

SRPS HAZARD IDENTIFICATION CHECKLIST

Supervisor Name: _____

Date: _____

Location: _____

Area/Room: _____

If "No" is selected, please correct the hazard and note the date.

		Yes	No	n/a	Date Corrected
<i>FIRE/LIFE SAFETY</i>					
1.	First Aid Kit accessible and stocked and evidence of regular inspection?				
2.	Emergency Action Plan/Fire Prevention Plan communicated?				
3.	Portable Extinguishers - Accessible, location marked, checked monthly, maintained annually?				
4.	Evacuation plans posted?				
<i>GENERAL WORK AREA</i>					
5.	Work surfaces and walkways dry or slip resistant, no tripping hazards?				
6.	Exterior walkways in good condition?				
7.	Spills cleaned up immediately?				
8.	Work areas adequately illuminated?				
9.	Aisles & passageways kept clear & proper width, corridor 44", adequate head-room (6'8", & marked as needed)?				
10.	Pits & floor openings covered or guarded?				
<i>PERSONAL PROTECTIVE EQUIPMENT</i>					
11.	Appropriate and adequate PPE (as determined by PPE Assessment Tool) provided?				
12.	Shower and eyewash stations inspected monthly and noted on tag?				
13.	Respirators are stored properly in an enclosure to prevent dirt and dust contamination?				
<i>EXITING & EGRESS</i>					
14.	Exits properly marked with an exit sign and illuminated by a reliable light source?				
15.	Are the directions to exits, when not immediately apparent, marked with visible signs?				
16.	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"?				
17.	Are there sufficient exits to permit prompt escape in case of emergency?				

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18.	Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?				
19.	Are exits kept clear?				
<i>ELEVATED LOCATIONS</i>					
20.	Standard guardrails (top rail at 42-45" plus midrail) installed at all locations over 30" above ground (48" for installations built before 1/1/67)?				
21.	Toe boards (4") installed if needed?				
22.	Load capacity marked on elevated storage areas?				
23.	Permanent ladder or stairs to frequently used elevated locations?				
<i>ELECTRICAL</i>					
24.	Are disconnecting switches & circuit breakers labeled?				
25.	Are holes and openings in electrical boxes covered or plugged?				
26.	Are extension cords in good condition?				
27.	Is electrical equipment protected from physical damage?				
28.	Is there clear space around electrical equip.? (30"W x 36"D panel clearance)?				
29.	Is electrical equipment approved for all locations (incl. wet/damp locations)?				

<i>LADDERS</i>					
<u>Portable:</u>					
30.	Condition - no cracks, breaks, loose rungs?				
31.	Metal ladders not used around electrical equipment?				
32.	Not used unsafely?				
<i>EQUIPMENT & TOOLS</i>					
33.	Grounded or double insulated?				
34.	Good condition, operable switch?				
35.	Secured against movement?				
<i>HAND TOOLS</i>					
36.	Maintained in good condition, handle tight (not mushroomed) and sharp?				
37.	Proper tool used for job?				
<i>HOIST & LIFTS</i>					
38.	<u>Overhead Hoists:</u>				
39.	Regularly inspected, annually certified if capacity over 3 tons. (document available on site)?				
40.	Operators trained?				
41.	Rated capacity plainly marked?				
42.	Operating controls labeled?				
43.	Equipped with safety latch hook?				
44.	Load slings & chains label with capacity?				
45.	<u>Cables (Hoisting):</u>				
46.	Cable clamps applied properly: at least 3 clamps spaced 6 rope diameters apart, with the saddle on the load side?				

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	Larger cables require more clamps.				
<i>FORKLIFTS</i>					
47.	Are operators trained?				
48.	Are operating rules posted?				
49.	Equipment maintained in safe condition, brakes, parking brake, horn, seatbelts?				
50.	Capacity visible to operator?				
51.	Equipped with overhead guard?				
52.	Employees thoroughly trained?				

Supervisor Signature: _____

