**Safety in the Workplace** **Checklist**

**Mobile Equipment**

* Operators trained to operate safely
* Equipment inspections are getting done
* Back-up alarms, lights, horn function properly
* Data plates are legible
* Three point RULE is being used when climbing on/off of machinery
* Pedestrians are at a safe distance from operating machinery
* Operators are wearing seatbelts
* Equipment is being operated safely and within its limits
* Forks lowered to the ground when machine is parked

**Fire Prevention**

* Fire extinguisher(s) accessible and their locations are marked properly
* Fire extinguishers are in place and charged
* No combustibles or flammables in hot work areas
* Trash/Rag cans covered or emptied on a daily basis
* Clear egress routes and exit signs
* Automatic sprinkler heads unobstructed
* Flammable liquids stored properly
* Combustible materials kept to a minimum in process areas
* Fire extinguisher are checked per code

**Housekeeping**

* Aisles/Stairs/Work stations clear of obstructions (slip/trip hazards)
* Entry/Exits clear and unlocked
* Work area clear of recognized hazards
* Disconnects accessible
* Compressed cylinders stored properly
* Material stacked properly (will it fall)
* Break room clean
* Overall general area clean
* Proper spill management tools available and used
* Scrap stored properly/orderly
* Mobile equipment cabs
* Condition of maintenance shop areas
* Restrooms clean and sanitary

**Lock Out / Tag Out**

* Annual authorized person training complete
* Annual affected person training complete
* Disconnects labeled and accessible
* Employees have access to locks
* All hazards are locked out
* Employees maintain key during LOTO
* Try (verify) out is done after LOTO is applied
* Locks and tags used to identify user
* Each person has their own lock
* LOTO devices are in good working order
* Written procedures accessible to all
* Periodic (annual) inspections are getting done

**Hazard Communication**

* Everyone knows what an SDS is and where they are located
* Chemical inventory is completed and done
* Portable containers are marked properly
* Tanks and containers are properly identified
* All have been trained and educated on the hazard communication program

**Personal Protective Equipment (PPE)**

* PPE job hazard assessments are completed
* Safety glasses with sideshields
* Steel toe boots
* Hard hat
* Hearing protection
* Cotton clothing (when necessary)
* Reflective apparel
* Noise exposure documented
* Eyewash stations (if needed) are set up and properly maintained
* PPE is being used properly, is in good condition, and stored properly
* PPE is available and employees are trained to use it properly