portable fire extinguishers weighing less than 40 lbs. installed so the top of the extinguisher is no more than 5 feet above the floor and the bottom any less than 4 inches above the floor? 6151, UFC Standard 10-1
- 52. Are all fire extinguishers identified and readily accessible? 6151, UFC Standard 10-1
- 53. Are all extinguishers subjected to a visual monthly check (documented) and annual maintenance check? 6151, UFC Standard 10-1
- 54. Are all work areas clean, sanitary, orderly and adequately illuminated? 3317, 3362

F. Lockout/Blockout

Y N N/A

- 55. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
- 56. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: SLEEPING AREAS/BATHROOMS

Location: _____
 Inspected by: _____ Date: _____

A. General Work Environment

- Y N N/A
1. Are work areas clean, sanitary, orderly and adequately illuminated? 3317, 3362
 2. Is the sleep area ventilation system appropriate for the area? 5142
 3. Are toilets and washing facilities clean and sanitary? 3364, 3366
 4. If separate toilet facilities are not available, are rooms able to be locked from the inside and contain at least 1 water closet? 3364
 5. Are toilet rooms equipped with a door and a door latch? 3365
 6. Is non-skid material provided in shower stalls to prevent slipping?
 7. Are "NO SMOKING " signs posted ?
 8. Are exhaust vents and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area? 5143
 9. Are lockers secure so that they will not tip?
 10. Are all Cal OSHA Posters, safety bulletins, OSHA 200, MSDS for chemicals used, minutes of safety meetings, employee training records, posted and/or available? 340, 3203, 5194, 3204, 14301

B. Emergency Precautions and First Aid

- Y N N/A
11. Are emergency phone numbers posted where they can be readily found in case of an emergency?
 12. Are fire evacuation procedures posted? 3220, 3221
 13. Are fire evacuation locations posted? 3220, 3221
 14. Are first-aid kits readily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 3400
 15. Are signs concerning exiting from buildings posted where appropriate? 3216
 16. Are Carbon Monoxide monitors used where appropriate (wood stoves, gas heaters)?
 17. Are signs posted telling employees to wash hands after using bathroom facilities? Title 17, 12275

C. Fire Protection

- Y N N/A
18. Is the fire detection system tested and adjusted as needed to maintain proper reliability and operating condition? 6183
 19. Are fire doors and shutters in good operating conditions? 3235
 20. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? 3235, 3318
 21. Is the automatic sprinkler system main drain flow test performed annually and documented? Water control valves, air and water pressure checked weekly/periodically? 6170
 22. Are the inspectors test valve opened at least every 2 years to assure that the sprinkler system operates properly? Documented? 6170

23. Do metal guards protect sprinkler heads when exposed to physical damage? 6170
24. Is proper clearance maintained below sprinkler heads? 6170
25. Are portable fire extinguishers provided at a minimum 2A rated, 75 feet travel distances for Class A fires? 6151, UFC Standard 10-1
26. Are portable fire extinguishers provided at a minimum 10B rated (light hazard), 50 feet travel distance for Class B fires? 6151, UFC Standard 10-1
27. Are all fire extinguishers identified and readily accessible? 6151, UFC Standard 10-1
28. Are all extinguishers subjected to a visual monthly check (documented), annual maintenance check and documented? 6151, UFC Standard 10-1

D. Walkways

- Y N N/A
29. Are aisles and passageways kept clear? Properly illuminated? 3272
 30. Are aisles and walkways marked as appropriate? 3272
 31. Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway? 3272

E. Stairs and Stairways

- Y N N/A
32. Are standard stair rails or handrails on all stairways having four or more risers? 3214
 33. Do stairs angle no more than 50 and no less than 30 degrees? 3234
 34. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 3231
 35. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches? 3231
 36. Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction, at any point on the rail? 3214 (f)
 37. Are stair railings of standard height? (34"-38" above surface) 3214
 38. Does every stairway having 4 or more treads have a hand rail? 3214
 39. Are risers uniform in height and conform to proper height? 3234
 40. Are standard railings provided on the open side of exposed stairs? 3214
 41. Are guardrails equipped with midrails for elevated work locations that are 4' above surrounding areas if existing prior to jan 1, 1967, otherwise they must be 30" above surrounding area. A 4" toeboard is required at base of railing if over a work are or passage way. 3209, 3210
 42. Are stairways serving more than 50 people a minimum 44" wide? 3231
 43. Are stairways serving 50 people or less a minimum 36" wide? 3231
 44. Are private stairways serving less than 10 people a minimum 30" wide? 3231

45. Is the rise of each stair between 4" and 7 1/2"? 3231
 46. Is headroom clearance not less than 6'6"? 3231

F. Exits

Y N N/A

47. Are all exits kept free of obstructions? Marked with an exit sign and illuminated by a reliable light source? 3216,3225
 48. Are the directions to exits, when not immediately apparent, marked with visible signs? 3225
 49. Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM," etc.?
 50. Are there sufficient exits to permit prompt escape in case of an emergency? 3228
 51. Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load? 3228
 52. Are windows, which could be mistaken for exit doors made inaccessible by means of barriers or railings?
 53. Are doors, which are required to serve as exits, designed and constructed so that the way of exit travel is obvious and direct? 3235
 54. Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied? 3235

G. Electrical/Utilities

Y N N/A

55. Are all electrical appliances grounded? 2510.45
 56. Are 2 pole to 3 pole adapters prohibited? 2510.58
 57. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced? 2500
 58. Are flexible cords and cables free of splices or taps? 2500.9
 59. Are all cord and cable connections intact and secure? 2340.1
 60. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22
 61. Is the minimum unobstructed clearing around circuit breaker box 36" if 150 volts or 42" if over 150 volts? EXCEPTION: Minimum clearance of 30" for under 150 volts for installations built prior to April 16, 1981 2340.16, NEC110-16
 62. Are switches, receptacles, etc., provided with tight-fitting covers or plates? 2340.1, 2745
 63. Are GFCI's installed as required (within 36" of sink)? 2510.58, NEC 210-8
 64. Is the hot water heater strapped down?
 65. Has the hot water heater been drained annually and records kept for 7 years?
 66. Is the pressure relief valve functional on the hot water heater and vented to outside? 4493
 67. Is the relief valve constructed of galvanized steel or copper and does it terminate at a point 6" above the floor?
 68. If the water heater is LPG fueled, is it vented at the floor level to the exterior?

H. Lockout/Blockout

Y N N/A

69. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
 70. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: LAUNDRY ROOM

Location: _____

Inspected by: _____ Date: _____

A. Housekeeping

Y N N/A

1. Are aisles marked? 3272
2. Width of aisles maintained and at least 24" wide and properly illuminated? 3317, 3272
3. Are work areas clean? 3362
4. Is housekeeping maintained? 3362

B. Fire Protection

Y N N/A

5. Is the fire alarm system tested and adjusted as often as needed to maintain proper reliability and operating condition? 6183
6. Is the area protected by a sprinkler system?
7. Is the automatic sprinkler system main drain flow test performed annually and documented? Water control valves, air and water pressure checked weekly/periodically? 6170
8. Are all fire extinguishers accessible, and their locations designated? 6161, UFC Standard 10-1
9. Are all fire extinguishers inspected, and recharged annually, and noted on inspection tag? 6151
10. Is the inspector's test valve open at least every 2 years to assure that the sprinkler system operates properly? Documented? 6170
11. Are sprinkler heads protected by metal guards when exposed to physical damage? 6170
12. Is proper clearance maintained below sprinkler heads? 6170

C. Washing Machines

Y N N/A

13. Is each washing machine equipped with an interlock that will disconnect the current to the drive motor, and prevent starting rotation of the cylinder when the access door to the machine is open. The interlock shall, however enable the operator to inch the machine with access door open. Exceptions: This requirement does not apply to washing machines of 50 lbs. capacity or less which does not rotate more than 100 RPM? 4481(b)

D. Extractor

Y N N

14. Does the Centrifugal extractor have an interlocking device that will disconnect power to prevent cylinder from rotating when access door is open? Interlock shall prevent opening access door while cylinder is rotating. Interlock shall not prevent inching of cylinder or rotation by hand when cover is open. 4482
15. Is the Basket exterior inspected annually? Bearings, bearing blocks and basket shall be thoroughly inspected every two years: and necessary repairs or replacements shall then be made. All inspections shall be recorded, including date, and inspector's name. 4482
16. Does the extractor have a mechanical or electrical brake to stop basket when power is shut off? 4482

E. Drying Tumbler, End Loading

Y N N/A

17. Does the dryer have a device to prevent cylinder rotating while access door is open? Device shall not prevent inching of cylinder. 4485
18. Does the dryer have a means to prevent accidental closing of shell door during loading/unloading (this only applies where door closes via gravity)? 4485
19. Are the dryer exhaust vents checked periodically to remove any lint buildup?

F. General

Y N N/A

20. Are accident prevention signs (Danger, Warning, Caution, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

G. Lockout/Blockout

Y N N/A

21. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
22. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: WEIGHT ROOM

Location: _____

Inspected by: _____ Date: _____

A. Housekeeping

Y N N/A

1. Are work areas adequately illuminated? 3317
2. Are tripping hazards eliminated? 3362
3. Are weights properly maintained? No cracks or obvious deformities?
4. Are all weights, especially free weights secure in holding racks?
5. Are sanitation practices in use? Disinfect weights and benches regularly?
6. Are floor surfaces such that slipping hazards are minimized?
7. Are weight and electrical machines inspected and maintained according to manufacturer's specifications?

B. Electrical

Y N N/A

8. Are all electrical machines grounded? 2395.45
9. Are 2-pole to 3-pole adapters prohibited? 2510.58
10. Are flexible cords and cables free of splices and taps? 2500.9

C. Ergonomics

Y N N/A

11. Are back supports available for weight lifting?
12. Are signs posted for proper lifting techniques?

D. Exits

Y N N/A

11. Are all exits properly illuminated, marked and clear of obstructions? 3216, 3225
13. Are directions to exits, when not immediately apparent, marked with visible signs? 3225
14. Are doors, passageways or stairways that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "Not an Exit", "To Basement", "Storeroom", etc?

E. General

Y N N/A

15. Are accident prevention signs (DANGER, WARNING, CAUTION, General Safety, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

F. Lockout/Blockout

Y N N/A

16. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
17. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: INDOOR AIR QUALITY

Location: _____
Inspected by: _____ Date: _____

A. General facility operation and maintenance

Y N N/A

1. Are heating, ventilating, air conditioning operating cycles scheduled according to whether they are occupied/unoccupied? 5142, 5143
2. Is the HVAC maintenance cycle conducted according to manufacturer's instructions? 5142, 5143
3. Are chemicals used and stored such that vapors do not escape into the HVAC system? 5142, 5143
4. What is the shipping/receiving schedule? Are loading dock vehicles managed to prevent exhaust fumes from entering the HVAC intake duct? 5142, 5143
5. Are odors, dusts, and emissions from painting, roof repair, and other contaminant-producing activities isolated?
6. Are locations of potential asbestos containing material documented? Is annual training given and documented? 5208

B. Housekeeping

Y N N/A

7. Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants? 5142, 5143
8. Is trash stored in a location that will not affect the HVAC system and is refuse removed frequently? 5142, 5143
9. Are pesticides applied in locations and times such that they will not affect airflow? 5142, 5143
10. Do pest control activities occur other than the use of pesticides in a manner which takes into consideration any effect on the HVAC system? 5142, 5143
11. Is storage permitted in furnace room?
12. Are fresh air vents cleaned? 5142, 5143
13. Are Carbon Monoxide monitors used when alternative heating sources are used, i.e., wood stoves?
14. Are proper Hanta Virus procedures used to decrease chance of contamination?

C. Indicators of good IAQ

Y N N/A

15. Are odors confined to locations where they are appropriate?
16. Are conditions clean and sanitary (e.g. minimal dust)?
17. Is the area free of any visible fungal growth or moldy odors (often associated with too much moisture)?
18. Are special sanitary conditions in equipment such as drain pans or cooling towers monitored according to manufacturer guidelines?
19. Are filters properly maintained? 5142, 5143
20. Are walls free of signs of mold or moisture damage (e.g. below windows, at columns, at exterior corners), ceilings, and floors?
21. Are walls and ceilings free of any stains or discoloration? (Note: Make sure that stains are removed after leaks are repaired so that there will be visible evidence if the leak reappears.)

22. Is the area free of smoke damage? (Note: If a fire has occurred involving electrical equipment, determine whether polychlorinated biphenyls (PCBs) may have been released from the equipment.)
23. Are hazardous substances used and stored so that vapors do not escape into the air?
24. Is the potential for soil gas entry (e.g. unsealed openings to earth, wet earth smells) minimized?
25. Are mechanical rooms free of clutter, trash and stored chemicals?
26. Are light fixtures and mechanical equipment free of unusual noises?
27. Is HVAC equipment free of leaks of oil, water, refrigerants or signs of other inadequate maintenance? 5142, 5143
28. Is your building free of uneven temperatures, persistent odors (including tobacco smoke), drafts, sensations of stuffiness, or other signs of occupant discomfort? (Look for propped-open corridor doors, blocked or taped-up diffusers, popped-up ceiling tiles, people using individual fans or heaters, or wearing heavier or lighter clothing than normal.)

D. IAQ problem areas

Y N N/A

29. Is overcrowding kept from causing insufficient ventilation? (Check the capacity the building or space was designed to hold.) 5142, 5143
30. Are vents, dampers, furniture, papers, or other materials kept from causing under-ventilation? 5142, 5143
31. Do ceiling plenums have adequate air movement, even when walls or full-height partitions extend to the floor above?
32. Does the HVAC system adequately respond to special equipment (e.g. copy machines, computer terminals) that create heat sources? 5142, 5143
33. Does the HVAC system maintain appropriate pressure relationships to isolate and contain odors and contaminants in mixed-use buildings and around special use areas attached parking garages, loading docks, print shops, storage areas, kitchens?) 5142, 5143
34. Are vents, exhausts, and air intakes located properly? (Contaminant sources include plumbing vents, exhaust outlets, dumpsters, or loading docks or other locations where vehicles idle.) 5142, 5143
35. Is the space containing the HVAC system clean and dry? (Sources of contaminants include: cleaning or maintenance supplies stored in the mechanical room, dust and dirt buildup on floors and equipment, moisture in mechanical room because of inadequate insulation, lack of conditioned air, or failure to provide for air movement.) 5142, 5143
36. Are exhaust stacks and air intakes so located that contaminated air will not be re-circulated within the building? 5142, 5143
37. Are maintenance records kept which indicate filter changes and service for the previous seven years? 5142, 5143

E. Lockout/Blockout

Y N N/A

38. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
39. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: EQUIPMENT BAYS

Location: _____
Inspected by: _____ Date: _____

A. Housekeeping

Y N N/A

1. Are the aisles marked? 3272
2. Width of aisles at least 24" and illuminated? 3272, 3217
3. Are aisles in good condition?
4. Are work areas clean? 3317, 3363
5. Is housekeeping maintained? No sharp objects interfering with walkways? 3362
6. Are there exposed wiring and cords with frayed or deteriorated insulation? 2500

B. Exits

Y N N/A

7. Are exits properly marked? 3216
8. Are exits free of obstruction? 3216, 3225

C. Fire Protection

Y N N/A

9. Is the fire detection system tested and adjusted as often as needed to maintain proper reliability and operating condition? 6183
10. Are fire door and shutters in good operating condition? Fusible links in place? 3235
11. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? 3235, 3318
12. Is the automatic sprinkler systems' main drain flow test performed annually and documented? Water control valves, air and water pressure checked weekly/periodically? 6170
13. Is the inspector's test valve opened at least every 2 years to assure that the sprinkler system operates properly? Documented? 6170
14. Are sprinkler heads protected by metal guards when exposed to physical damage? 6170
15. Is proper clearance maintained below sprinkler heads? 6170
16. Are portable fire extinguishers provided at a minimum 2A rated, 75 feet travel distance for Class A fires? 6151, UFC Standard 10-1
17. Are portable fire extinguishers provided at a minimum 10B rated (light hazard), 50 feet travel distance for Class B fires? 6151, UFC Standard 10-1
18. Are portable fire extinguishers provided for Class C fires based on appropriate pattern for existing Class A or B hazards? 6151, UFC Standard 10-1
19. Are all portable fire extinguishers weighing less than 40 lbs. Installed so the top of the extinguisher is no more than 5 feet above the floor and the bottom is no less than 4 inches above the floor? 6151, UFC Standard 10-1

D. General

Y N N/A

20. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
21. Are all equipment control valve handles provided with a means for locking out?
22. Are storage cabinets used to hold flammable liquids labeled "Flammable-Keep Fire Away"? 5543
23. Are flammable liquids, such as gasoline, kept in a safety can? 5532
24. If carbon monoxide is present, due to fork lifts, heaters or idling vehicles, are signs posted warning of its presence? 3340
25. Is protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
26. Are work surfaces kept dry or appropriate means taken to assure surfaces are slip-resistant? 3273
27. Are all spilled materials or liquids cleaned up immediately? 5551
28. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground? 3214
29. Is proper storage practiced to minimize the risk of fire including spontaneous combustion? 5173
30. Are overhead doors and automatic safety stop systems well maintained and functioning properly?

E. Air Emissions

Y N N/A

31. Are emissions that occur during vehicle warm-up vented to the outside, or does natural ventilation carry emissions to outside area? 1533

F. Fueling

Y N N/A

32. Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running? 3319

G. First Aid

Y N N/A

33. Do you have emergency eye wash and shower facilities within the immediate work area where employees are exposed to injurious corrosive materials? 5162
34. Are plumbed or self-contained eyewash deluge showers located no more than 10 seconds for an injured person to reach? 5162
35. Are plumbed eye wash/shower equipment activated at least monthly and documented? Other units maintained in accordance with manufacturer's instructions and documented? 5162
36. Do you have first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 1512, 3400

H. Machine Guarding

Y N N/A

37. Is all machinery and equipment kept clean and properly maintained?
38. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?
39. Is equipment and machinery securely placed and anchored, to prevent moving? 3314, 3328
40. Are accident prevention signs (Danger, Warning, Caution, etc.) posted that define specific hazards of the nature such that failure to designate them may lead to accidental injury or property damage? 3340

I. Portable (Power Operated) Tools and Equipment

Y N N/A

41. Are grinders, saws, and similar equipment provided with appropriate safety guards? 3577
42. Are power tools used with the correct shield, guard, or attachment as recommended by the manufacturer? 4184
43. Are rotating or moving parts of equipment guarded to prevent physical contact? 4184
44. Are all cord-connected, electrically-operated tools used by employees at their workplace in good condition? 3556, 3557
45. Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage? 3382

J. Hand Tools

Y N N/A

46. Are hand tools secured and properly stored to prevent injury?
47. Are hand tools serviceable and in good repair? 1699
48. Are hose storage racks adequately secured and in good repair?

K. Battery Charging

Y N N/A

49. Are batteries charged in a properly vented room? 5185
50. Is smoking prohibited in battery charging room? 5185
51. Are facilities provided for flushing spilled electrolyte? 5185
52. Do you prevent open flames, sparks in immediate area? 5185
53. Is local ventilation sufficient to disperse fumes? 5185

L. Jacks

Y N N/A

54. Is the rated load legibly and permanently marked on a prominent location on the jack by casting, stamping or other suitable means. 3562
55. Do jack stand loading exceed rated capacity? 3562
56. Are you sure jack stand loading does not exceed rated capability? 3562

M. Tire Inflation

Y N N/A

57. Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced? 3326
58. Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced? 3326
59. Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge? 3325

60. Is a tire restraining device such as a cage, rack, or other effective means used while inflating tires mounted on split rims, or rims using retainer rings? 3326
61. Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated? 3326

N. Air Compressors

Y N N/A

62. Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked out? 3314
63. Are signs posted to warn of the automatic starting feature of the compressors? 3320
64. Is the belt drive system totally enclosed to provide protection for the front, back, top and sides? 4070
65. If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi? 3301
66. Are permits posted under glass on or near tank in weather proof container? 461
67. Are air tanks requiring a permit inspected by a qualified inspector every 5 years (portable tanks every 3 years.?) Notify DIS. 461

O. Electrical

Y N N/A

68. Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc. and is the cord jacket securely held in place? 2340
69. Are all cord, cable, and raceway connections intact and secure? 2340
70. Do extension cords being used have a grounding conductor? 2395.45
71. Are all electrical raceways and enclosures securely fastened in place?
72. Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosure? 2340.17
73. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates? 2340.23
74. Are electrical enclosures such as switches, receptacles, junction boxes, etc. provided with tight-fitting covers or plates? 2340
75. Are GFCI's installed where required? 2510.58, NEC 210-8

Safety Inspection: WORK AREA/SHOP

Location: _____
Inspected by: _____ Date: _____

A. Personal Protective Equipment

Y N N/A

1. Is personal protective equipment maintained in a sanitary condition and ready for use? 3387
2. Is personal protective equipment stored in convenient locations near the hazardous functions in a manner which provides ready accessibility?
3. Is personal protective equipment functional and in good repair? Does it have ANSI or ASTM specifications marked on it? 3380
4. Are tools or equipment functional and in good repair? 3328

B. Physical Layout

Y N N/A

5. Are emergency exits clearly marked? 3215
6. Is area adequately lighted? 3317
7. Is the floor free of materials that could trip a worker? 3273
8. Is the facility free of live electrical hazards?
9. Is the facility free of environmental hazards – dust, chemicals, radiation, welding rays, heat, cold or excessive noise – that result from job performance? 5141

C. Moving parts considerations

Y N N/A

10. Is the worker protected from injury by or prevented from reaching over moving machinery parts or materials? 4002
11. Are lockout procedures used for machinery parts or materials? 3314
12. Are lockout procedures used for machinery deactivation during maintenance procedures? 3314
13. Are workers prohibited from wearing clothing or jewelry that could get caught in machinery? 3383

D. Ergonomic Considerations

Y N N/A

14. Are workers protected from existing or potential co-workers whose very presence or work operations present hazards? 5110
15. Is the worker aligned to the machine in a way to avoid potentially dangerous or off-balance positions? 5110
16. Is the work flow properly organized (e.g. is the worker required to move too quickly)? 5110
17. Are worker movements analyzed so that potential injuries (e.g. hand or foot injuries, repetitive motion injuries, or strain from lifting) are avoided? 5110
18. Are workers wearing protective clothing or equipment that are appropriate for the job? Does it fit properly? 5110

E. Ladders, Fixed

Y N N/A

19. If a fixed ladder is over 20', is there a ladder cage or safety device? 3277
20. Is the minimum length of rungs 16"? 3277
21. Is the minimum distance from rung to wall 7"? 3277
22. Do the rails extend 3 1/2' above the top of the platform? 3277

F. Ladders, Portable Wood

Y N N/A

23. Are ladders stored in dry, well ventilated locations with support to prevent sagging?
24. Are ladders free from decay, worn parts? 3278
25. Are rungs not more than 12" apart and inset into side rails at least 1/2", or blocked to prevent pulling out? 3278
26. Do ladders have non-slip bases? 3278

G. Ladders, Metal

Y N N/A

27. Do ladders have a "Caution, do not use around electricity" label? 3279
28. Do ladders have non-slip insulation, no dents, no corrosion, and are parts lubricated? 3279
29. Are portable reinforced plastic ladders ANSI approved? 3280

H. Control of Harmful Substances by Ventilation

Y N N/A

30. Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal? 5143
31. Where two or more different types of operations are being controlled through the same exhaust system, will the combination of substances being controlled not constitute a fire, explosion or chemical reaction hazard in the duct? 5143
32. Is adequate makeup air provided to areas where exhaust systems are operating? 5143
33. Is the intake for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment? 5143
34. Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?
35. Are minimum ventilation rates for abrasive blasting operations met? 5151
36. Are internal combustion engines operated inside buildings only when adequate ventilation exists?. 1533

Safety Inspection: WORK AREA/SHOP

I. Noise

Y N N/A

- 37. Are continuous noise levels in the work area below 85 dBA? 5096
- 38. Are noise levels being measured using a sound level meter or an octave band analyzer, and records being kept? 5096
- 39. Is there an ongoing preventative health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection? 5097
- 40. Is the training repeated annually for employees exposed to continuous noise above 85 dBA? 5099
- 41. Have work areas where noise levels make voice communication between employees difficult been identified and posted?
- 42. Is approved and adequate hearing protective equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA? 5098
- 43. If you use ear protectors, are employees properly fitted and instructed in their use and care? 5098

J. Housekeeping

Y N N/A

- 44. Are all walks, ramps, stairs and work areas clear, in good repair and slip resistant? 3272

K. Stairs and Stairwells

Y N N/A

- 45. Are standard stair rails or handrails on all stairways having four or more risers? 3214
- 46. Do stairs angle no more than 50 and no less than 30 degrees? 3234
- 47. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 3231
- 48. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches? 3231
- 49. Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction, at any point on the rail? 3214 (f)
- 50. Are stair railings of standard height? (34"-38" above surface) 3214
- 51. Does every stairway having 4 or more treads have a hand rail? 3214
- 52. Are risers uniform in height and conform to proper height? 3234
- 53. Are standard railings provided on the open side of exposed stairs? 3214
- 54. Are guardrails equipped with midrails for elevated work locations that are 4' above surrounding areas if existing prior to Jan 1, 1967, otherwise they must be 30" above surrounding area. A 4" toeboard is required at base of railing if over a work area or passage way. 3209, 3210

- 55. Are stairways serving more than 50 people a minimum 44" wide? 3231
- 56. Are stairways serving 50 people or less a minimum 36" wide? 3231
- 57. Are private stairways serving less than 10 people a minimum 30" wide? 3231
- 58. Is the rise of each stair between 4" and 7 1/2"? 3231
- 59. Is headroom clearance not less than 6'6"? 3231
- 60. Are guardrails in elevated work areas 42" to 45" high, and securely fastened and free of splinters and burrs? 3209, 3210

L. Storage Areas

Y N N/A

- 61. Are materials that are piled in overhead storage protected from falling by a 4" toe board? 1621, 3209, 3214
- 62. If materials are stacked or piled in overhead storage above the 4" toeboard in the work area, is there some means caging or paneling to prevent objects from falling on workers below? 1621, 3209

M. General

Y N N/A

- 63. If there is not a minimum 6'8" overhead clearance in all passageways, are they padded and marked with yellow and black signs? 3272
- 64. Is evacuation plan posted? 3220
- 65. Are emergency power cut-off switches remote and readily accessible to fuel dispenser pumps? 5572
- 66. Are emergency power cut-off switches signed? 5572
- 67. Are all pipes (vents, etc.) that are tripping hazards painted with high visibility yellow or yellow with black stripes.
- 68. Is drainage available to prevent accumulation of flammable liquids or flammable vapors inside service stations or near discharge pumps? 5579
- 69. Does all wiring conform to Class I, Division I locations, explosion proof? 5574
- 70. Are all heavy equipment backup warning devices operable? 1592
- 71. Are only trained personnel allowed to operate hydraulic lifts or stakesides and forklifts? 3664
- 72. Are hydraulic lifts on stake sides maintained to manufacturers specifications? 3663
- 73. Are requirements for industrial truck operations posted? 3664.

N. Compressors & Compressed Air

Y N N/A

- 74. Are compressors equipped with pressure relief valves and pressure gauges? 3518
- 75. Are air filters installed on the compressor intake?
- 76. Are compressors operated and lubricated in accordance with the manufacturer's recommendations?

Safety Inspection: WORK AREA/SHOP

77. Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked out? 3314
78. Are signs posted to warn of the automatic starting feature of the compressors? 3320
79. Is the belt drive system totally enclosed to provide protection for the front, back, top and sides? 4070
80. If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi? 3301
81. When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?
82. When compressed air is used to inflate auto tires, is a clip-on chuck and an inline regulator preset to 40 psi required? 3325
83. Are permits posted under glass on or near tank in a weather proof container? 461
84. Are all air tanks requiring a permit, inspected by a qualified inspector every 5 years (portable tanks every 3 years) notify DIS. 461

O. Compressed Gas & Cylinders

85. Is all plastic pipe used to convey compressed air have the following permanently marked, but not to exceed 5 foot intervals with the following information? 560
Y N N/A
- Size?
- Manufacturer's name?
- Pressure rating at 73°F and 140°F?
- Material name, specification, AST cell classification, batch number, date of manufacturing?
- The words "compressed air"
- Either schedule or standard
- Dimension ratio?
86. Are all plastic valves and fittings permanently marked with the following: 560
Y N N/A
- Size?
- Manufacturer's name or logo?
- Material name?
87. Are cylinders legibly marked to clearly identify the gas contained? 4649
88. Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs or high temperature lines? 4650
89. Are all cylinders located or stored in areas where they will not be damaged by passing or falling objects, or subject to tampering by unauthorized persons? 4650
90. Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use? 4650
91. Are all cylinders, especially oxygen, at least 20 feet from highly combustible material, especially oil, grease, excelsior, or other substances likely to cause or accelerate fire? 4650

92. Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render them unfit for service?
93. Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinder's bottom?
94. Is a 10#BC fire extinguisher kept nearby when bottled gases are used? 1743

P. Hoist & Auxiliary Equipment

- Y N N/A
95. Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest points of safe travel? 4970
96. Will each hoist automatically stop and hold any load up to 125 percent of its rated load, if its actuating force is removed? 4971
97. Is the rated load of each hoist legibly marked and visible to the operator? 4973
98. Are stops provided at the safe limits of travel for trolley hoists? 4974
99. Are the controls of hoists plainly marked to indicate direction of travel or motion? 4975
100. Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application, while maintaining two full wraps on the drum at all times? 4980
101. Are only employees who have been trained in the proper use of hoists allowed to operate them? 4985, 5506

Q. Powder Actuated Tools

- Y N N/A
102. Are employees who operate powder-actuated tools trained in their use, and carry valid operator cards? 1685
103. Is each powder-actuated tool stored in its own locked container when not being used? 1687
104. Is a sign at least 7" by 10" with bold type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used? 1691
105. Are powder-actuated tools left unloaded until they are actually ready to be used? 1691
106. Are powder-actuated tools inspected for obstructions or defects each day before use? 1691
107. Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors? 1691

R. Portable Tools & Grinders

- Y N N/A
108. Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type? 2395.45
109. Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, air compressors and the like? 3995-4075
110. Are portable fans provided with full guards or screens having openings of ½ inch or less?
111. Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage? 3556

Safety Inspection: WORK AREA/SHOP

112. Is the work rest used and kept adjusted to within 1/8 inch of the wheel of the grinder? 3577
113. Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel? 3578
114. Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter? 3577
115. Are bench and pedestal grinders permanently mounted? 3576
116. Are goggles or face shields always worn when grinding? 3382, 3577
117. Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
118. Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or by other permanent wiring method? 2395-43
119. Does each grinder have an individual on and off control switch?
120. Is a "ring test" performed prior to mounting a new grinding wheel? 3580
121. Has the spindle speed of the grinder been checked to assure maximum operating speed of the grinding wheel will not be exceeded? 3580

S. MACHINE GUARDING

Housekeeping

Y N N/A

122. Are combustible materials eliminated from welding areas? 4848
123. Is all machinery and equipment kept clean and properly maintained?

Personal Protective Equipment

Y N N/A

124. If special hand tools are used for placing and removing material, do they protect the operator's hands? 3330

Lockout Procedures

Y N N/A

125. Can electric power or other energy sources to each machine be locked out for maintenance, repair, or security? 3314, 4413
126. Are energy control procedures developed, written and utilized when employees are cleaning, repairing, servicing or adjusting machinery and equipment? 3314 (f) 1,2,3,4 (g)
127. Are periodic inspections done at least twice a year to ensure the procedure is being followed? 3314 (h) 1,2,3
128. Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects? 4185
129. Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?

Markings

Y N N/A

130. Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

131. Are noise levels within acceptable limits? 5097

General

Y N N/A

132. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal? 3273
133. Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury? 3314, 3328
134. Is there a power shut-off switch within reach of the operator's position at each machine? 4001
135. Are the non current-carrying metal parts of electrically operated machines bonded and grounded? 2395.50
136. Are all moving chains and gears properly guarded? 4075-4184
137. Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?
138. Are machinery guards secure and so arranged that they do not offer a hazard in their use? 3328
139. Are all pulleys and belts that are within 7 ft of the floor or working level properly guarded? 4070
140. Are saws used for ripping, equipped with anti-kick back devices and spreaders? 4300, 4296
141. Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released? 4309
142. Are table saws, jointers and hand fed planers equipped with guards? 4300, 4311
143. Are hand tools serviceable and in good repair? 1699
144. Pneumatically driven nailers and staplers. 1704
145. Airless spray guns 3559.1
146. Is there a suitable exhaust system to handle wood working dust? 4324

T. VEHICLE MAINTENANCE AREA

Housekeeping

Y N N/A

147. Are work areas clean?
148. Is housekeeping maintained? 3362
149. Are all walks, ramps, stairs and work areas clear, in good repair, and slip resistant? 3231, 3272

Exits

Y N N/A

150. Are exits properly marked? 3215

Fire Protection

Y N N/A

151. Is the fire detection system tested and adjusted as often as needed to maintain proper reliability and operating condition? 6183
152. Are fire door and shutters in good operating condition? Fusible links in place?
153. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

Safety Inspection: WORK AREA/SHOP

- 154. Is the automatic sprinkler system's main drain flow test performed annually and documented? Water control valves, air and water pressure checked weekly/periodically? 6170
- 155. Is the inspector's test valve open at least every 2 years to assure that the sprinkler system works properly? Documented? 6170
- 156. Are sprinkler heads protected by metal guards when exposed to physical damage? 6170
- 157. Is proper clearance maintained below sprinkler heads? 6170
- 158. Are portable fire extinguishers provided at a minimum 2A rated, 75 feet travel distance for Class A Fires? 6151, UFC Standard 10-1
- 159. Are portable fire extinguishers provided at a minimum 10B rated (light hazard), 50 feet travel distance for Class B fires? 6151, UFC Standard 10-1
- 160. Are portable fire extinguishers provided for Class C fires based on appropriate pattern for existing Class A or B hazards? 6151, UFC Standard 10-1
- 161. Are all portable fire extinguishers weighing less than 40 lbs. installed so the top of the extinguisher is no more than 5 feet above the floor and the bottom no less than 4 inches above the floor? 6151, UFC Standard 10-1
- 162. Are all fire extinguishers identified and readily accessible? 6151, UFC Standard 10-1
- 163. Are all extinguishers subjected to a visual monthly check (documented) and annual maintenance check? 6151, UFC Standard 10-1
- 164. Is there a minimum 5 BC extinguisher within 100' of fuel pumps? 5581

General

Y N N/A

- 165. Is compressed air for cleaning controlled so as not to cause eye or bodily injury? 3301
- 166. Are storage cabinets used to hold flammable liquids, labeled "Flammable – Keep Fire Away"? 5533
- 167. Are flammable liquids, such as gasoline, kept in a safety can? 5532
- 168. If carbon monoxide is present, due to fork lifts, heaters or idling vehicles, are signs posted warning of its presence? 3340
- 169. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground? 3214

Fueling

Y N N/A

- 170. Are "NO SMOKING" and "STOP YOUR MOTOR" signs in 4" lettering displayed at fueling sites? 5580
- 171. Is it prohibitive to fuel an internal combustion engine with a flammable liquid while the engine is running? 5580
- 172. Do gasoline nozzles have metal to metal contact between vehicle and pump, and are they of the approved type? 5573, 5576
- 173. Are fuel hoses in good conditions, no cracks or obvious defects?

First Aid

Y N N/A

- 174. Do you have emergency eye wash and shower facilities within 10 seconds of the immediate work area where employees are exposed to injurious corrosive materials? Are they flushed monthly and recorded? 5162
- 175. Do you have first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 1512, 3400

U. BATTERY CHARGING

General

Y N N/A

- 176. Are batteries charged in a properly vented room? 5185
- 177. Is smoking prohibited in battery charging room? 5185
- 178. Are facilities provided for flushing spilled electrolyte? 5185
- 179. Do you prevent open flames, sparks in immediate area? 5185
- 180. Is local ventilation sufficient to disperse fumes? 5185

V. LIFTS & JACKS

Lifts – Marking Required

Y N N/A

- 181. Auto lifts manufactured before Aug 17, 1994 shall be labeled with the following information: 3543
 - Name of Manufacturer. 3543
 - Either the division approval, number, or statement of compliance with ANSI B153.1-1974, 3543
 - Capacity. 3543
 - Date of Installation. 3543
- 182. Auto lifts manufactured after Aug 17, 1994 shall be labeled or provided with a statement of compliance indicating the lift was manufactured to conform to the requirements of ANSI ALI B153.1-1990. 3543
- 183. Labels shall be legibly stamped etched or embossed or a durable plate which can be permanently attached to the lift. 3543

Control mechanisms for hydraulic lifts

Y N N/A

- 184. Every hydraulic lift shall be equipped with a readily accessible direct control device which will automatically return to the neutral or "off" position upon release by the operator. Adapters or other alterations which will render the normal functions of the control device inoperative shall not be used. 3544

Jacks

Y N N/A

- 185. Is the rated load legibly and permanently marked on a prominent location on the jack by casting, stamping or other suitable means. 3562
- 186. Jack stand loading does not exceed rated capacity? 3562

Safety Inspection: WORK AREA/SHOP

W. WELDING AREA

Housekeeping

Y N N/A

187. Are fire flash curtains or screens used to protect persons in areas adjacent to welding area? 3382
188. Are work areas clean? 3362
189. Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment? 4799
190. Does each operator have a copy of the appropriate operating instructions and are they directed to follow them? 4848
191. Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?
192. Are cylinders kept away from sources of heat? 1740
193. Are signs reading "DANGER NO SMOKING, MATCHES, OR OPEN LIGHTS" or the equivalent posted?
194. Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose? 4839
195. Are pressure-reducing regulators used only for the gas and pressures for which they are intended? 4838
196. Under wet conditions, are automatic controls for reducing no load voltage used?
197. Is grounding of the machine frame and safety ground connections of portable machines checked periodically? 4850, 4851
198. Are only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used? 4845
199. Are the cylinders kept away from elevators, stairs, or gangways? 4650
200. Are empty cylinders appropriately marked and their valves closed?
201. Is a check made for adequate ventilation in and where welding or cutting is performed? 5150
202. Are ventilation and PPE requirements in use for abrasive blasting operations? 5151
203. Are ventilation and PPE requirements in use for spray coating operations? 5153

Personal Protective Equipment

Y N N/A

204. Are employees wearing appropriate footwear? 3385
205. Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials? 3382
206. 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? 3382, 384, 3380
207. Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals? 3380, 3382, 3384
208. Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?
209. Are fire flash curtains provided and used where welding occurs in a non-isolated shop area? 3382

Air Emissions

Y N N/A

210. If hazardous materials are used in the welding area, are they appropriately labeled? 5150

Lockout Blockout Procedures

Y N N/A

211. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
212. Are all equipment control valve handles provided with a means for locking out?

X. WORK AREA/SHOP

Tire Inflation

Y N N/A

213. Where tires are mounted and/or inflated on drop center wheels, is a safe practice procedure posted and enforced? 3326
214. Where tires are mounted and/or inflated on wheels with split rims and/or retainer rings, is a safe practice procedure posted and enforced? 3326
215. Does each tire inflation hose have a clip-on chuck with at least 24 inches of hose between the chuck and an in-line hand valve and gauge? 3325
216. Does the tire inflation control valve automatically shut off the air flow when the valve is released? 3325
217. Is a tire restraining device such as a cage, rack or other effective means used while inflating tires mounted on split rims, or rims using retainer rings? 3326
218. Are employees strictly forbidden from taking a position directly over or in front of a tire while it's being inflated? 3326

Y. MATERIAL HANDLINGS

Y N N/A

219. Are containers stored stacked, blocked and limited in height so they are stable and secure?
220. Are loading plates posted with maximum loads in pounds per foot for permanent storage locations?
221. Are there no deformation or excessive deflection of structural members due to overloading?

Z. ATTIC

Y N N/A

222. If rodent droppings are present, are proper Hanta Virus protection measures used for cleanup?

AA. ELECTRICAL

Y N N/A

223. Are all cord, cable, and raceway connections intact and secure? 2340
224. Do extension cords being used have a grounding conductor? 2395.45
225. Are all electrical raceways and enclosures securely fastened in place? 2340

Safety Inspection: WORK AREA/SHOP

226. Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosure? 2340.17
227. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates? 2340.23
228. Are electrical enclosures such as switches, receptacles, junction boxes, etc. provided with tight-fitting covers or plates? 2340.23
229. Are all electrical appliances grounded? 2395.45
230. Are 2 pole to 3 pole adapters prohibited? 2510.58
231. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced? 2500
232. Are flexible cords and cables free of splices or taps? 2500.9
233. Are all cord and cable connections intact and secure? 2340.16
234. Are panel boxes unobstructed by 30" if 150 volts or less, or 42" if over 150 volts? 2340, NEC 110-16, 2340.16
EXCEPTION: Minimum clearance of 30" for under 150 volts for installations built prior to April 16, 1981
235. Are GFCI's installed where required? 2510.58, NEC 210-8

BB. HAZARDOUS CHEMICAL EXPOSURE

Y N N/A

236. Are plumbed or self-contained eyewash/deluge showers located no more than 10 seconds for an injured person to reach? 5162
237. Are plumbed eyewash/shower equipment activated at least monthly and documented? Other units maintained in accordance with manufacturers instructions and documented? 5162

Safety Inspection: GROUNDS

Location: _____
Inspected by: _____ Date: _____

A. General

Y N N/A

1. Are there no signs of physical contamination: dead vegetation, noticeable stains on the ground, standing oil?
2. Could activities on adjacent properties will not pose any environmental risks?
3. Are flag poles in a good state of repair and properly anchored?
4. Are light poles in a good state of repair and properly anchored?
5. Is automatic nighttime lighting functioning properly?
6. Are sprinkler heads below ground to avoid tripping hazards?
7. Are signs posted for outdoor heating-ventilating and air conditioning units that they may automatically start at any time? 3320
8. Are any pits, ditches, etc. guarded by visible barricades? 3273
9. Are volleyball, and game areas free of depressions and loose material, maintained 6' outside of court boundaries; foul line spike area painted on both sides of net at least 2' apart?
10. Are hose washing areas in good repair, wood wash rack with no splinters, appropriate means taken to assure concrete surfaces are slip resistant?
11. Are main water, gas and electrical shutoffs signed and shown on station fire plan?
12. Do all water outlets not extend within 2 1/2" of the rim of wash basins, tank or other receptacle unless it is equipped with a "back flow" preventer?
13. Are all vertical pipes, vents, guy lines, etc., clearly identified with high visibility yellow paint, or yellow and black stripes, or guarded against tripping?
14. Are fences and gates in good repair?
15. Are outlets for non-potable water posted so that employees know the water is unsafe to drink, wash, cook or for other personal service purposes? 3363
16. Are accident prevention signs (Danger, Warning, Caution, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

B. Underground Storage Tanks

Y N N/A

17. Do you have any underground storage tanks (UST) in use at this time? If so, notify CDF Tech Services. Title 23, Section 2711
18. Does your facility have any old unused USTs on the premises? If so, notify CDF Tech Services. Title 23, Section 2711
19. Do you store any hazardous materials in USTs? If so, notify CDF Tech Services. Title 23, Section 2711
20. Do you store any petroleum products in USTs? If so, notify CDF Tech Services. Title 23, Section 2711
21. Has your facility notified the appropriate state agency about its USTs? Title 23, Section 2711

22. Have you determined and used the proper EPA, local or state notification form? Title 23, Section 2711
23. Is there a method of release detection for all new and existing USTs? Title 23, Section 2711
24. Do you know and follow release reporting, investigation and confirmation procedures? Title 23, Section 2711

C. Fire Protection

Y N N/A

25. Are fire hose cabinets in a good state of repair, and painted red with the word "FIRE"
26. Are hoses and nozzles in a good state of repair?

D. Electrical

Y N N/A

27. Are outside plugs of the GFCI type? 2510.58
28. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22
29. Is the manufacturer of electrical equipment identified on the equipment? 2522.30
30. Are the necessary voltage, wattage, or current ratings labeled? 2340.21
31. Do circuit breakers clearly indicate whether they are in the "on" or "off" position? 2390.81
32. Are portable electrical tools and equipment grounded or of the double insulated type? 2395.45
33. Are service drops in a good state of repair with adequate clearance for vehicles? 2375.18

E. Stormwater Runoff

Y N N/A

34. Are any areas (parking lots, excavation area, refuse areas) where stormwater runoff occurs, protected from being contaminated with hazardous pollutants? Title 22, CCR Section 66264.251

F. Hazardous Waste Storage

Y N N/A

35. If hazardous waste is stored on the grounds, are all hazardous waste requirements complied with? (See "out door storage" and "storage tanks")

G. Lockout/Blockout

Y N N/A

36. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
37. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: OUTDOOR STORAGE ROOM

(Gas houses, chemical storage, hazardous storage, paint lockers)

Location: _____
 Inspected by: _____ Date: _____

A. Aisles and Work Areas

- Y N N/A
1. Are all work areas clean, sanitary, orderly and adequately illuminated? 3317, 3362
 2. Are combustible scrap, debris and waste stored safely and removed from the work site promptly? 3273, 3362
 3. Do storage shelves have a 4" toe board to prevent containers from falling? 1621

B. General

- Y N N/A
4. Are accident prevention signs (Danger, Warning, Caution, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

C. Exits

- Y N N/A
5. Are all exits kept free of obstructions? Marked with an exit sign and illuminated by a reliable light source if needed? 3216,3225

D. Ladders

- Y N N/A
6. Are fixed ladders in good condition, securely attached. Caged or climbing device of over 20 feet high, rungs inset or blocked if made of wood? 3277

E. Electrical/Utilities

- Y N N/A
7. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced? 2500
 8. Are flexible cords and cables free of splices or taps? 2500.9
 9. Are all cord and cable connections intact and secure? 2340
 10. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22
 11. Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 2340.16
 12. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs or plates? 2340.23
 13. Are switches, receptacles, etc., provided with tight-fitting covers or plates? 2745
 14. Is the minimum unobstructed clearing around circuit breaker box 36" if 150 volts or 42" if over 150 volts? EXCEPTION: Minimum clearance of 30" for under 150 volts for installations built prior to April 16, 1981. 2340.16
 15. Are all plugs insulated or dead-front type? 2510.56
 16. Do outside plugs have proper covering for weatherproofing, grounded and include a grounding conductor? 3299

17. Is a circuit breaker provided at remote location to shut off all dispensing devices in case of an emergency? 5572

18. Are GFCI's installed where required? 2510.58, NEC 210-8

F. LP Gas

- Y N N/A
19. Is LPG stored, handled and used in accordance with safe practices and standards? 475
 20. Are "NO SMOKING" signs posted on LPG tanks? 489
 21. Are LPG tanks guarded to prevent damage from vehicles? 477

G. Use and Management of Containers

- Y N N/A
22. Are fuel gas cylinders and oxygen cylinders separated by distance and fire resistive barriers? 4650
 23. Are all solvent wastes and flammable liquids kept in fire resistant covered containers until removed from the site? 3313
 24. Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly? 5551
 25. Is proper storage practiced to minimize the risk of fire including spontaneous combustion? 5177
 26. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? 5417
 27. Are all flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans, etc.?) 5417, 5420
 28. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing? 5549
 29. Are safety cans used for dispensing flammable or combustible liquids at a point of use? 5532
 30. Are all spills of flammable or combustible liquids cleaned up promptly? 5551
 31. Are areas where containers are stored inspected for leaks at least weekly?
 32. Are fire and outdoor storage requirements met? 5542

H. Hazardous Chemical Exposure

- Y N N/A
33. Are all chemical containers containing flammable liquids marked with contents name, and hazards? 5417
 34. Are plumbed or self-contained eyewash/deluge showers located no more than 10 seconds for an injured person to reach? 5162
 35. Are plumbed eyewash/shower equipment activated at least monthly and documented? Other units maintained in accordance with manufacturers instructions and documented? 5162
 36. Is emergency information posted in every area where you store hazardous waste? 5194

37. Are protective goggles or face shields, aprons and gloves provided where there is a danger of flying particles or corrosive materials, cuts or chemicals? 5194

I. Waste Storage

Y N N/A

38. Does each accumulation container meet the hazardous waste container requirements? Title 22, CCR Section 66262.34d
39. Is each accumulation container marked with the words "Hazardous Waste"? Title 22, CCR 66262.31
40. Are satellite accumulation containers routinely checked to make sure that no one container has accumulated more than 55 gallons of hazardous waste? Title 22, CCR 66262.34E
41. Is there an inventory of hazardous materials on site? 5194

J. Fire Protection

Y N N/A

42. Is the fire detection system tested and adjusted as often as needed to maintain proper reliability and operating condition? 6183
43. Is the automatic sprinkler system main drain flow test performed annually and documented? Water control valves, air and water pressure checked weekly/periodically? 6170
44. Are the inspectors test valve opened at least every 2 years to assure that the sprinkler system operates properly? Documented? 6170
45. Do metal guards protect sprinkler heads when exposed to physical damage? 6170
46. Is proper clearance maintained below sprinkler heads? 6170
47. Are portable fire extinguishers provided outside the door, minimum 10B rated and not more than 10 feet travel distance? 5543
48. Are "No Smoking or Open Flame" signs posted? 5543
49. Are all portable fire extinguishers weighing less than 40 lbs. installed so the top of the extinguisher is no more than 5 feet above the floor and the bottom any less than 4 inches above the floor? 6151, UFC Standard 10-1
50. Are all fire extinguishers identified and readily accessible? 6151, UFC Standard 10-1
51. Are all extinguishers subjected to a visual monthly check (documented), annual maintenance check and documented? 6151, UFC Standard 10-1

Safety Inspection: STORAGE TANKS

Location: _____
Inspected by: _____ Date: _____

A. Scope

Y N N/A

- 1. Do you have any aboveground storage tanks (AST) at your facility?
- 2. Do you have underground storage tanks? If yes, notify Tech Services.

B. General

Y N N/A

- 3. Are there any apparent signs of physical contamination: dead vegetation, noticeable stains on the ground, standing oil?
- 4. Are valves inspected for signs of leakage or deterioration?
- 5. Are inlet and outlet piping and flanges inspected for leakage?
- 6. Are cylinders legibly marked to identify the gas contained in them? 4649
- 7. Are cylinders stored in a manner to prevent them creating a hazard by tipping, falling, or rolling? 1740, 4650
- 8. If welding gases are stored, are oxygen and acetylene tanks separated by a 5-foot non-combustible barrier or a distance of 20'? 1740
- 9. Are "Keep Spark and Open Flame Away" and "Keep Oil and Grease Away" signs posted for oxygen cylinders? 4845

C. State and/or Local Requirements

Y N N/A

- 10. Have you notified the appropriate local agency about your ASTs?

D. Hazard Communication Labels

Y N N/A

- 11. Do you store any hazardous materials in ASTs?
- 12. Are tanks containing hazardous materials appropriately labeled with chemical name and hazard warning? 5194

E. Hazardous Waste Storage

Y N N/A

- 13. Do you store hazardous wastes in the AST?
- 14. If yes, are all hazardous waste requirements complied with? Title 22, CCR Section 66262.34d
- 15. Is emergency information posted near the AST? 5194
- 16. Is the necessary emergency equipment available, spill control supplies, absorbents, MSDSs? 5194

F. Flammable/Combustible Liquids Storage

Y N N/A

- 17. Do you store flammable or combustible liquids in your AST?
- 18. Have you complied with all storage requirements? 4650

G. Oil Pollution Prevention

Y N N/A

- 19. Does the AST have adequate secondary containment safeguards or an oil spill contingency plan? Title 22, CCR 66264.193d
- 20. Is the containment dike or berm in satisfactory condition? 5595
- 21. Are the gate valves used for emptying the containment areas secured?

H. Storm Water Runoff

Y N N/A

- 22. Are any areas (parking lots, excavation area, refuse areas) where stormwater runoff occurs, protected from being contaminated with hazardous pollutants? Title 22, CCR Section 66264.251

I. LP Gas

Y N N/A

- 23. Are "NO SMOKING" signs posted on liquefied petroleum gas tanks? 489
- 24. Are liquefied petroleum storage tanks guarded to prevent damage from vehicles? 477
- 25. "FLAMMABLE" must be painted on each side of tank so it is readily visible (not required if under 60 gallons). Letters 1 1/2" high are to be used on tanks of 500 gallons and 4" letters on tanks over 500 gallons. 489
- 26. "NO SMOKING, OPEN FLAMES OR OTHER SOURCE OF IGNITION PERMITTED WITHIN 50 FEET" must be painted on tank or on an adjacent sign (minimum letters of 1 1/2"). NOTE: The distance must be 10' for tanks 60 to 575 gallons, 25' for tanks 576 to 2,000 gallons, and 50' for tanks over 2,000 gallons. 489
- 27. Do you have a permit to operate an LPG tank if greater than 125 gallon capacity? 470
- 28. Is the permit to operate readily available on the premise and available to any qualified inspector? 470
- 29. Are LPG tanks inspected every 3 years if it is used as a dispensing unit, trap tank or skid tank? 470
- 30. Are LPG tanks inspected every 5 years if it is used as a transportation, mobile fuel or storage tank? 470

J. Diesel & Gas - AST Signing

Y N N/A

- 31. Emergency power shutoff clearly marked and easily accessible at a remote location from fuel dispensing device? 5572
- 32. If AST containing class I liquids are adjacent to buildings, is the vent system 12' above the adjacent ground and a minimum 5' away from building openings? 5594

K. Lockout/Blockout

Y N N/A

- 33. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
- 34. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: ELECTRICAL UTILITIES

Location: _____
Inspected by: _____ Date: _____

A. Housekeeping

Y N N/A

1. Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? 2420

B. Fire Protection

Y N N/A

2. Do you have electrical installations in hazardous dust or vapor areas? If so, do they meet the National Electrical Code (NEC) requirements for hazardous locations? 2540.1, 2440.2, 2540.3, NEC 500-2
3. Are circuit breakers accessible to personnel, protected from physical damage, and located away from ignitable material? 2340.26, 2340.27, NEC 110-16

C. Markings

Y N N/A

4. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22, NEC 110-22
5. If disconnecting switch can be opened under load, is a sign posted saying "Warning- Disconnecting Switch – Do Not Open Under Load"? 2835
6. Is the continuous current rating, maximum voltage rating and momentary current ratings marked on disconnecting switches? 2835
7. Is the manufacturer of electrical equipment identified on the equipment? 2522.30, 2522.90, NEC 110-21
8. Are the necessary voltage, wattage, or current ratings labeled? 2340.21, 2840, NEC 110-21
9. Do circuit breakers clearly indicate whether they are in the "on" or "off" position? 2390.81
10. Are box covers permanently marked "High voltage"? 2753
11. Is electrical protective equipment marked according to class and type? (Class indicates appropriate voltage; type indicates ozone resistance.)

D. General

Y N N/A

12. Are workers wearing proper protective equipment, such as gloves and sleeves? 2320.2
13. Is protective grounding equipment provided and capable of carrying the maximum fault current that could flow at the point of grounding for the time necessary to clear the fault? 2739, NEC 250.45
14. Are portable electrical tools and equipment grounded or of the double insulated type? 2395.45, NEC 250.45 (c)
15. Are GFCIs installed as required? 2510.58, NEC 210-8
16. Are all temporary circuits protected by suitable disconnecting switches or plug connect at the junction with permanent wiring? 2405.2
17. Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc. and is the cord jacket securely held in place?
18. Are all cord, cable, and raceway connections intact and secure?
19. Do extension cords being used have a grounding conductor? 2395.59, NEC 305-6 (b)

20. 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? 2405.4, NEC 305-6 (a)
21. Are all electrical raceways and enclosures securely fastened in place? NEC 300-11
22. Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosure? 2340.17
23. If the bottom of disconnecting switch enclosure is less than 8 feet above the floor, is door or cover locked? 2835
24. If disconnecting switch is mounted indoors, is there a suitable barrier on both sides? 2835
25. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates? 2340.23, NEC 373-4
26. Are electrical enclosures such as switches, receptacles, junction boxes, etc. provided with tight-fitting covers or plates? 2745
27. Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or greater than the rating of the motor it serves? 2530.83
28. Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 2340.16, NEC 110-16
29. Do motors driving machines or equipment which could cause injury from inadvertent starting, provide low voltage protection in the control device? 2530.43 2530.82
30. Is each motor disconnecting switch or circuit breaker located within sight of the motor control device? 2522.26, 2530.102, 2530.86, NEC 430-102 (a)
31. Is mechanical equipment operated so that minimum approach distances from exposed energized lines and equipment are maintained? 2756
32. Are all requirements followed for power generating plants when appropriate? 2575
33. Is the panel box unobstructed by 36" if 150 volts or 42" if over 150 volts? 2340.16, NEC 110-16
(EXEPTION: Minimum clearance of 30" for under 150 volts for installations built prior to April 16, 1981)

E. Lockout/Blockout

Y N N/A

34. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
35. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: SEWER & WATER SYSTEM

Location: _____
Inspected by: _____ Date: _____

A. Housekeeping

Y N N/A

1. Is water source (well, spring, etc.) in a sanitary condition, clean and sealed from contamination? Title 22, CCR 64427
2. Is treatment (if required) utilized and operating according to manufacturer's specifications? Title 22, CCR 60435, HSC 4057
3. Are water treatment chemicals stored according to manufacturer's recommendations?

B. Storage Tanks

Y N N/A

4. Are drinking water storage tanks cleaned and sanitized a minimum of once a year?
5. Are storage tank vent openings screened with "window screen" fabric? UPC 607.0
6. Are tank lids sealed? UPC 607.0
7. Are water level floats and valves functioning properly?
8. When cleaning tanks, are confined space requirements followed? 5156
9. Is tank structurally sound? Title 22 CCR, 64401.40
10. Is all tank plumbing properly secured to tank? Title 22, CCR, 64401.40

C. Pump House

Y N N/A

11. Are Hanta Virus procedures followed for cleanup?
12. Is pump house clean, sanitary, orderly and adequately illuminated? 3317, 3362
13. Are floor drains functioning as required? UPC 410.0
14. Are pressure relief valves installed on pressure tanks? UPC 608.3
15. Does system pressure exceed tank design? UPC 608.2
16. Are system gauges functioning correctly? Title 22, CCR, 64401.40

D. Electrical

Y N N/A

17. Is electrical equipment such as extension cords grounded? 2510, 2395, NEC 305-6(b)
18. Are multiple plug adapters prohibited? NEC 250.45
19. Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? 2420
20. Are flexible cords and cables free of splices or taps? 2510.9
21. Are all cord and cable connections intact and secure? 2500
22. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22, NEC 110-22
23. Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 2340.16, NEC 110.16
24. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs or plates? 2340.23, NEC 373-4

25. Are switches, receptacles, etc., provided with tight-fitting covers or plates? 2745

26. Is all electrical equipment clearly marked for voltage and manufacturer? 2340.21, NEC 110-21

E. Septic Tanks

Y N N/A

27. Are lids sound and secure?
28. Is the tank structurally sound?
29. Is there any evidence of leaking tanks (surfacing)?

F. Leach Field

Y N N/A

30. Any evidence of standing water caused by surfacing in the leach field area?
31. Are leach field line distribution boxes secure and sealed?

G. Lift Stations

Y N N/A

32. Is housekeeping maintained? 3362
33. Is lid structurally sound? 3213
34. Is space adequately vented and screened with fabric? 5141
35. Any evidence of surfacing?
36. Does inside tank maintenance require confined space procedures? 5156
37. Does all electrical within the area meet Division 1, Class 1 (explosion proof)? 2540, NEC 500-2
38. Are proper lock out/tag out procedures followed prior to maintenance? 3314

H. Sewage Collection System

Y N N/A

39. Are manholes structurally sound, sealed and secured? 3213
40. Are Confined Space procedures followed when entering a manhole? 5156

I. Ponds

Y N N/A

41. Are ponds adequately signed per waste discharge requirements?
42. Is there evidence of dike erosion?
43. Is there any vegetation other than grass present on dikes?
44. Is there any evidence of leaking?
45. Are life preservers available and in sufficient quantity for employees working around ponds and open tanks? Title 8, CCR Section 1602

J. Spray Field

Y N N/A

46. Is housekeeping maintained? 3362
47. Any evidence of surfacing?

48. Do all electrical components within the area meet Division 1, Class 1 (explosion proof)? 2540, NEC 500-2
49. Is area clearly marked and signed?
50. Does spray mist drift away from habitable areas?
51. Are dikes bermed?

K. Hazardous Chemicals Storage and Exposure

Y N N/A

52. Are all chemical containers containing flammable liquids and hazardous chemicals marked with contents, name and hazards? 5417
53. Is emergency information posted in every area where you store hazardous waste and chemicals? 5194
54. Are protective goggles or face shields, aprons and gloves provided where there is a danger of flying particles or corrosive materials, cuts or chemicals? 5194

L. Lockout/Blockout

Y N N/A

55. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
56. Are all equipment control valve handles provided with a means for locking out?

NOTE

- Septic tank systems follow county codes for environmental health
- Waste discharge systems (i.e., sewer ponds, spray fields) require permits. Waste discharge permits are issued from the Regional Water Quality Control Board and may have varied requirements.

WORKPLACE AUDIT/INSPECTION REPORT

SCBA Repair Room

Location: _____
Inspected by: _____ Date: _____

A. Housekeeping

Y N N/A

1. Are tools or equipment functional and in good repair? 3556

B. General

Y N N/A

2. Are technicians certified in breathing apparatus repair?
3. Are tools adequate for job? 3556
4. Are machines properly calibrated?

C. Physical Layout

Y N N/A

5. Are emergency exits clearly marked? 3216, 3225
6. Is the work area properly ventilated? Are doors or windows usually open or closed? 5141
7. Is area adequately lighted? 3317
8. Is the floor free of materials that could trip a worker? 3273
9. Is the facility free of line electrical hazards?
10. Is the facility free of environmental hazards, dust, chemicals, radiation, welding rays, heat, cold or excessive noise that result from job performance? 5141

D. Moving Parts Considerations

Y N N/A

11. Is the facility free of existing or potential motion hazards (e.g. machinery or processes where movement of tools, machine elements, or particles could exist; or movement of personnel that could result in collision with stationary objects)? 4002

E. Temperature and Chemical Considerations

Y N N/A

12. Are adequate engineering and protective steps taken to protect workers from sources of harmful exposure? 5141

F. Impact, Laceration, Penetration and Compression Considerations

Y N N/A

13. Are workers protected from existing or potential falling objects or potential dropping objects (e.g. manlifts in warehousing, stacked pallets, using dollies, shipping areas)? 3241

G. Ergonomic Considerations

Y N N/A

14. Is the work flow properly organized (e.g. is the worker required to move too quickly)? 5110
15. Are worker movements analyzed so that potential injuries (e.g. hand or foot injuries, repetitive motion injuries, or strain from lifting) are avoided? 5110

H. Fire Protection

Y N N/A

16. Are all fire extinguishers accessible and their locations clearly designated? 6151

I. Lockout/Blockout

Y N N/A

17. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
18. Are all equipment control valve handles provided with a means for locking out?

WORKPLACE AUDIT/INSPECTION REPORT

SCBA Refill Station

Location: _____

Inspected by: _____ Date: _____

A. Housekeeping

Y N N/A

1. Is personal protective equipment maintained in a sanitary condition and ready for use? 3387
2. Is personal protective equipment stored in convenient locations near the hazardous functions in a manner which provides ready accessibility?
3. Is personal protective equipment functional and in good repair? Does it have ANSI or ASTM specifications marked on it? 3380
4. Are tools or equipment functional and in good repair? 3328

B. Physical Layout

Y N N/A

5. Where are exits in relation to operations? Are emergency exits clearly marked? 3216
6. How is each work area ventilated? Are doors or windows usually open or closed? 5141
7. Is area adequately lighted? 3317
8. Is the floor free of materials that could trip a worker? 3273, 3362
9. Are transportation carriages utilized?

C. Moving Parts Considerations

Y N N/A

10. Are door locks on refill bays functional?
11. Is the facility free of existing or potential motion hazards (e.g. machinery or processes where movement of tools, machine elements, or particles could exist; or movement of personnel that could result in collision with stationary objects)? 4002
12. Do safeguards exist that would keep a worker from being tempted to reach into moving machine parts? 4002
13. Is the worker protected from getting caught in or between machinery parts? 4002
14. If compressor starts automatically, is it properly signed? 3320

D. Temperature and Chemical Considerations

Y N N/A

15. Are adequate engineering and protective steps taken to protect workers from sources of harmful exposure? 5141
16. Is the carbon monoxide monitor at proper level? 5144

E. Hearing Considerations

Y N N/A

17. Are noise levels moderate enough to allow worker communication? 5098
18. Are workers protected from sources of excessive noise? 5098

F. Ergonomic Considerations

Y N N/A

19. Is the work flow properly organized (e.g. is the worker required to move too quickly)? 5110
20. Are worker movements analyzed so that potential injuries (e.g. hand or foot injuries, repetitive motion injuries, or strain from lifting) are avoided? 5110
21. Is the worker aligned to the machine in a way to avoid potentially dangerous or off-balance positions? 5110

G. Fire Protection

Y N N/A

22. Are all fire extinguishers accessible and their locations clearly designated? 6151, UFC Standard 10-1

H. Air Tanks

Y N N/A

23. Are air tanks installed so that all drains, handholes, inspection plugs and manholes therein are easily accessible? 462 A-2
24. Are air tanks supported with sufficient clearance to permit a complete exterior inspection and to avoid corrosion of exterior surfaces? 462 A-2
25. Are all air tanks requiring a permit to operate inspected internally and externally at least once every three years for portable tanks and once every five years for all other tanks by a qualified inspector. 462 A
26. Are all tanks constructed, inspected and stamped in compliance with ASME codes? 454
27. Is each air tank protected by one or more safety valves and controlling device to insure safe operation of the tank? 465
28. Is the safety relief valve installed and located so that they cannot be readily rendered inoperative? 465

I. General

Y N N/A

29. Are accident prevention signs (DANGER, WARNING, CAUTION, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

J. Lockout/Blockout

Y N N/A

30. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
31. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: WAREHOUSE

Location: _____
Inspected by: _____ Date: _____

A. Aisles

Y N N/A

1. Are aisles marked as appropriate? 3272
2. Are aisles and passageways kept clear (at least 24 inches wide) and properly illuminated? 3317, 3272
3. Is housekeeping maintained so sharp objects interfering with walkways? 3362
4. Are mats, grating, etc. used where drainage is needed? 3273
5. Are floor openings and floor holes protected? 3213

B. Stairs and Stairways

Y N N/A

6. Are standard stair rails or handrails on all stairways having four or more risers? 3214
7. Do stairs angle no more than 50 and no less than 30 degrees? 3234
8. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 3231
9. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches? 3231
10. Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction, at any point on the rail? 3214 (f)
11. Are stair railings of standard height? (34"-38" above surface) 3214
12. Does every stairway having 4 or more treads have a hand rail? 3214
13. Are risers uniform in height and conform to proper height? 3234
14. Are standard railings provided on the open side of exposed stairs? 3214
15. Are guardrails equipped with midrails for elevated work locations that are 4' above surrounding areas if existing prior to Jan 1, 1967, otherwise they must be 30" above surrounding area. A 4" toeboard is required at base of railing if over a work area or passage way. 3209, 3210
16. Are stairways serving more than 50 people a minimum 44" wide? 3231
17. Are stairways serving 50 people or less a minimum 36" wide? 3231
18. Are private stairways serving less than 10 people a minimum 30" wide? 3231
19. Is the rise of each stair between 4" and 7 1/2"? 3231
20. Is headroom clearance not less than 6'6"? 3231
21. Are guardrails in elevated work areas 42" to 45" high and securely fastened and free of splinters and burrs? 3209, 3210

C. Air Emissions

Y N N/A

22. If carbon monoxide or other fumes are present, due to fork lifts, heaters, or idling vehicles, are signs posted warning of its presence? 3340

D. General Work Environment

Y N N/A

23. Are all work areas clean, sanitary, orderly and adequately illuminated? 3317, 3362
24. Are combustible scrap, debris and waste stored safely and removed from the work site promptly? 3273, 3362
25. Are toilets and washing facilities clean and sanitary? 3362, 3366
26. If separate toilet facilities are not available, are rooms able to be locked from the inside and contain at least 1 water closet? 3364
27. Are toilet rooms equipped with a door and a door latch? 3365
28. Is the work areas ventilation system appropriate for the work being performed? 5142, 5143
29. Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area? 5142, 5143
30. Are heating, venting and air conditioning systems (HVAC) inspected annually? 5142
31. Are inspection or maintenance of HVAC documented in writing with name, date, findings and action taken to correct deficiencies? Are records kept for 7 years? 5142
32. Are all Cal OSHA Posters, safety bulletins, OSHA 200, MSDS for chemicals used, posted and available? 340, 3203, 5194
33. Do all chairs with rollers have a minimum of 5 legs?
34. Do flammable liquid storage requirements meet the requirements of section 5541?
35. Are hand trucks maintained in a safe operating condition? 3315
36. Are overhead doors functioning properly, in good working order and well maintained?
37. Are bookcases and filing cabinets secure to prevent tipping or falling?
38. Are "NO SMOKING" signs posted?
39. Are accident prevention signs (DANGER, WARNING, CAUTION, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

E. Emergency Precautions and First Aid

Y N N/A

40. Are emergency phone numbers posted where they can be readily found in case of an emergency? 1512, 3400
41. Are fire evacuations procedures posted? 3220, 3221
42. Are fire evacuation locations posted? 3220, 3221
43. Are first-aid kits readily accessible with necessary supplies, periodically inspected and replenished? 1512, 3400
44. Is the IIPP implemented with proper documentation of training and instruction (maintained for 1 year) with, periodic safety inspections and health and safety training? 3203

F. Fire Protection

Y N N/A

- 45. Is the fire detection system tested and adjusted as often as needed to maintain proper reliability and operating condition? 6183
- 46. Are fire doors and shutters in good operating conditions? 3235
- 47. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights? 3235, 3318
- 48. Is the automatic sprinkler system main drain flow test performed annually and documented? Water control valves, air and water pressure checked weekly/periodically? 6170
- 49. Are the inspectors test valve opened at least every 2 years to assure that the sprinkler system operates properly? Documented? 6170
- 50. Do metal guards protect sprinkler heads when exposed to physical damage? 6170
- 51. Is proper clearance maintained below sprinkler heads? 6170
- 52. Are portable fire extinguishers provided at a minimum 2A rated, 75 feet travel distances for Class A fires? 6151, UFC Standard 10-1
- 53. Are portable fire extinguishers provided at a minimum 10B rated (light hazard), 50 feet travel distance for Class B fires? 6151, UFC Standard 10-1
- 54. Are portable fire extinguishers provided for Class C fires based on appropriate pattern for existing Class A or B hazards? 6151, UFC Standard 10-1
- 55. Are all portable fire extinguishers weighing less than 40 lbs. installed so the top of the extinguisher is no more than 5 feet above the floor and the bottom any less than 4 inches above the floor? 6151, UFC Standard 10-1
- 56. Are all fire extinguishers identified and readily accessible? 6151, UFC Standard 10-1
- 57. Are all extinguishers subjected to a visual monthly check (documented), annual maintenance check and documented? 6151, UFC Standard 10-1

G. Material Handling

Y N N/A

- 58. Do elevated storage areas have a 4-inch toeboard to stop items from falling? 1621
- 59. If material is piled higher than the toeboards, is paneling or other suitable material from floor to intermediate rail or top rail provided for necessary safety? 1621
- 60. Are hand trucks maintained in safe operating condition? No spurs, cracks or chips? 3315

H. Electrical

Y N N/A

- 61. Are all electrical appliances grounded? 2395.45
- 62. Are 2 pole to 3 pole adapters prohibited? 2510.58
- 63. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced? 2500
- 64. Are flexible cords and cables free of splices or taps? 2500.9
- 65. Are all cord and cable connections intact and secure? 2340
- 66. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22
- 67. Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 2340.16

- 68. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs or plates? 2340.23
- 69. Are switches, receptacles, etc., provided with tight-fitting covers or plates? 2745
- 70. Is the minimum unobstructed clearing around circuit breaker box 30" if 150 volts or 42" if over 150 volts? EXCEPTION: Minimum clearance of 30" for under 150 volts for installations built prior to April 16, 1981 2340.16
- 71. Are all plugs insulated or dead-front type? 2510.56
- 72. Are GFCI installed where required? 2510.58, NEC 210-8

I. Exits

Y N N/A

- 73. Are all exits kept free of obstructions, marked with an exit sign, and illuminated by a reliable light source? 3216,3225
- 74. Are the directions to exits, when not immediately apparent, marked with visible signs? 3225
- 75. Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
- 76. Are there sufficient exits to permit prompt escape in case of an emergency? 3228
- 77. Is the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load? 3228
- 78. Are windows, which could be mistaken for exit doors made inaccessible by means of barriers or railings?
- 79. Are doors, which are required to serve as exits, designed and constructed so that the way of exit travel is obvious and direct? 3235
- 80. Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied? 3235

J. Ladders

Y N N/A

- 81. Are portable ladders in good condition? 3279
- 82. When used, are ladders equipped with non-slip safety feet and extend 3 feet above upper landing? 3278
- 83. Are fixed ladders in good condition, securely attached. Caged or climbing device of over 20 feet high, rungs inset or blocked if made of wood? 3277
- 84. Are stepladders in use under 20' in length? 3278
- 85. Do mobile ladder stands have handrails at least 30" high? 3627

K. Lockout/Blockout

Y N N/A

- 86. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
- 87. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: AVIATION

Location: _____
Inspected by: _____ Date: _____

A. General

Y N N/A

1. Are Aircraft Incident/Accident (Emergency Response) Action Plans posted?
2. Are all personnel familiar with the plan? Is training documented?
3. Are ramp personnel wearing eye, hearing and head protection?
4. Is ramp/pad area cleared of all debris, including rocks/pebbles that may damage aircraft engines?
5. Is spectator access to ramp/pad area controlled with signs/barriers in compliance with FAA regulations?
6. Is spectator area protected from prop wash and noise? Are appropriate warning/danger signs posted?
7. Are wind sock poles secure and maintained? Is wind sock lighted and tested periodically?
8. Is helicopter pad area lighted? Checked periodically?
9. Is helicopter pad marked in compliance with FAA regulations?
10. Are taxiways properly marked and maintained?
11. Are hazards, i.e., drainage grates, marked?
12. Are accident prevention signs (Danger, Warning, Caution, etc.) posted to define specific hazards such that failure to designate them may lead to accidental injury to people or property damage? 3340
13. Are nitrogen compressed bottles maintained in a proper manner? Are personnel trained in proper usage and documented?

B. Fuel Tanks

Y N N/A

14. Are tanks secured from tampering and/or pilfering?
15. Does fueling equipment have bonding wire and fueling instructions? Is training documented?
16. Can water be drained from low point of fuel tank?
17. Does the fuel system have a filter? Documented when filter is changed?
18. Are records kept for fuel quality assurance test? Are records kept for a minimum of one year?

C. Retardant Tanks

Y N N/A

19. Are tanks free of leaks, flaking paint and rust?
20. Is tank plumbing in proper condition and all moving shafts have guards?
21. Are there proper confined space procedures and permits used for interior inspection of tanks? 5157, 5158
22. Are proper spill containment procedures adhered to? Are personnel trained and documented?
23. Are state, county and city regulations adhered to for proper disposal of contaminated retardant?

D. Fire Protection

Y N N/A

24. Is a minimum 20 lb. extinguisher available at each landing/parking area?

E. Stairs and Stairways

Y N N/A

25. Are standard stair rails or handrails on all stairways having four or more risers? 3214
26. Do stairs angle no more than 50 and no less than 30 degrees? 3234
27. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 3231
28. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches? 3231
29. Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction, at any point on the rail? 3214 (f)
30. Are stair railings of standard height? (34"-38" above surface) 3214
31. Does every stairway having 4 or more treads have a hand rail? 3214
32. Are risers uniform in height and conform to proper height? 3234
33. Are standard railings provided on the open side of exposed stairs? 3214
34. Are guardrails equipped with midrails for elevated work locations that are 4' above surrounding areas if existing prior to Jan 1, 1967, otherwise they must be 30" above surrounding area. A 4" toeboard is required at base of railing if over a work area or passage way. 3209, 3210
35. Are stairways serving more than 50 people a minimum 44" wide? 3231
36. Are stairways serving 50 people or less a minimum 36" wide? 3231
37. Are private stairways serving less than 10 people a minimum 30" wide? 3231
38. Is the rise of each stair between 4" and 7 1/2"? 3231
39. Is headroom clearance not less than 6'6"? 3231
40. Are guardrails in elevated work areas 42" to 45" high and securely fastened and free of splinters and burrs? 3209, 3210

F. Lockout/Blockout

Y N N/A

41. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
42. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: GENERATOR BUILDINGS, VAULTS, REPEATER SITES

Location: _____

Inspected by: _____

Date: _____

A. General

Y N N/A

1. Is housekeeping maintained? 3362
2. If rodent droppings are present, are proper hanta virus measures used for cleanup?
3. Are accident prevention signs (Danger, Warning, Caution, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

B. Stairs

Y N N/A

4. Are standard stair rails or handrails on all stairways having four or more risers? 3214
5. Do stairs angle no more than 50 and no less than 30 degrees? 3234
6. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 3231
7. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches? 3231
8. Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction, at any point on the rail? 3214 (f)
9. Are stair railings of standard height? (34"-38" above surface) 3214
10. Does every stairway having 4 or more treads have a hand rail? 3214
11. Are risers uniform in height and conform to proper height? 3234
12. Are standard railings provided on the open side of exposed stairs? 3214
13. Are guardrails equipped with midrails for elevated work locations that are 4' above surrounding areas if existing prior to Jan 1, 1967, otherwise they must be 30" above surrounding area. A 4" toeboard is required at base of railing if over a work area or passage way. 3209/3210
14. Are stairways serving more than 50 people a minimum 44" wide? 3231
15. Are stairways serving 50 people or less a minimum 36" wide? 3231
16. Are private stairways serving less than 10 people a minimum 30" wide? 3231
17. Is the rise of each stair between 4" and 7 1/2"? 3231
18. Is headroom clearance not less than 6'6"? 3231
19. Are guardrails in elevated work areas 42" to 45" high, and securely fastened and free of splinters and burrs? 3209, 3210

C. Ladders

Y N N/A

20. Are there any fixed ladders being used that require cages or walls? 3277
21. Is scaffolding capable of carrying intended load safely? 1644

D. Electrical - Markings

Y N N/A

22. Is the manufacturer identified on electrical equipment? 2522.30
23. Are the necessary voltage, wattage, or current ratings labeled? 2340.21
24. Do circuit breakers clearly indicate whether they are in the "on" or "off" position? 2340.22
25. Are disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22
26. Is electrical protective equipment marked according to class and type?

E. Electrical - General

Y N N/A

27. Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc. and is the cord jacket securely held in place? 2340
28. Are all cord, cable, and raceway connections intact and secure? 2340
29. Do extension cords being used have a grounding conductor? 2395.59
30. Are all electrical raceways and enclosures securely fastened in place?
31. Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosure? 2340.17
32. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates? 2340.23
33. Are electrical enclosures such as switches, receptacles, junction boxes, etc. provided with tight-fitting covers or plates? 2745
34. Are all solar panels, dishes, antennas firmly attached?
35. Are all antennae and power cables servicing solar panels, dishes and antennas either in conduit or firmly attached to prevent rubbing or chafing?
36. Are GFCI's installed where required? 2510.58, NEC 210-8

F. Generator

Y N N/A

37. Sign must be posted stating "Warning this machine may start at any time" 3320
38. Exhaust pipes and hot surfaces within 7' of the floor must be shielded. 3308
39. Are guards installed to prevent contact with revolving parts? 3940/4075
40. Are vents and exhausts located properly?

G. LP Gas

Y N N/A

41. Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
42. Are "NO SMOKING" and "FLAMMABLE" signs posted on liquefied petroleum gas tanks? 489
43. Are liquefied petroleum storage tanks guarded to prevent damage from vehicles? 477

H. Diesel Fuel

Y N N/A

44. If the generator fuel tank is remote, does it have adequate secondary containment safeguards?

I. Lockout/Blockout

Y N N/A

45. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
46. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: LOOKOUTS

Location: _____
Inspected by: _____ Date: _____

A. Housekeeping

Y N N/A

1. Is deteriorated insulation repaired?
2. Do you prohibit the use of multiple plug adapters?
3. Are all range hoods, filters, and duct work free from dirt and grease?
4. Are all floors maintained free of water, food and grease? 3362
5. Is a "Safe Practices for Kitchens" poster posted in the kitchen area?
6. Are cutting boards kept clean and tight with no cracks?
7. Are all utensils and equipment protected from dirt, dust, and mop splash?
8. Is all perishable food kept at temperatures below 45° F?
9. Is all frozen food kept at temperatures below 0° F?
10. If rodent droppings are present, are proper Hanta Virus measures used for cleanup?

B. General

Y N N/A

11. Are batteries charged in a properly vented room? 5185
12. Is smoking prohibited in battery charging room? 5185
13. Are facilities provided for flushing spilled electrolyte? 5185
14. Do you prevent open flames, sparks in immediate area?
15. Are fuel tanks filled while engines shut down? 3319
16. Do the noise levels conform to government standards? 5095
17. Are all exposures from dust, fumes, etc., controlled? 1528
18. Is local ventilation sufficient to disperse fumes? 1528
19. Are all heavy equipment backup warning devices operable? 3706
20. Are personnel properly trained in operating hydraulic lift on stake sides?
21. Are hydraulic lifts on stake sides maintained to manufacturer's specifications?
22. Are window shutters secured and properly maintained?
23. Is lookout cab glass free of nicks and cracks?
24. Is water storage tank sanitized before using? And drained before winter closure?
25. Are accident prevention signs (Danger, Warning, Caution, etc.) posted to define specific hazards of a nature such that failure to designate them may lead to accidental injury or property damage? 3340

C. General Work Environment

Y N N/A

26. Are all work areas clean, sanitary, orderly and adequately illuminated? 3273, 3317
27. Is combustible scrap, debris and waste stored safely and moved from the work site promptly? 3362
28. Are all toilets and washing facilities clean and sanitary? 3366, 1513
29. Is the sleep area ventilation system appropriate for the area?

D. Fire Protection

Y N N/A

30. Is the fire alarm system certified as required? Tested at least annually? 6165, 6170
31. Are portable fire extinguishers provided in adequate number and type? 6151
32. Are fire extinguishers mounted in readily accessible locations? Recharged yearly? 6151
33. Are all extinguishers subjected to visual monthly check, documented on back of tag, and annual maintenance check? 6151, UFC Standard 10-1

E. Emergency Precautions and First Aid

Y N N/A

34. Are emergency phone numbers posted where they can be readily found in case of an emergency? 1512, 3400
35. Are fire evacuation procedures posted? 3215
36. Are fire evacuation locations posted? 3220, 3221
37. Are first-aid kits readily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? 3400

F. Walkways

Y N N/A

38. Are aisles and passageways kept clear and at least 24" wide? Properly illuminated? 3272
39. Are aisles and walkways marked as appropriate? 3272
40. Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway? 3272

G. Stairs and Stairways

Y N N/A

41. Are standard stair rails or handrails on all stairways having four or more risers? 3214
42. Do stairs angle no more than 50 and no less than 30 degrees? 3234
43. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? 3231
44. Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches? 3231
45. Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction, at any point on the rail? 3214 (f)
46. Are stair railings of standard height? (34"-38" above surface) 3214
47. Does every stairway having 4 or more treads have a hand rail? 3214
48. Are risers uniform in height and conform to proper height? 3234
49. Are standard railings provided on the open side of exposed stairs? 3214

- 50. Are guardrails equipped with midrails for elevated work locations that are 4' above surrounding areas if existing prior to Jan 1, 1967, otherwise they must be 30" above surrounding area. A 4" toeboard is required at base of railing if over a work area or passage way. 3209, 3210
- 51. Are stairways serving more than 50 people a minimum 44" wide? 3231
- 52. Are stairways serving 50 people or less a minimum 36" wide? 3231
- 53. Are private stairways serving less than 10 people a minimum 30" wide? 3231
- 54. Is the rise of each stair between 4" and 7 1/2"? 3231
- 55. Is headroom clearance not less than 6'6"? 3231
- 56. Are guardrails in elevated work areas 42" to 45" high and securely fastened and free of splinters and burrs? 3209.

H. Electrical/Utilities

Y N N/A

- 57. Are electrical appliances such as vacuum cleaners, polishers, vending machines, extension cords, etc., grounded? 2395.45
- 58. Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- 59. Are flexible cords and cables free of splices or taps? 2500.9
- 60. Are all cord and cable connections intact and secure? 2340
- 61. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? 2340.22
- 62. Is sufficient access working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? 2340.16
- 63. Are all unused openings (including conduit knockouts) in electrical enclosures and fittings enclosed with appropriate covers, plugs or plates? 2340.23
- 64. Are switches, receptacles, etc., provided with tight-fitting covers or plates? 2745
- 65. Is the hot water heater strapped down?
- 66. Has the hot water heater been drained annually and records kept for 7 years?
- 67. Is the over temperature pressure relief valve operational?
- 68. Are GFCI's installed as required? 2510.58, NEC 210-8
- 69. Use of lighting rods, grounding instructions. 2395.86
- 70. Are all solar panels and cables securely attached and in good working order?
- 71. Are all antenna's firmly attached, and cables secured?

I. LPG Gas

Y N N/A

- 72. Are "NO SMOKING" signs posted on liquefied petroleum gas tanks? 489 (b)
- 73. Are liquefied petroleum storage tanks guarded to prevent damage from vehicles? 477 (a)(2)
- 74. "FLAMMABLE" must be painted on each side of tank so it is readily visible (not required if under 60 gallons). Letters 1 1/2" high are to be used on tanks of 500 gallons and 4" letters on tanks over 500 gallons. 489 (a)
- 75. "NO SMOKING, OPEN FLAMES OR OTHER SOURCE OF IGNITION PERMITTED WITHIN 50 FEET" must be painted on tank or on an adjacent sign (minimum letters of 1 1/2"). NOTE: The distance must be 10' for tanks 60 to 575 gallons, 25' for tanks 576 to 2,000 gallons, and 50' for tanks over 2,000 gallons. 489 (b)

J. Lockout/Blockout

Y N N/A

- 76. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
- 77. Are all equipment control valve handles provided with a means for locking out?

Safety Inspection: Mobile Kitchen Unit ~ On Incident

Location: _____
 Inspected by: _____ Date: _____

A. Site Selection

Y N N/A

1. Is Food Unit site firm and stable enough for food support units?
2. Is site well drained and is drainage away from Food Unit equipment?
3. Are there clear and open isles between parked equipment?
4. Is there adequate room for:
 - MKU
 - MKU Support Unit
 - Refer Unit
 - Supply trailer access to unload supplies
 - Dry goods storage
 - Sanitation Unit
 - Generator (if used)
 - Potable water tender
 - Out houses for kitchen staff
 - Hand wash facility adjacent to outhouse(s)
 - Trash dumpster(s)
 - Guest feeding lines --access
 - Salad bar/condiment areas
 - Guest seating
 - Guest egress
 - Vehicle access for equipment support and waste disposal
 - Propane drop tank if used
5. Are facility automatic sprinkler systems disabled?
6. Is selected site free of buried leach lines, septic tanks, or drainage systems equipment may rupture or collapse when driven over?
7. Is site free? Away from livestock yards or dumps?
8. Is site away from dust generating areas such as helispots, vehicle parking areas, access roads with heavy traffic?
9. Are pest management measures being taken?

B. General

Y N N/A

10. Are all mobile units chocked, and landing gear and stabilizing jacks down as needed?
11. Are alleys, isles and access ways open and clear of obstructions?
12. Are all exposed hoses, cables, electrical lines, and other such devices buried or ramped over in above areas? No trip hazards?
13. Are ground pads used on landing gear or leveling jacks as needed for stability?
14. Is there safe access for service and support equipment such as fuel trucks, sanitation, pump trucks, supply deliveries, potable water tenders, and refuse pick up?
15. Does entire Food Unit facility and eating area have adequate dust abatement?
16. Is support equipment located with ease of ingress and egress in case of an emergency?

17. Is feeding area clear of trip and fall hazards? This includes all serving lines.
18. Is feeding area adequately lighted?
 - Ingress and egress routes?
 - Food lines?
 - Salad bar area?
19. Are all guy lines, tent stakes, and other obstructions flagged and guarded?
20. Is salad bar/condiment area free of tripping hazards, cords, hoses, and guy lines?
21. Is adequate room allowed in salad bar area to avoid crowding and allow bypassing?
22. Are salad bar tents and shelters secured from winds?

C. Housekeeping

Y N N/A

23. Is adequate protected storage available for Food Unit supplies?
24. Is dust abatement needed?
25. Are extra items at salad/condiment bar stored at least 6" off the floor? (HSC 114080)

D. Lockout Blockout Procedures

Y N N/A

26. Is all machinery or equipment capable of movement required to be de-energized or disengaged and blocked or locked out during cleaning, servicing, adjusting or setting up operations, whenever required? 3314
27. Are all equipment control valve handles provided with a means for locking out?

E. Sanitation

Y N N/A

28. Are the requirements of Health and Safety Code Div. 104, Part 7, chapter 4 (Retail Food Practice) being followed?
29. Are outhouses located downwind of the kitchen and reserved for Food Unit staff?
30. Are outhouses serviced daily and at times other than feeding times? This should include all outhouses adjacent to feeding facilities.
31. Are hand wash facilities for Food Unit staff immediately adjacent to restroom/outhouse facility? HSC 114020
32. Are outhouses adjacent to feeding area located down wind?
33. Are hand wash facilities provided for incident personnel along access routes to Food Unit?
34. Are trash receptacles in feeding area adequate for the number of diners?
35. Are trash receptacles serviced before becoming full?
36. Are feeding tables being policed and washed with a sanitizing solution?
37. Is the ground in the feeding area kept free of dropped and spilled foods so as to limit attracting pests?
38. Is Food Unit dumpster located close enough to Food Unit for ease of use yet secure from other incident staff access?

39. Is Food Unit dumpster located downwind from Food Unit?
40. Is waste cooking grease and oil stored for proper disposal? Not deposited in trash but recycled?
41. Is waste cooking grease and oil stored in leak-proof containers with tight fitting vermin proof lids? HSC 114035
42. Has an arrangement been made through ground support for waste oil and grease pick-up by a rendering or recycling company?
43. Are all wastewater/greywater bladders located in a level, out of traffic location?
44. Are all wastewater/greywater bladders sealed to preclude any leakage from bladder or associated plumbing?
45. Are all wastewater/greywater bladders or holding tanks emptied regularly?
46. At the salad bar/condiment area, is all waste water/ melt-water recovered and area kept dry and mud free?
47. Is ice melt water from drink tanks, ice chests and the salad bar kept free of contaminants, and a bleach solution added?
48. Is ice melt water from all sources removed from feeding area and disposed of as greywater?
49. Is milk kept in a separate drink tank or ice chest from all other drinks?
50. Is ice and ice melt water contaminated with spilled milk?
51. Is milk drink tank or ice chest sanitized regularly during feeding operation?
52. Is salad bar kept iced whenever food is stored or displayed?
53. Are sneeze shields installed and used? HSC 114080.b.2.A
54. Is food in salad bar covered with foil or plastic wrap prior to serving?
55. Are food spills or condiments continually cleaned up?
56. Are tents with flyscreens used over salad bars and self serve foods?
57. Is salad bar area clean and neat with spilled food and contaminants to ice baths immediately cleaned up?
58. Is water source a potable water source certified as such by California Department of Health Services Food and Drug Branch?
59. If the water source is a potable water tender, does the operator have a current Class B or Class X water hauler permit from the Department of Health Services Food and Drug Branch?
60. Is potable water tender obtaining water from a certified source?

F. Food Preparation Area

Y N N/A

61. Is work area clean and free of trash?
62. Is preparation area covered and enclosed, and are work areas protected from falling debris and pests?
63. Is the floor of the preparation area kept free of food and other preparation debris?
64. If preparation area is on dirt, are adequate dust control measures taken?
65. Are work surfaces and cutting boards kept clean and sanitized with bleach solution or a commercial food service sanitizer?
66. Are meats, poultry, fish and non-meat items prepared in separate areas with provisions made to prevent cross contamination?
67. Are knives kept in protected location to prevent accidental preparation worker injury?

68. Are knives washed and sanitized in a safe manner?
69. Are prepared items covered and properly stored between preparation and serving or cooking?
70. Are preparation tables set on a stable surface?
71. Are pots, pans, and utensils stored in a manner that will keep them clean and dust free until use?
72. Does food preparation area have adequate room for safe operations? HSC 114040

Required Posting/Signing Requirements

STATE POSTING REQUIREMENTS

- Safety and Health Protection on the Job (Cal/OSHA Poster)
- Industrial Welfare Commission Orders Re: Wages, Hours, Working Conditions
- Pay Day Notice
- Notice to State Employees
- Family Leave, Medical Leave and Pregnancy Disability Leave
- Discrimination in Employment is Prohibited by Law
- Notice to Employees of Unemployment Insurance and Disability Insurance
- Notice of Workers' Compensation Carrier
- Notice to Employees-Time Off to Vote (Post at least 10 days preceding any state-wide election)
- Cal-OSHA Annual Summary 200 (February 1 to March 1). Smaller work places, such as a fire station, are exempt. Keep on file for 7 years.
- Current safety posters. Old posters must be removed.
- Evacuation Plan
- Access to Medical and Exposure Records

FEDERAL POSTING REQUIREMENTS

- Federal Minimum Wage Notice
- Employee Polygraph Protection Notice
- Equal Employment Opportunity Commission Discrimination
- Ryan White Act Notice

STATE AND FEDERAL POSTING REQUIREMENTS FOR ALL CALIFORNIA EMPLOYERS

IF YOU ARE A CALIFORNIA EMPLOYER, STATE AND FEDERAL LABOR REGULATIONS REQUIRE YOU TO POST THE FOLLOWING NOTICES IN CONSPICUOUS PLACES WITHIN YOUR BUSINESS ESTABLISHMENT:

MANDATORY FEDERAL POSTERS

- OCCUPATIONAL SAFETY AND HEALTH ACT - OSHA (29 CFR, Sec. 1903.2 (a)(1))** "Employers must post this notice in conspicuous place where notices to employees are customarily posted." Failure to comply may subject the employer to a fine of up to \$7,000 for each violation along with possible criminal penalties.
- FEDERAL MINIMUM WAGE NOTICE (29 USC Sec. 206.)** Employers subject to the Fair Labor Standards Act must post a notice regarding the federal minimum wage in "conspicuous places in every establishment" where the affected employees can readily observe it on their way to or from work. (29 CFR Sec. 516.4.) Failure to post the required notice is a federal crime. **Revised to comply with new Minimum Wage requirements effective 911197.**
- EMPLOYEE POLYGRAPH PROTECTION NOTICE (29 USC Sec 2001.)** "Each employer shall post and maintain such notice in conspicuous places on its premises where notices to employees are customarily posted" (29 USC Sec 2003.) Any employee who violates the Polygraph Protection Act may be assessed a civil penalty of up to \$10,000 (29 USC Sec 2005.)
- EQUAL EMPLOYMENT OPPORTUNITY COMMISSION/AGE DISCRIMINATION (29 CFR Sec. 1601.30.)** "Every employer has an obligation to keep posted in conspicuous places upon its premises notices describing the applicable provisions of Title and I the ADA. Section 711 (b) of Title V11 makes failure to comply with this section punishable by fine..." for each violation. (29 CFR Sect. 1601.30.) **Revised to comply with Americans with Disabilities Act (42 USC Sec. 1218a)**
- FAMILY AND MEDICAL LEAVE ACT OF 1993** "(U.S. Dept. of Labor, Employment Standards Div.) This Act pertains to employers having at least 50 employees within 75 miles. "FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to 'eligible' employees for certain family and medical reasons."

MANDATORY STATE POSTERS

- IWC MINIMUM WAGE ORDER (Labor Code Sec. 1183)** "...employer shall post a copy thereof in the building in which employees affected by the order are employed." Violation of this chapter and order will constitute a misdemeanor punishable by fine. (Sec. 1199) I
- PAYDAY NOTICE (Labor Code Sec 207.)** "Every employer shall keep posted conspicuously at the place of work ... a notice specifying the regular pay days and the time and place of payment..." Violation of this section is a misdemeanor. (Sec. 215)
- UNEMPLOYMENT INSURANCE** (Un Ins Code Sec. 1089) 'Each employer shall post and maintain in places readily accessible to individuals in his service such printed statements concerning benefits ... Failure to comply with this section shall constitute a misdemeanor.'
- WORKERS COMPENSATION (Labor Code Sec. 3550(a))** 'Every employer subject to the compensation provisions of this division shall post and keep posted in a conspicuous location frequented by employees and where the notice may be easily read...' "Failure to keep any notice ... posted shall constitute a misdemeanor, and shall be prima facie evidence of non-insurance." (Sec. 3550(b))
- CA OSHA JOB SAFETY & HEALTH PROTECTION (Labor Code Sec. 6328)** "The division shall promulgate regulations on the content and the required location and number of notices which must be posted by employers." Violation of this requirement is a civil offense. Includes required "Emergency Phone Numbers" poster.
- FAIR EMPLOYMENT PRACTICES (Government Code Sec. 12950(a))** "Each employer shall post the amended poster in a prominent and accessible location in the workplace."

**FAILURE TO POST THE ABOVE NOTICES IN CONFORMITY WITH STATE AND
FEDERAL LAWS MAY RESULT IN SUBSTANTIAL CIVIL OR CRIMINAL PENALTIES**

DETERMINING PRIORITIES FOR HAZARD CORRECTION

Priorities are based on two criteria:

- 1) The result of the injury or damage to property that could result if the hazard is not corrected, and:
- 2) The likelihood of an accident if not corrected.

The following charts will help you set priorities for correcting identified hazards.

SEVERITY OF INJURY THAT UNSAFE CONDITION CAUSE		RATING
<u>Catastrophe</u>	(will cause death or severe injury to personnel and/or extensive property damage.)	A
<u>Critical</u>	(will cause minor injuries and/or some property damage)	B
<u>Negligible</u>	(will not result in personal injury or property damage)	C

CLASSIFY HAZARD AS TO LIKELIHOOD OF OCCURANCE		RATING
<u>Probable</u>	(good chance for occurrence because of frequency of use and/or exposure when used)	1
<u>Reasonably Probable</u>	(slight chance it will occur because of location or infrequent use)	2
<u>Remote</u>	(not likely to occur because of location or condition)	3

POSSIBLE PRIORITY RATINGS (COMBINE ABOVE RATINGS)		PRIORITY RATING
1.	Shut down machine or operation until corrected	A-1
2.	Correct immediately	A-2, B-1
3.	Correct within 30 days	A-3, B-2
4.	Correct within 90 days	All Others