



GHRA SAFETY AUDIT

Inspection Checklist

Fall Protection

- 1.** Mezzanines *CFR 1910.28(b)(13)(i)/19.10.28(b)(3)(iv)*
 - a. Are there unprotected ladders leading up to the mezzanine?
 - b. Does the mezzanine have a loading area that is unprotected?
 - c. Is there a mezzanine without guardrail surrounding it?
 - d. Does the mezzanine need toe board?

COMMENTS:

- 2.** Loading Dock *CFR 1910.28(b)(13)(i)*
 - a. When no truck is on the dock, is there an unprotected edge greater than 4'?
 - b. Are workers exposed to a fall greater than 4' while loading and unloading the truck?

COMMENTS:

- 3.** Ladders *CFR 1910.23*
 - a. Does the facility have any ladders without self-closing gates?
 - b. Does the facility have any "ships ladders" or steep staircases (greater than 50-degree slope) without fall protection?
 - c. Are there any staircases at the top of which there are common work activities taking place?

COMMENTS:

- 4.** Floor Openings *CFR 1910.28(b)(13)(i)/1910.21(a)(2)*
 - a. Are there any floor openings greater than 12" in diameter with no protection?

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- b. If a floor opening with a cover exists, are there areas where temporary fall protection measures are not used (guardrail or safety monitor) when the cover is open?

COMMENTS:

- 5.** Elevated Work Platforms *CFR 1910.28(b)(13)(i)*
 - a. Does the facility contain platforms greater than 4' upon which work needs to be completed?
 - b. Are there platforms greater than 4' without guardrail?
 - c. Do the platforms need a toe board?
 - d. If accessed by a ladder, are there ladders without fall protection?
 - e. If the platform is lower than 4', does the worker spend a significant amount of time with his back to the entrance?

COMMENTS:

- 6.** Working on Top of Equipment *CFR 1910.28(b)(13)(i)*
 - a. Are workers required to work on top of any equipment greater than 4' in height?
 - b. Do workers access the top of this equipment without fall protection (overhead tieoff, railing, etc.)?
 - c. Is gaining access to the top of the equipment unsafe?

COMMENTS:

- 7.** Skylights *CFR 1910.28(b)(3)(i)*
 - a. Does the roof have any skylights, rooflights or domelights?
 - b. Are they lacking protection by guardrails or screens?

COMMENTS:

- 8.** Roof Edges *CFR 1910.28(b)(13)*
 - a. Is work being performed at 6' or less from the roof edge?

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- b. Is the worker protected from falling by a guardrail or parapet of less than 42" without a fall restraint system?
- c. Is a policy regarding going within 15' of roof edge without fall protection lacking?
- d. Can we eliminate the need to send people close to the edge by using a crossover or walkway?

COMMENTS:

9. Access Paths *General Duty Clause 5(a)(1)*

- a. Is there a need for crossover bridges or work platforms?

COMMENTS:

10. Roof Access *CFR 1910.28(b)(13)(iv)*

- a. If the roof is accessed by a hatch, does the hatch lack a guardrail surrounding it and a self-closing gate?
- b. Is the roof accessed by a ladder without a self-closing gate at the top?

COMMENTS:

11. Unprotected Electrical Panels *CFR 1910.303(g)(2)(ii)*

- a. Are electrical panels in an area where they could be damaged?
- b. Is the barrier less than 30" away (minimum) from the electrical panel?

COMMENTS:

12. Machine Guarding *CFR 1910.212(a)(1)*

- a. Is there dangerous equipment that people could come in contact with?
- b. Are there guards or barriers on equipment that do not require workers to use a lockout/tag out procedure?

COMMENTS:

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- 13. Access Paths and Authorized Personnel Areas**
 - a. Are there access paths through the warehouse that are not clearly marked?
 - b. Are there heavy traffic areas where sufficient physical barriers between pedestrians and vehicles (such as forklifts) do not exist?
 - c. Are there restricted access areas where a barrier and gate with appropriate signage informing visitors of the restricted area are missing?

COMMENTS:

Hazard Communication

- 14. Hazard Communication Plan *CFR 1910.1200***
 - a. Do you have a written hazard communication plan that is complete and updated?
 - b. Does personnel know where the written hazard communication plan is located and do they have access to it? Do they know who their departmental hazard communication coordinator is.?
 - c. The written hazard communication plan includes an updated hazardous chemical inventory
 - d. Personnel have completed hazard communication training, prepared for handling direct inquiries during inspections and training has been documented.
 - e. Employee training program is in place for hazardous substances. Employees are notified of and trained about all hazardous substances that they work with or may be exposed to.
 - f. Employees are trained in how to recognize tasks that might result in occupational exposure; how to use work practice, engineering controls and personal protective equipment and to know their limitations; how to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment; and whom to contact and what to do in a chemical emergency.
 - g. Safety data sheets, for each and all hazardous chemicals, are readily available to all employees
 - h. Standard operating procedures are written and available to employees performing “non-routine” tasks for hazardous chemicals and procedures that pose potential physical hazards. These SOPs will be kept in the work area.

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COMMENTS:

- 15.** Hazardous Chemical Use *CFR 1910.1450*
 - a. Hazardous chemicals are stored safely and by proper hazard class.
 - b. Hazardous chemical containers are labeled with the identity of the chemical and information about its chemical hazards are in good condition.
 - c. Gas cylinders are secured, capped, labeled, and segregated by hazard class.
 - d. Chemical spill supplies are available.
 - e. Master chemical list is available.
 - f. Employers required to use appropriate personal protective clothing / equipment.
 - g. Flammable and toxic chemicals kept in closed containers when not in use.
 - h. Chemical piping systems clearly marked as to their contents.
 - i. Adequate means readily available for containing spills or overflows properly.
 - j. Employees prohibited from eating in areas where hazardous chemicals are present.
 - k. Control procedures such as respirators, ventilation systems and handling practices used for hazardous materials.
 - l. Hazardous substances handled in properly designed and exhausted locations.
 - m. Whenever possible, is vacuuming used to clean up dust, rather than blowing or sweeping?
 - n. Are materials that give off toxic, asphyxiant, suffocating, or anesthetic fumes and vapors stored in remote or isolated locations when not in use?
 - o. Are periodic spirometry and medical examinations maintained for personnel using respirators?
 - p. Eyewash fountains and safety showers immediately accessible and provided in areas where corrosive chemicals are handled.
 - q. Hazardous substances handled in properly designed and exhausted locations.
 - r. Hazardous substances handled in properly designed and exhausted locations.

COMMENTS:

Respiratory Protection

- 16. Respiratory Protection**
 - a. Procedures for selecting NIOSH certified respirators based on the hazards and workplace activities substances handled in properly designed and exhausted locations.
 - b. CFR 1910.134(e)(1) Medical evaluations of employees required to wear respirators reviewed by physician or licensed health care professional using approved questionnaire or clinical exam.
 - c. CFR 1910.134(f)(1) Fit testing procedures are performed using the same make, model and size that the employee will be expected to use (required annually, if applicable).
 - d. CFR 1910.134(c)(1)(v) Procedures and schedules for cleaning (if not disposable), disinfecting (if not disposable), storing, inspecting, repairing (if not disposable), discarding, and maintaining respirators.
 - e. CFR 1910.134(c)(1)(iv) Procedures for routine and emergency respirator use.
 - f. Training in respiratory hazards, proper use to inspect, put on and remove and use the respirator.
 - CFR 1910.134(c)(1)(i) Does the written respiratory protection program include procedures for selecting respirators for use in the workplace?
 - g. CFR 1910.134(c)(1) Written respiratory protection program
 - h. CFR 1910.134(e)(1) Has a medical evaluation been performed to determine the individual's ability to use a respirator, before the individual uses the respirator in the workplace?
 - i. CFR 1910.134(c)(1)(ii) Procedures for ensuring that workers who voluntarily wear respirators (excluding filtering face pieces) comply with the medical evaluation, and cleaning storing and maintenance requirements of the standard.
 - CFR 1910.134(c)(2) Are filtering facepieces (dust masks) clean and uncontaminated?
 - CFR 1910.134(c)(2) Does the use of the dust mask not interfere with the individual's ability to work safely?
 - CFR 1910.134(c)(2) Has a copy of Appendix D been given to each voluntary wearer?
 - j. Program evaluation procedure and procedures for monitoring employees for compliance with the program.
 - k. CFR 1910.134(c)(1)(iii) Ensure proper records of medical evaluations and fit testing are maintained.

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- l. CFR 1910.134(h)(1)(i) Respirators issued for the exclusive use of an individual cleaned and disinfected as often as necessary to be maintained in a sanitary condition?
- m. CFR 1910.134(h)(1)(ii) Respirators issued to more than one individual are cleaned and disinfected before being worn by different individuals?
- n. CFR 1910.134(h)(2)(i) Respirators stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture or damaging chemicals
- o. CFR 1910.134(h)(3)(1)(A) Respirators in routine situations inspected before each use and during cleaning.
- p. CFR 1910.134(h)(4) Respirators that fail an inspection or are otherwise found to be defective removed from service and either discarded or repaired? ?

COMMENTS:

Lockout / Tagout

- 17. Control of Hazardous Energy (Lockout/Tagout) standard CFR 1910.147**
 - a. 1910.147(c)(1) Energy Control Program shall ensure all hazardous energy sources are isolated, locked, tagged, or disabled before an employee performs service or maintenance where unexpected energizing or startup may occur and cause injury or death..
 - b. 1910.147(c)(2) (i) If an energy source cannot be locked out, do you have a tagout system in place?
 - c. 1910.147(c)(2) (iii) All machines and equipment, including new machinery are ready and capable of accepting lockout devices.
 - d. 1910.147(c)(3) (i) When a tagout device is used in place of a lockout device, is it truly capable of being locked out.
 - e. 1910.147(c)(4) Procedures properly outline the scope, purpose, responsibility, authorization, rules, and techniques to be utilized for the control of hazardous energy as well as means to enforce compliance.
 - f. 1910.147(c)(4) (ii)(B) Procedure in place for controlling hazardous energy with specific requirements for securing machines, placement, transfer, and removal of lockout devices as well as regularly testing of locked machinery.
 - g. 1910.147(c)(4) (ii)(B) Specific procedural steps for shutting down, isolating, blocking, and securing machines or equipment to control hazardous energy in place.

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- h. 1910.147(c)(4) (ii)(C) Is an authorized employee assigned and responsible for removing and transferring lockout tagout devices?
- i. 1910.147(c)(4) (ii)(D) Requirements exist for testing a machine or equipment to determine and confirm effectiveness and efficiency of lockout/tagout procedures.
- j. 1910.147(c)(5) (i) Have I provided all of the necessary equipment to employees for isolating dangerous machinery and equipment including; locks, tags, chains, wedges, key blocks, adapter pins, self-locking fasteners, or other important hardware used to secure or prevent machinery from causing injury or death?
- k. 1910.147(c)(5) (iii) All lockout tags provide clear legends such as DO NOT START, DO NOT OPEN, DO NOT CLOSE, DO NOT ENERGIZE, DO NOT OPERATE.
- l. 1910.147(c)(5) (ii)(A)(1) All lockout devices and tags designed to withstand the environment in which they are exposed for the maximum period of time that exposure is expected.
- m. 1910.147(c)(5) (ii)(B) Lockout devices and tags standardized throughout my facility in at least color, shape, size, and additionally print format for tags?
- n. 1910.147(c)(5) (ii)(C)(1) All lockout devices substantial enough to prevent removal without the use of excessive force such as bolt cutters or other metal cutting tools?
- o. 1910.147(c)(5) (ii)(C)(2) Lockout tags throughout my facility strong enough to prevent removal without the use of excessive force? They must have minimum unlocking strength of 50 pounds being equivalent to a one-piece, all environment-tolerant nylon cable tie.
- p. 1910.147(c)(6) (i) Have I performed at least an annual inspection of all machinery and equipment to ensure procedures are being followed?
- q. 1910.147(c)(6) (i)(A) Are inspections being performed by authorized employees other than the one(s) utilizing the energy control procedure being inspected?
- r. 1910.147(c)(6) (ii) Can I confirm and certify periodic inspections have been performed? The certification identifies the machine or equipment on which the energy control procedure was being utilized, the date of the inspection, the employees included in the inspection, and the person performing the inspection.?
- s. 1910.147(c)(7) (i) Have I provided training that ensures the purpose and function of the energy control program? Do all employees understand the knowledge and skills required for the safe application, usage, and removal of the energy controls??
- t. 1910.147(c)(7) (i)(A) Authorized employee received training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control?
- u. 1910.147(c)(7) (i)(C) The program include all other employees whose work operations may be in an area where energy control procedures may be utilized?

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- v. 1910.147(c)(7) (ii) When tagout systems are used, are employees properly trained in limitation of tags?
- w. 1910.147(c)(7) (iii) Is Training repeated periodically when changes/updates occur in the energy control procedure?
- x. 1910.147(c)(9) Are all employees notified and aware of the application and removal of lockout devices or tagout devices?
- y. 1910.147(d)(4) (i) All lockout tagout devices are affixed to each energy isolating devices by authorized employees??

COMMENTS:

Powered Industrial Trucks

- 18.** CFR 1910.178(l) Powered Industrial Trucks / Forklifts
 - a. Only trained and authorized personnel allowed to operate industrial trucks.
 - b. Do personnel operate only industrial trucks on which they have been certified?
 - c. Overhead guards provided on high-lift equipment.
 - d. industrial truck operating rules posted and enforced. industrial trucks being operated in accordance with the posted rules.
 - e. Industrial trucks operating in dark areas equipped with functioning headlights.
 - f. Industrial trucks have warning horns or other devices that can be clearly heard above normal noise in the areas where they are operated.
 - g. Brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when it is fully loaded.
 - h. Does the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?
 - i. Are industrial trucks approved to operate in locations where flammable gases or vapors, combustible dust, or ignitable fibers may be present in the atmosphere?
 - j. Are the drive motors shut off, and are brakes applied when any motorized hand and hand/rider truck's control grip is released?
 - k. Are industrial trucks parked with the parking brake set and the forks flat on the floor or ground?

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- l. Are industrial trucks parked so they do not block exits or emergency equipment and are not parked on dock plates?
- m. Are industrial trucks inspected in writing before each shift of use?

COMMENTS:

Machine Guarding

- 19. Machine Guarding**
 - A program in place to train employees how to operate machines safely
 - Is there adequate supervision to ensure that employees are following safe machine operating procedures?
 - Program in place to regularly perform safety inspections of machinery and equipment.
 - All machinery and equipment kept clean and properly maintained.
 - Sufficient clearance provided around and between machines to allow for safe operations, servicing, material handling, and waste removal.
 - Are machines that could walk or tip bolted to the floor?
 - Is the power shut-off switch within reach of the operator's position at each machine?
 - Can electric power to each machine be locked out for maintenance, repair, or security?
 - Are non-current-carrying metal parts of electrically operated machines bonded and grounded?
 - Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects
 - Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
 - Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
 - Are all emergency stop buttons brightly colored, or do they display a placard?
 - Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded

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- Are all moving chains, sprockets, power shafts, gears, and flywheels within 7 feet of the floor properly guarded?
- Do machines that use coolant have splash guards to prevent it from reaching employees?
- Are methods provided to protect the operator and other employees in the machine areas from hazards created at the point of operation and from nip points, rotating parts, flying chips, and sparks?
- Are machine guards secure and arranged so they do not pose a hazard when in use?
- If special hand tools are used for placing and removing material, do they protect the operator's hands?
- Are revolving drums, barrels, and containers guarded by an enclosure that is interlocked with the drive mechanism, so that they don't revolve unless the guard enclosures are in place?
- Do arbors and mandrels have firm and secure bearings, and are they free from play
- Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- Are machines constructed so they are free from excessive vibration when the largest-sized tool is mounted and run at full speed?
- If machinery is cleaned with compressed air, is air pressure controlled, and are personal protective equipment or other safeguards used to protect operators and other workers from injury?
- Fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor
- Saws that are used for ripping equipped with anti-kickback devices and spreaders
- Radial arm saws arranged so that the cutting head will gently return to the back of the table when released

COMMENTS:

Personal Protective Equipment

- 20.** Personal Protective Equipment
 - Are protective goggles or face shields provided and worn where there is a danger of flying particles or corrosive materials?
 - Are protective gloves, aprons, shields, or other means provided where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials?
 - Are hard hats provided and worn where danger of falling objects exists?
 - Hard hats inspected periodically for damage to the shell and suspension system
 - Foot protection required as appropriate
 - Adequate work procedures and PPE provided and used when cleaning up spilled toxic or hazardous materials or liquids
 - Are appropriate procedures in place for disposing of or decontaminating PPE?
 - Are employees trained in use, limitations, maintenance, storage, and inspection requirements of PPE?

COMMENTS:

Other General Industry Areas

- 21.** Recordkeeping
 - Are Occupational Safety and Health Administration (OSHA) and other federal- and state required posters displayed in a prominent location?
 - Are safety signs or warnings posted where appropriate?
 - Are emergency telephone numbers posted where they can be readily found?
 - Is a first-aid kit available and adequately stocked?

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- Is a substance abuse policy in place?
- Is the OSHA 300A Summary of Work-Related Injuries and Illnesses signed by ranking manager and posted between February 1 and April 30?
- Are emergency evacuation traffic routes identified?
- Are all work areas clean and orderly?
- Are combustible scrap, debris, and waste stored safely and removed from work areas promptly?
- Are adequate toilets and washing facilities provided?
- Are toilets and wash areas clean and sanitary?
- Are work areas adequately illuminated?
- Are procedures in place to maintain records and logs?
 - a. Safety inspections
 - b. Incident logs
 - c. Safety meeting minutes
 - d. Accident investigations
 - e. Emergency response drills

COMMENTS:

- 22. Medical Services / First Aid**
 - Is a bloodborne pathogens Exposure Control Plan in place if required?
 - Is regulated waste discarded according to applicable laws and regulations?
 - Are medically approved first-aid kits and sharps containers adequately supplied?
 - Are all dated medical products current, and not expired?
 - If medical or first-aid facilities are not nearby, is at least one employee on each shift qualified to give first aid?
 - Are medical personnel readily available for advice and consultation?

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- Are quick-drenching showers and eye-flushing stations available where corrosive liquids or materials are handled?
 - a. Are these stations suitably marked and readily accessible?
 - b. Are all stations inspected at least monthly?
 - c. Is the fluid changed in tank-type eyewash stations at least every six months?

COMMENTS:

23. Health and Safety Training

- Is management committed to employee training?
- Have all new employees received safety orientation training?
- Do employees participate in regularly scheduled safety meetings?
- Are adequate training resources available?
- Is it documented that all employees have received required training?
- Work-area hazards
 - Emergency action plan
 - Equipment operation
 - Personal protective equipment (PPE)
 - Location and use of emergency equipment
 - Hazard communication/safety data sheets (SDSs) and labels
 - Lockout/tagout
 - Hearing conservation

COMMENTS:

24. Fire Protection

- Is the local fire department acquainted with the facility and its specific hazards?

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- Are fire suppression system inspections current?
- Are fire alarm systems tested at least annually?
- Are interior standpipes and valves inspected regularly?
- Are fire doors and shutters maintained and inspected regularly?
- Are automatic sprinkler system water control valves, along with air and water pressure, checked as required?
- Do sprinkler risers have a 3-foot buffer zone?
- Are sprinkler heads protected by metal guards if exposed to possible physical damage?
- Is there adequate clearance between sprinkler heads and stored materials?
- Are fire extinguishers provided in adequate number and type, and are they in readily accessible locations?
- Are extinguishers in their assigned stations?
- Can fire extinguishers be located readily? Are signs needed to point them out?
- Are employees trained or educated annually in the use of fire extinguishers?
- Do all fire extinguishers have current annual inspections?
- Do all fire extinguishers receive monthly visual inspections?
- Are safety pins and plastic secondary wraps in place and unbroken on all extinguishers?

COMMENTS:

- 25. Exit Routes**
 - Are all exit routes that are subject to blackout protected by emergency lights? Do the lights work?
 - Are doors, passageways, or stairways that are neither exits nor accessible to exits appropriately marked as “Not an Exit” or with an indication of its actual use?

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- Is "Exit" sign lettering at least 5 inches high with a ½-inch-wide stroke?
- Where areas could black out, are exit signs either lighted or luminescent? If lighted, do the signs work?
- Where exit doors to the exterior are not visible, are exit routes marked with exit signs or exit signs with arrows?
- Are exit doors side-hinged?
- Are all exits free from obstructions?
- Are all exit routes at least 28 inches wide?
- Are there sufficient exits to permit prompt emergency escape?
- Where ramps are used as required exits, is the ramp slope limited to dimensions of 1 foot vertical and 12 feet horizontal?
- Are frameless glass doors, glass exit doors, and storm doors fully tempered, and do they meet safety requirements for human impact?
- Do all exit doors open from the inside without the use of a key, tool, or any special knowledge?
- Where panic hardware is installed on exit door, will it allow the door to open with 15 pounds' or less force in the direction of the exit traffic?
- Are there adequate barriers or warnings on exit doors that lead to vehicle traffic areas?
- Do exit discharges lead to clear areas without obstruction?

COMMENTS:

- 26. Walkways**
 - Are aisles and passageways kept clear and clean?
 - Are wet surfaces covered with non-slip materials?
 - Are pits and floor openings covered or guarded?
 - Is sufficient aisle clearance provided for motorized or mechanical handling equipment operation?

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- Are walkways properly marked?
- Are aisles and walkways that are near moving or operating machinery, welding operations, or similar operations positioned to minimize potential hazard exposure?
- Is adequate headroom provided for the entire length of each walkway?
- Are standard guardrails provided when the walkway surface is elevated more than 30 inches above any adjacent floor or ground?
- Are bridges provided over conveyors and similar hazards?

COMMENTS:

27. Floor and Wall Openings

- Are floor openings guarded by a cover, guardrail, or equivalent on all sides?
- Are toeboards that are at least 4 inches tall installed around edges of permanent floor openings where there is a danger of tools or materials falling onto persons or machinery on a lower level?
- Is the maximum gap between a floor or deck surface and the bottom of the toeboard no greater than 1/4 inch?
- Are skylight screens capable of supporting at least 200 pounds?
- Are grates or similar types of floor covers designed so that foot traffic or rolling equipment will not be affected by their placement?
- Are portions of pits that are not in use either covered or protected by guardrails or equivalent?
- Are manhole covers, trench covers, or similar covers, plus their supports, designed to carry a truck rear axle load of at least 20,000 pounds?

COMMENTS:

✓ **28. Stairs and Stairways**

- Are standard stair rails or handrails on all stairways with four or more risers?

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- Are stairways at least 22 inches wide?
- Do stair landing platforms extend not less than 30 inches in the direction of travel, and extend 22 inches in width at every 12 feet or less of vertical rise?
- Do stairs angle no more than 50 degrees and no less than 30 degrees?
- Are stairs of hollow-pan-type treads and landings filled to the top edge of the pan with solid material?
- Are step risers on stairs of a uniform height from top to bottom?
- Are steps designed or provided with a slip-resistant surface?
- Are handrails located between 30 and 34 inches above the stair treads?
- Do handrails have at least 3 inches of clearance between the handrail and the wall surface they are mounted on?
- 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 less than 21 inches?
- Are handrails capable of withstanding a load of 200 pounds applied within 2 inches of the top edge?

COMMENTS:
