

SAFETY STATUS ASSESSMENT FORM

By: _____ Site: _____ Date: _____

SUBJECT	Y	N	N/A	COMMENTS
EMPLOYEE TRAINING				
New employee basic safety orientation?				
New employee trained in safe work practices of their job?				
Employees provided with Safety Manual?				
Transferred, promoted or demoted employees trained in safe work practices of their job?				
EMPLOYEE WORK PRACTICES				
Loose hair, employee clothing, uniforms?				
Employee over exertion?				
Employee access to workstation?				
Potential for repetitive motion injury?				
Work shoes suitable for work environment?				
WASTE DISPOSAL				
Waste streams identified?				
Special containers provided for different types of wastes (oily rags, chemicals, scrap, garbage, recyclables, green waste, etc.)?				
Waste properly labeled where required?				
Satisfactory trash enclosure?				
Satisfactory external waste disposal arrangements?				
Approved disposal arrangements for hazardous wastes, records kept?				
Is a clarifier present? Are waste water discharge permits active?				
Any permitted/unpermitted emissions?				
Hazardous waste program (SB-14)				

SUBJECT	Y	N	N/A	COMMENTS
ROADS, SIDEWALKS, DRIVEWAYS & PARKING LOTS				
No broken or cracked surfaces?				
Good housekeeping?				
No uneven or broken sidewalk surfaces?				
No visual obstructions (intersections, driveways, etc.)?				
Stormwater flows to clarifier, sewer, storm drain?				
OFFICES				
No holes or depressions in floors?				
Rugs in hallways/ walkways free from holes, tears, uneven wrinkles?				
Aisles free of obstructions, electrical cords and outlets?				
Exits are properly lit?				
General housekeeping is good?				
No top heavy filing cabinets?				
Correct use of pins, knives, cutters, staplers?				
Fire escape doors and exits free from obstructions?				
Glass doors have either letters, marks or decals?				
Proper glazing materials for glass counters, partitions, doorways and windows?				
Switch and cover plates in place?				
No slivers in furniture or accessories?				
No fire hazards from pipes, cigarettes, cigars, etc?				
No running in corridors or offices?				
Safe storage of flammables?				
Hazardous materials identified?				
Personnel trained in the requirements of Hazard Communication Standard?				
Correct type and placement of fire extinguishers?				
First aid equipment available?				
Electric fans properly guarded?				

SUBJECT	Y	N	N/A	COMMENTS
SERVICE AREAS				
Floors				
Slip, trip, fall hazards?				
Clean, orderly, dry?				
Aisles				
Clearly marked?				
Unobstructed?				
Stairs				
Unobstructed?				
Adequate lighting on stairs?				
Worn or damaged stair treads?				
Storage beneath?				
Proper handrails?				
Lighting				
Task lighting adequate? Day/Night?				
Emergency lighting operational?				
Exits & Emergency Preparedness				
No locked or barred exits?				
Emergency exits well lit?				
Exit signs posted?				
No Exit signs posted where necessary?				
Exit/Evacuation route maps posted?				
Ventilation				
Volume adequate for process?				
Direction of flow adequate?				
Exhaust hood properly connected?				
Fans properly guarded?				
Equipment Concerns				
Mechanical aids adequate?				
Chocking procedure followed?				
Brake inspections conducted frequently?				
NOISE CONTROL				
Noise survey of all areas performed?				
Written hearing conservation program in place?				
Hearing protection provided where sound level exceeds action level?				
Employees wearing approved hearing protection correctly?				

SUBJECT	Y	N	N/A	COMMENTS
PERSONAL PROTECTIVE EQUIPMENT				
Correct gloves provided?				
Eye and Face protection provided?				
Eye wash(s) readily available?				
Signs and instructions present at eye wash locations?				
Adequate emergency rescue equipment available & serviceable?				
FIRST AID MEDICAL SERVICES				
Adequate materials & equipment available?				
Approved list of materials signed by doctor and included in first aid kits?				
Clear instruction on contacting outside medical services?				
Provision for transportation to outside medical services?				
OSHA 300 Log near First Aid Station?				
Two persons trained in posting OSHA 300 Log?				
Trained First Aid personnel with current certification present on all shifts?				
FIRE PROTECTION				
Written Emergency Action Plan?				
Written Business Emergency Action Plan on file with local Fire Department?				
Written Fire training plan?				
Fire equipment checked and inspected monthly?				
Fire equipment clearly marked?				
Welding curtain available and used?				
Sprinkler heads unobstructed?				
Branch lines free of obstructions/entanglements?				
Master control valve for sprinklers locked open?				
Regular fire drills held?				

SUBJECT	Y	N	N/A	COMMENTS
POTENTIALLY HAZARDOUS CHEMICALS				
MSDS available for all chemicals, Prop. 65 and Federally listed hazardous materials?				
Written Hazard Communication Program prepared and available?				
Labels on all supplier drums and chemicals?				
Labels on all in-house transfer or use containers?				
Adequate storage cabinets with correct venting?				
Proper absorbent materials available for spills?				
All potential responders trained in spill response procedure?				
COMPRESSED GASES				
Special storage away from heat sources?				
Proper storage/separation barriers?				
Stored upright and chained/secured to prevent falling?				
Contents marked and segregated by item?				
Caps on and hand tight?				
Employees trained in correct handling and use of equipment?				
ON-SITE MATERIAL HANDLING				
Wheel chocks available in shipping & receiving area?				
Skids and pallets in good repair?				
Special area for storage of unused skids and pallets?				
Procedure to set aside and dispose of broken skids and pallets?				
Paths, aisleways, stairways, clear of obstructions?				

SUBJECT	Y	N	N/A	COMMENTS
HOISTING AND LIFTING EQUIPMENT				
Lead capacity identified?				
Special area provided for refueling?				
All hand and foot controls operational?				
Full and unrestricted view for operator?				
Operators correctly trained in the inspection and use of the equipment?				
For stationary equipment, are necessary adapters provided?				
Are pneumatic/hydraulic controls protected from inadvertent actuation?				
Are all safety guards in place?				
Forklift Trucks				
Are all operators trained, licensed and certified?				
Is inspection checklist used for start/end of shift?				
Is load capacity labeled?				
Are allowable speeds posted?				
Is load placed evenly across forks?				
No riders are permitted?				
Pedestrians are given the right-of-way?				
Keys are removed from trucks when not in operation by operator?				
LADDERS AND SCAFFOLDS				
Safety feet/casters in good condition?				
Clean rungs?				
No broken, bent, cracked rails?				
No metal ladders in electrical areas?				
Only one person on a ladder at a time?				
Portable/fixed scaffolds have appropriate handrails?				
Danger tags provided and used for defective equipment?				
HAND & PORTABLE TOOLS & EQUIPMENT				
Electrically grounded?				
Constant pressure switches?				

SUBJECT	Y	N	N/A	COMMENTS
Correct tool used for any job?				
Power cord, air hose, tool bits, lamp guard, etc. in good condition?				
Operators properly trained in use of equipment?				
MACHINE GUARDING				
Guard or safety device at each point of operation?				
Guard fully prevents operator from reaching around guard?				
Guards are totally effective and unable to be bypassed?				
Mechanics are only persons allowed to remove guards?				
Mechanics responsible for replacing guards?				
Start/Stop/Emergency stop controls in reach of operator?				
Operators can see entire operation?				
All controls guarded against accidental start-up?				
No bypassing or removing of guards or safety devices?				
No operating equipment at unsafe speed?				
Lockout/Tag-out procedures implemented?				
Personal protective equipment in use?				
Mechanics, adjusters & inspectors properly trained?				
Machine tools				
Power transmission equipment guarded?				
Pinch points and Points of operation guarded?				
Eye protection used where needed?				
Emergency stop controls accessible and operational?				
Guards & defectors provided for chips/sparks from rotating equipment?				
Machine tool operators trained in operation of equipment?				

SUBJECT	Y	N	N/A	COMMENTS
LOCKOUT/TAG-OUT SYSTEMS				
Positive lockout systems provided for all equipment?				
Battery disconnects provided for all appropriate systems, vehicles, etc.?				
Written policy reviewed and signed by trained personnel, upon initial training and any supplemental training?				
Personalized locks with individual keys given to each mechanic?				
Only authorized persons allowed to perform this procedure?				
SITE CONCERNS				
Are there underground storage tanks (UST's) on the site?				
Are there aboveground storage tanks (AST's) on the site?				
Is this site subject to electromagnetic radiation emanations?				
Is there any need for low level radioactive material/waste emissions monitoring?				
Is site subject to CHP BIT Inspection?				
Is site or processes subject to SCAQMD permitting, inspections and/or emissions monitoring or reporting?				
Is site subject to Stormwater Discharge monitoring and reporting to Regional Water Quality Management Board?				
Is site subject to monitoring and/or reporting for waste water discharges to the local Sanitation District?				