

## Osha Self-Inspection Checklist for General Industry

<b>General</b>	<b>Yes</b>	<b>Needs Action</b>
Is there a copy of the Maryland Occupational Safety and Health Law in your place of business, and is it accessible to all employees?		
Is the "MOSH Workplace Poster" displayed in your place of business where all employees are likely to see it, as required?		
Are you aware of the requirement to report to the Commissioner of Labor and Industry, within 8 hours, the occurrence of an employment accident which is either fatal to one or more employees or which results in the hospitalization of 3 or more employees?		
Are workplace injury and illness records being kept as required by MOSH?		
Are you aware that the MOSH annual summary of workplace injuries and illnesses must be posted by February 1 and must remain posted until April 30?		
Have you demonstrated an active commitment in safety and health matters by defining the policy of the business and communicating this to all employees?		
Do you have a safety committee or group that allows employee participation in safety and health activities?		
Does the safety committee or group meet regularly and report, in writing, its activities?		
Do you have a current copy of the General Industry Standards (29 CFR 1910)?		
Do you provide safety and health training for all employees requiring such training, and is it documented?		
Is one person clearly "in charge" of safety and health activities?		
Do all employees know what to do in an emergency?		
Are emergency telephone numbers posted?		
Do you have a procedure for handling in-house employee complaints regarding safety and health?		

<b>Employee Health Protection</b>	<b>Yes</b>	<b>Needs Action</b>
Is there a hospital, clinic or infirmary for medical care within near proximity of your business?		
If medical and first aid facilities are not in near proximity, do you have one or more employees trained in first aid?		
Are your first aid supplies adequate for your workplace?		
Are there quick flush facilities available where employees are exposed to corrosive materials?		
Did you assess the workplace to determine if hazards are present, or are likely to be present, which necessitate the use of personal protective equipment?		
Do you have written certification that identifies the workplace evaluated; the person certifying that the evaluation has been performed; the date(s) of the hazard assessment and which identifies the document as a certification of the hazard assessment?		
Did you provide training to each employee who is required to use personal protective equipment?		
Do you have a written certification of the training that contains the names of employees, date of training and identifies the subject of the training?		
Are protective gloves, aprons, shields, or other means provided and used to prevent cuts and exposure to corrosive liquids and chemicals?		
Are hard hats provided and worn where any danger of falling objects exists?		
Are protective goggles or glasses provided and worn where there is any danger of flying particles or of corrosive materials endangering employees?		
Are approved respirators provided for regular or emergency use where needed?		
Is all equipment maintained in a sanitary condition and available for use?		
Is special protective equipment available for electrical workers, if needed?		

Is there at least a 2-inch clearance between chimney brickworks and all woodwork or other combustible materials?		
Is there sufficient clearance from stoves, furnaces, etc., for stock, woodwork or other combustible materials?		
Is there clearance of at least 4 feet in front of heating equipment involving open flames as in gas radiant heaters, in front of firing doors of stoves, furnaces, etc.?		
Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners go out?		
Is protection against the effects of occupational noise exposure provided when the sound levels exceed those shown in Table G-16 of the MOSH noise standard?		
<i>For Confined Space Entry:</i>		
Is constant communication provided with the employee(s) in a confined space?		
Is an adequate rescue procedure provided?		
Do you provide for adequate training in rescue and cardiac pulmonary resuscitation procedures for employees working inside and outside confined spaces?		
When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials, and not in toilet facility areas?		
<i>For Welding or Flame Cutting Operations:</i>		
Are only authorized, trained personnel permitted to use such equipment?		
Have operators been given a copy of operating instructions and asked to follow them?		
Are welding gas cylinders stored so they are not subjected to damage?		
Are valve protecting caps in place?		
Are all combustible materials near the operator covered with protective shields or otherwise protected?		
Is a fire extinguisher provided at the welding site?		
Do operators have the proper protective equipment?		

<b>Workplace Electrical Wiring, Fixtures and Controls</b>	<b>Yes</b>	<b>Needs Action</b>
Are your workplace electricians familiar with the National Electrical Code (NEC)?		
Do you specify compliance with NEC for all contract electrical work?		
Do you have electrical installations in hazardous dust or vapor areas, and if so, do they meet the NEC requirements for hazardous locations?		
Are all electrical cords strung so they do not hang on pipes, nails, hooks, etc.?		
Are all conduits, BX cables, etc., properly attached to all supports and tightly connected to junction and outlet boxes?		
Are frayed electrical cords removed from use?		
Are rubber cords kept free of grease, oil and chemicals?		
Are metallic cable and conduit systems properly grounded?		
Are portable electric tools and appliances grounded or of the double insulated type?		
Are all ground connections clean and tight?		
Are fuses and circuit breakers the right type and size for the load on each circuit?		
Are fuses free of "jumping" with pennies or metal strips?		
Do switches show evidence of overheating?		
Are switches mounted in clean, tightly closed metal boxes?		
Are motors clean and kept free of excessive grease?		

Are motors properly maintained and provided with adequate over-current protection?		
Are bearings in good condition?		
Are portable lights equipped with proper guards?		
Are all lamps kept free of combustible materials?		
Is your electrical system checked periodically by someone competent in the NEC?		

<b>Materials</b>	<b>Yes</b>	<b>Needs Action</b>
Are approved safety cans or other acceptable containers used for handling and dispensing flammable liquids?		
Are all flammable liquids that are kept inside buildings stored in proper storage containers or cabinets?		
Do you meet MOSH standards for all spray painting or dip tank operations involving combustible liquids?		
Are oxidizing chemicals stored in segregated areas where they can have no contact with organic material except shipping bags?		
Are NO SMOKING signs posted where needed?		
Do you have a NO SMOKING rule enforced in areas involving storage and use of hazardous materials?		
Is ventilation equipment provided for removal of contaminants from such operations as production grinding, buffing, spray painting, and/or vapor degreasing, and is it operating properly?		
Are you familiar with the threshold limit values of airborne contaminants and physical agents used in your workplace?		
Do employees complain about dizziness, headaches, nausea, irritation, or other symptoms of discomfort when they use solvents or other chemicals?		
Do you use general dilution or local exhaust ventilation systems to control dust, vapors or mists which may be generated in your workplace?		
Is there a dermatitis problem? Do employees complain about dry, irritated or sensitive skin?		
If you use ear protectors, are employees properly fitted and instructed in their use? Are they given audiometric testing periodically to ensure that you have an effective hearing protection program?		
Are protective measures in effect for operations involving X-ray or other radiation?		
<i>For Lift Truck Operations:</i>		
Are only trained personnel allowed to operate forklift trucks?		
Is overhead protection provided on high lift rider trucks?		
Are lifts regularly inspected for defects?		
<i>For Toxic Materials:</i>		
Are all materials used in your plant checked for toxic qualities?		
Where appropriate, have control procedures been instituted for toxic materials, such as respirators, ventilation systems, handling practices, etc.?		

<b>General Work Environment</b>	<b>Yes</b>	<b>Needs Action</b>
Is smoking permitted in "designated smoking area" only?		
Are NO SMOKING signs prominently posted?		
Are covered metal waste cans used for oily and paint soaked waste?		

Are rubbish and litter disposed of daily?		
Are paint spray booths, dip tanks, etc., and their exhaust ducts cleaned regularly?		
Have weeds or other combustible materials been removed from within 20 feet of any building?		
For Wet Processes:		
Are stand mats, platforms, or similar protection provided to protect employees from wet floors?		
Are waste receptacles provided for waste and are they emptied regularly?		
Do your toilet facilities meet the requirements of applicable sanitary codes?		
Are washing facilities provided?		
Are all areas of your business adequately illuminated?		
Are floor openings provided with toe boards and railings or a floor hole cover?		
Are stairways in good condition and standard railings provided for every flight having four or more risers?		
Are portable wood ladders and metal ladders adequate for their purpose, in good condition, and provided with secure footing?		
If you have fixed ladders, are they adequate and are they in good condition and equipped with side rails or cages or special safety climbing devices, if required?		
For Loading Docks:		
Are dockplates kept in serviceable condition and secured to prevent slipping?		
Do you have means to prevent car or truck movement when dockplates are in place?		

<b>Exits and Access</b>	<b>Yes</b>	<b>Needs Action</b>
Are all exits unobstructed?		
Are all exits marked with a readily visible sign that is properly illuminated?		
Are there sufficient exits to ensure prompt escape in case of emergency?		
Are controls in place for restricted areas requiring limited access?		
Do you take special precautions to protect employees during construction and repair operations?		

<b>Fire Protection</b>	<b>Yes</b>	<b>Needs Action</b>
Are portable fire extinguishers provided in adequate number and type?		
Are fire extinguishers inspected monthly for general condition and operability, and noted on the inspection tag?		
Are fire extinguishers recharged annually and properly noted on inspection tag?		
Are plant employees periodically instructed in the use of extinguishers and fire protection procedures or is there an evacuation plan and is the plan posted?		
If you have interior stand pipes and valves, are these inspected regularly?		
If you have a fire alarm system, is it tested at least annually?		
If you have outside private hydrants, were they flushed within the last year and placed on a preventive maintenance schedule?		
Are fire doors and shutters in good operating condition?		
Are fusible links in place?		
Are they unobstructed and protected against obstruction?		
Is your local fire department well acquainted with your plant, location and specific hazards?		
<b>Machines and Equipment</b>	<b>Yes</b>	<b>Needs Action</b>

Are employees properly trained in the use of machinery and equipment they are operating?		
Are all machines or operations that expose operators or other employees to rotating parts, pinch points or flying chips, particles, or sparks adequately guarded?		
Are mechanical power transmission belts and pinch points guarded?		
Is exposed power shafting less than 7 feet from the floor guarded?		
Are hand tools and other equipment regularly inspected for safe condition?		
Is compressed air, used for cleaning, less than 30 psi?		
Are power saws and similar equipment provided with safety guards?		
Are grinding wheel tool rests set to within 1/8 inch or less of the wheel? Are wheels tested for defects before installation?		
Are tongue guards set to within 1/4 inch from the wheel?		
Is there any system for inspecting small hand tools for burred ends, cracked handles, frayed wires, etc.?		
Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?		
Are all air receivers periodically examined, including the safety valves?		
Are safety valves tested regularly and frequently?		

<b>Access to Information About Hazardous and Toxic Substances</b>	<b>Yes</b>	<b>Needs Action</b>
Have you evaluated your work site for compliance with this law?		
Has a chemical information list been compiled?		
Have material safety data sheets (MSDS) been obtained or developed for all substances on the chemical information list?		
Has the list been sent to the Department of the Environment?		
Are the chemical information list and the MSDS maintained in a manner that is accessible to employees? Is a copy provided within 5 days of a request?		
When new substances are brought on site, are additional MSDS obtained?		
Is the chemical information list updated?		
Have employees been informed of their rights under this Law and procedures for obtaining information on hazardous substances?		
Have employees been trained about the hazards of the substances, appropriate work practices, control programs, protective measures, and emergency procedures?		