

World Class Solutions Group

Facility Site Safety Evaluation

Location

Location #1

Audited By

Date

Checksheet Name

Aisles

Y N NA

- 1. Are aisle widths maintained?
Rating: 5
29 CFR 1910.22(b)(1)
- 2. Are aisles and passageways properly illuminated?
Rating: 5
- 3. Are aisles in good condition?
Rating: 5
29 CFR 1910.22(b)(1)
- 4. Are aisles kept clean and free of obstructions?
Rating: 5
- 5. Are aisles marked?
Rating: 5
29 CFR 1910.22(b)(2)
- 6. Are fire aisles, access to stairways, and fire equipment kept clear?
Rating: 5
29 CFR 1910.178(m)(14)
- 7. Is there safe clearance for equipment through aisles and doorways?
Rating: 5
29 CFR 1910.176(a)

Aisles and Passageways

Y N NA

- 8. Where mechanical handling equipment is used, are sufficient safe clearances allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made?
Rating: 5
29 CFR 1910.22(b)(1)
- 9. Are aisles and passageways kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard?
Rating: 5

- 10. Are permanent aisles and passageways appropriately marked?
Rating: 5
29 CFR 1910.22(b)(2)

Exit Routes—Access to exits

Y N NA

- 11. Are exit doors unlocked?
Rating: 5
29 CFR 1910.36(d)
- 12. Are exits readily accessible at all times?
Rating: 5
29 CFR 1910.37(a)(3)
29 CFR 1910.37(d)
29 CFR 1910.36(d)(2)
- 13. Are doors, from a room to an exit or to a way of exit access, of the side-hinged, swinging type?
Rating: 5
29 CFR 1910.36(e)
- 14. Is access to an exit NOT through a bathroom, or other room subject to locking (except where the exit is required to serve only the room subject to locking)?
Rating: 5
29 CFR 1910.37(a)(3)
- 15. Are ways of exit access and the doors to exits to which they lead clearly recognizable as such?
Rating: 5
29 CFR 1910.37(b)
- 16. Do you make sure that hangings or draperies are not placed over exit doors or otherwise located as to conceal or obscure any exit?
Rating: 5
29 CFR 1910.37(b)(3)
- 17. Are mirrors prohibited from being placed on exit doors or adjacent to any exit in such a manner as to confuse the direction of exit?
Rating: 5

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18. Is exit access arranged so that it will not be necessary to travel toward any area of high hazard occupancy in order to reach the nearest exit?

Rating: 5

29 CFR 1910.37(a)(2)

19. Is exit access travel effectively shielded from the high hazard location by suitable partitions or other physical barriers?

Rating: 5

20. Is the minimum width of any way of exit access at least 28 inches?

Rating: 5

29 CFR 1910.37(g)(2)

Exit Routes—Exit marking

Y N NA

21. Are exits marked by a readily visible sign?

Rating: 5

29 CFR 1910.37(b)(2)

22. Is any door, passage, or stairway that could be mistaken for an exit or a way of exit access, identified by a sign reading “Not an Exit” or similar designation, or identified by a sign indicating its actual character, such as “To Basement,” “Storeroom,” “

Rating: 5

29 CFR 1910.37(b)(5)

23. Is a sign reading “Exit” or similar designation, with an arrow indicating the directions, placed in every location where the direction of travel to reach the nearest exit is not immediately apparent?

Rating: 5

29 CFR 1910.37(b)(4)

24. Is an internally illuminated exit sign provided in all occupancies where reduction of normal illumination is permitted?

Rating: 5

29 CFR 1910.37(b)(6)

25. Does every exit sign have the word “Exit” in plainly legible letters not less than 6 inches high, with the principal strokes of letters not less than three-fourths-inch wide?

Rating: 5

29 CFR 1910.37(b)(7)

Alarms and Warnings—General requirements

Y N NA

26. Have you established an employee alarm system that complies with 1910.165?

Rating: 5

29 CFR 1910.165

29 CFR 1910.38(d)

27. Does the employee alarm system provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace or the immediate work area, or both?

Rating: 5

29 CFR 1910.165(b)(1)

28. Can alarms be heard, seen, or otherwise perceived by everyone in the workplace?

Rating: 5

29 CFR 1910.165(b)(2)

29. Do you provide an auxiliary power supply if electricity is shut off?

Rating: 5

30. Do you ensure that alarms are distinctive and recognized by all employees as a signal to evacuate the work area or perform actions identified in your plan?

Rating: 5

29 CFR 1910.165(b)(3)

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31. Have you made available an emergency communications system such as a public address system, portable radio unit, or other means to notify employees of the emergency and to contact local law enforcement, the fire department, and others.

Rating: 5

29 CFR 1910.165(b)(4)

32. Have you established procedures for sounding emergency alarms in the workplace?

Rating: 5

29 CFR 1910.165(b)(5)

Battery Charging

Y N NA

33. Are battery charging installations located in areas designated for that purpose?

Rating: 5

29 CFR 1910.178(g)(1)

34. Are batteries charged in a properly vented room?

Rating: 5

29 CFR 1910.178(g)(2)

35. Is local ventilation sufficient to disperse fumes?

Rating: 5

36. Are facilities provided for flushing and neutralizing spilled electrolyte?

Rating: 5

37. Are facilities provided for fire protection?

Rating: 5

38. Are facilities provided for protecting charging apparatus from damage by trucks?

Rating: 5

39. Is a conveyor, overhead hoist, or equivalent material handling equipment provided for handling batteries?

Rating: 5

29 CFR 1910.178(g)(4)

40. Are reinstalled batteries properly positioned and secured in the truck?

Rating: 5

29 CFR 1910.178(g)(5)

41. When charging batteries do you make certain not to pour water into acid?

Rating: 5

29 CFR 1910.178(g)(7)

42. Are vent caps functioning?

Rating: 5

29 CFR 1910.178(g)(9)

43. Is smoking prohibited and sign posted in battery charging room?

Rating: 5

44. Are precautions taken to prevent open flames, sparks, or electric arcs in the charging area?

Rating: 5

29 CFR 1910.178(g)(11)

45. Are tools and other metallic objects kept away from the top of uncovered batteries?

Rating: 5

29 CFR 1910.178(g)(12)

Chemicals

Y N NA

46. Are adequate engineering and protective steps taken to protect workers from chemical exposure hazards (e.g., handling of chemicals during production, or exposure from spills/leaks)?

Rating: 5

29 CFR 1910.119(e)(1)

29 CFR 1910.119(e)(5)

29 CFR 1910.120(d)(1)

29 CFR 1910.120(g)

47. Are all containers such as vats, storage tanks, etc., labeled as to their contents, e.g., "CAUSTICS"?

Rating: 5

29 CFR 1910.1200(f)(5)

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48. Are all hazardous chemicals appropriately labeled?
Rating: 5

29 CFR 1910.1200(f)(5)

29 CFR 1910.1200(f)(6)

49. Is there a list of hazardous substances used in your facility?

Rating: 5

29 CFR 1910.1200(e)(1)(i)

50. Is there a material safety data sheet readily available for each hazardous substance used?

Rating: 5

29 CFR 1910.1200(g)(8)

29 CFR 1910.1200(g)(9)

29 CFR 1910.1200(g)(10)

Disaster Recovery

Y N NA

51. Have you established a work location that could be used should your facility be unavailable due to disaster or emergency?

Rating: 2

52. Does the temporary work location have all necessary equipment so critical business functions can be carried out?

Rating: 2

53. Have necessary safety measures been taken to ensure that the temporary location is safe and will have necessary protective equipment?

Rating: 2

Electrical Equipment Markings

Y N NA

54. Are box covers permanently marked "High Voltage"?

Rating: 5

29 CFR 1910.305(b)(3)(ii)

55. Are disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

Rating: 5

29 CFR 1910.303(f)

56. Are the necessary voltage, wattage, or current ratings labeled?

Rating: 5

29 CFR 1910.303(e)

57. Do circuit breakers clearly indicate whether they are in the "on" or "off" position?

Rating: 5

29 CFR 1910.304(e)(1)(vi)

58. Is electrical protective equipment marked according to class and type (Class indicates appropriate voltage; type indicates ozone resistance.)?

Rating: 5

29 CFR 1910.137(a)(1)

59. Is the manufacturer identified on electrical equipment?

Rating: 5

29 CFR 1910.303(e)

Electrical Systems

Y N NA

60. Are all cord and cable connections intact and secure?

Rating: 5

29 CFR 1910.303(c)

61. Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?

Rating: 5

29 CFR 1910.303(f)

62. Are all electrical raceways and enclosures securely fastened in place?

Rating: 5

29 CFR 1910.305(a)(1)

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- 63. Are circuit breakers accessible to personnel, protected from physical damage, and located away from ignitable material?
Rating: 5
29 CFR 1910.304(e)(1)(iv)
- 64. Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?
Rating: 5
29 CFR 1910.305(g)(2)(iii)
- 65. Do you specify compliance with OSHA for all contract electrical work?
Rating: 5
29 CFR 1910.303(b)(1)
- 66. In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
Rating: 5
29 CFR 1910.305(j)(2)(ii)
- 67. Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
Rating: 5
29 CFR 1910.303(g)(1)
29 CFR 1910.303(h)(3)
- 68. Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuit conductors?
Rating: 5
29 CFR 1910.269(h)(3)
29 CFR 1910.333(c)(7)

Emergency Action Plan

Y N NA

- 69. Is there an emergency action plan (EAP) in place detailing procedures employees should follow in an emergency?
Rating: 5
- 70. Does the EAP include procedures for all anticipated emergency situations (i.e., fire, tornado, bomb threat, explosion, etc.)?
Rating: 5
- 71. Does the EAP include escape procedures and routes?
Rating: 5
- 72. Do the escape procedures and routes accommodate any disabled employees?
Rating: 3
- 73. Does the EAP contain procedures for those remaining in the facility to perform critical operations?
Rating: 3
- 74. Do you have headcount procedures (location, methods for accounting for employees, etc.)?
Rating: 3
- 75. Have rescue and medical duties been assigned to appropriate personnel or outside contractors or agencies?
Rating: 3

Emergency Response Area—First-Aid Kits

Y N NA

- 76. Are first-aid kit supplies adequate for the work area?
Rating: 0
29 CFR 1910.151(b)
- 77. Do first aid kits contain at a minimum items described in American National Standard (ANSI) Z308.1, Minimum Requirements for Industrial Unit-Type First-aid Kits? Appendix A to §1910.151
Rating: 0

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78. Do you check first aid kits periodically and make sure contents are adequate?

Rating: 0

79. Is a system in place for re-stocking first aid cabinets?

Rating: 0

Emergency Response Area—PPE

Y N NA

80. Is appropriate personal protective equipment (PPE), such as respirators, gloves, and turnout gear, available for those designated to use them in the event of an emergency?

Rating: 5

29 CFR 1910.132(a)

81. Do you have an eye wash station immediately available for employees who work with corrosive materials?

Rating: 5

Emergency Response Area—Labels/Signs/Warnings

Y N NA

82. Are there adequate signs in the area (fire extinguisher, eye wash, no smoking, first aid locational signs; danger signs; etc.)?

Rating: 5

Equipment

Y N NA

83. Are all cord-connected, electrically-operated tools used by employees at their workplace in good condition?

Rating: 5

29 CFR 1910.242(a)

84. Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?

Rating: 5

29 CFR 1910.107(c)(8)

85. Are the forklifts in your facility correctly designated for your type of operation (based on atmosphere, hazards of materials handled, etc.)?

Rating: 5

29 CFR 1910.178(c)(2)

86. Is necessary personal protective equipment available?

Rating: 5

29 CFR 1910.252(b)(2)

Equipment Markings

Y N NA

87. Are all emergency stop buttons colored red?

Rating: 5

29 CFR 1910.144(a)(1)(iii)

88. Are storage cabinets used to hold flammable liquids labeled "Flammable - Keep Fire Away"?

Rating: 5

29 CFR 1910.106(d)(3)(ii)

Storage Containers/Systems

Y N NA

89. Are containers labeled to indicate contents as being corrosive, flammable, radioactive, etc. as appropriate?

Rating: 5

29 CFR 1910.1200(f)

Fire Alarm Systems

Y N NA

90. If you have a non-supervised fire alarm system, is it tested bimonthly?

Rating: 5

29 CFR 1910.165(d)(2)

91. If you have a supervised employee alarm system (that is, does the alarm have a device that indicates system malfunction), is it tested yearly?

Rating: 5

29 CFR 1910.165(d)(4)

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Fire Detection Systems—Maintenance and Testing

Y N NA

- 92. Are systems properly maintained and operated, except during repairs or maintenance?
Rating: 5
29 CFR 1910.164(c)(1)
- 93. Are fire detectors and fire detection systems tested and adjusted often enough so that they operate correctly and maintain reliability?
Rating: 5
29 CFR 1910.38(d)
- 94. Are the servicing, maintenance, and testing of fire detection systems, including cleaning and necessary sensitivity adjustments, performed by a trained person?
Rating: 5
29 CFR 1910.164(c)(4)
- 95. Are fire detectors cleaned on a regular basis when necessary to assure their proper operation?
Rating: 5
29 CFR 1910.164(c)(5)

Fire Prevention/Protection

Y N NA

- 96. Are appropriate fire extinguishers located and identified so that they are readily available to employees?
Rating: 5
29 CFR 1926.150(c)(1)
29 CFR 1926.150(c)(1)(iv)
29 CFR 1926.150(c)(1)(vi)
- 97. Are fire extinguishers inspected and recharged regularly and noted on the inspection tag?
Rating: 5
29 CFR 1926.150(c)(1)(viii)

HVAC: Operations

Y N NA

- 98. Are appropriate measures of temperature, humidity, and airflow taken and recorded?
Rating: 3
- 99. Are HVAC operating cycles scheduled according to whether they are occupied/unoccupied?
Rating: 3
- 100. Are loading dock vehicles located to prevent exhaust fumes from entering the HVAC intake duct?
Rating: 3
- 101. Are odors, dusts, and emissions from painting, roof repair, and other contaminant-producing activities isolated?
Rating: 3
29 CFR 1910.141(a)(3)
- 102. Are plant chemicals used and stored such that vapors do not escape into the HVAC system?
Rating: 3
- 103. Is the HVAC maintenance cycle conducted according to manufacturer's instructions?
Rating: 3

Lockout

Y N NA

- 104. Are appropriate employees provided with individually keyed personal safety locks?
Rating: 5
29 CFR 1910.147(d)(4)
- 105. Are correct lockout/tagout procedures in use?
Rating: 5
29 CFR 1910.147(c)(4)
29 CFR 1910.147(d)
29 CFR 1910.147(e)
- 106. Are equipment control valves provided with a means for locking out?
Rating: 5
29 CFR 1910.147(c)(2)(iii)

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- 107. Are provisions made to prevent machines from automatically starting after a shutdown?
Rating: 5
29 CFR 1910.147
- 108. Are suspended loads or potential energy (such as compressed springs, hydraulics, or jacks) controlled to prevent hazards?
Rating: 5
29 CFR 1910.147(d)(5)
- 109. Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked out during cleaning, servicing, adjusting or setting up operations, whenever required?
Rating: 5
29 CFR 1910.147(c)(1)
29 CFR 1910.147(c)(2)(i)
- 110. Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
Rating: 5
29 CFR 1910.147(d)(3)
- 111. Is there a means provided to identify employees who are working on locked-out equipment by their locks or accompanying tags?
Rating: 5
29 CFR 1910.147(c)(5)(ii)(D)

Lockout/Tagout Storage Area—Certification

- Y N NA
- 112. Do you certify that the periodic inspections of the energy control procedure have been performed?
Rating: 5
29 CFR 1910.147(c)(6)(ii)

Lockout/Tagout: Recordkeeping

- Y N NA
- 113. Do you specify steps for the placement, removal and transfer of lockout/tagout devices, and the responsibility for them?
Rating: 5
29 CFR 1910.147(c)(4)(ii)
 - 114. Do you specify steps for the shutting down, isolating, blocking and securing machines or equipment to control hazardous energy?
Rating: 5
 - 115. Have you developed and documented procedures for the control of potentially hazardous energy?
Rating: 5
29 CFR 1910.147(c)(4)(i)

Machine Guarding: General

- Y N NA
- 116. Are all moving chains and gears properly guarded?
Rating: 5
29 CFR 1910.219(f)(1)
29 CFR 1910.219(f)(2)
 - 117. Are machinery guards secure and so arranged that they do not offer a hazard in their use?
Rating: 5
29 CFR 1910.212(a)(2)
 - 118. Are rotating or moving parts of equipment guarded to prevent physical contact?
Rating: 5
29 CFR 1910.212(a)(1)
 - 119. Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
Rating: 5
29 CFR 1910.213(a)(11)

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Postings: Employee Rights

Y N NA

120. Are all OSHA citations for an area displayed near where the violation occurred?

Rating: 5

29 CFR 1903.16(a)

29 CFR 1903.16(b)

121. Is the Form 300, injury and Illness Reporting Form, posted from February 1 through April 30?

Rating: 5

29 CFR 1904.32(b)(6)

122. Is the OSHA 2203 or 3165 poster properly displayed?

Rating: 5

29 CFR 1903.2(a)(1)

Forklift Operations

Y N NA

123. Are all industrial trucks not in safe operating condition removed from service?

Rating: 5

29 CFR 1910.178(q)(1)

124. Are the forklifts in your facility correctly designated for your type of operation (based on atmosphere, hazards of materials handled, etc.)?

Rating: 5

29 CFR 1910.178(c)(2)

125. Are industrial trucks equipped with flashing lights, horn, overhead guard, and name plate (load limits)?

Rating: 5

29 CFR 1910.178(a)(2)

126. Are your forklifts inspected before being placed in service? Inspections should be at least daily, or after each shift, if used around the clock.

Rating: 5

29 CFR 1910.178(q)(7)

127. Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot-candles per square foot of general lighting?

Rating: 5

29 CFR 1910.178(h)(2)

128. Is filling fuel tanks prohibited while engines are running?

Rating: 5

29 CFR 1910.178(p)(2)

129. Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?

Rating: 5

29 CFR 1910.178(m)(5)(i)

Forklift: Training

Y N NA

130. Are only trained personnel as required in 1910.178(l) allowed to operate industrial trucks?

Rating: 5

29 CFR 1910.178(l)

131. Have you documented what methods you use to train forklift operators?

Rating: 5

Sprinkler Systems

Y N NA

132. Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?

Rating: 5

29 CFR 1910.159(c)(2)

29 CFR 1910.159(c)(3)

133. Are fire control sprinkler heads kept clean?

Rating: 5

29 CFR 1910.107(f)(3)

29 CFR 1910.107(g)(2)

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134. Are sprinkler heads protected by metal guards when exposed to physical damage?

Rating: 5

29 CFR 1910.159(c)(8)(iii)

135. Is proper clearance maintained below sprinkler heads?

Rating: 5

29 CFR 1910.159(c)(10)

Injury and Illness - Form 300 - Recordkeeping

Y N NA

136. Are you maintaining a log of occupational injuries and illnesses?

Rating: 5

29 CFR 1904.4(a)

137. Are you retaining the OSHA 200 and 201 Forms for 5 years?

Rating: 5

29 CFR 1904.44

138. Are you retaining the OSHA 300 and 301 Forms for 5 years?

Rating: 5

29 CFR 1904.33(a)

139. Are you summarizing the previous year's records, and then posting this summary in the workplace from February 1 - April 30?

Rating: 5

29 CFR 1904.32(b)(6)

Facilities Marking: OSHA Posters

Y N NA

140. Is OSHA's Form 2203 (or 3165) describing the OSH Act posted appropriately?

Rating: 5

29 CFR 1903.2(a)

Stairs

Y N NA

141. Are all stairways at least 22 inches wide?

Rating: 5

29 CFR 1910.24(d)

142. Are risers uniform in height and conform to proper height?

Rating: 5

29 CFR 1910.24(f)

143. Are stair railings of standard height? (30" - 34" above surface)

Rating: 5

29 CFR 1910.23(e)(2)

144. Are standard railings provided on the open side of exposed stairs?

Rating: 5

29 CFR 1910.24(h)

145. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?

Rating: 5

29 CFR 1910.24(f)

146. Does every stairway having 4 or more treads have a hand rail?

Rating: 5

29 CFR 1910.23(d)

147. 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 to less than 21 inches?

Rating: 5

29 CFR 1910.23(a)(10)

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Storm Water - Recordkeeping

Y N NA

148. Have you developed "best management practices" or a Pollution Prevention Plan, detailing your storm water management plans for your facility?

Rating: 5

40 CFR 122.26(c)(1)

40 CFR 122.26(c)(1)(i)(B)

Stormwater Regulations

Y N NA

149. Have you managed stormwater runoff issues properly by developing a pollution prevention plan?

Rating: 5

40 CFR 122.26(c)

150. Have you prevented stormwater contamination from parking lots, excavation areas, refuse areas, and so on, where stormwater runoff would be contaminated with hazardous pollutants?

Rating: 5

40 CFR 122.26

Walking/Working Surfaces: Housekeeping

Y N NA

151. Are all places of employment, passageways, storerooms, and service rooms kept clean and orderly and in a sanitary condition?

Rating: 5

29 CFR 1910.22(a)(1)

152. Is the floor of every workroom maintained in a clean and, so far as possible, a dry condition?

Rating: 5

29 CFR 1910.22(a)(2)

153. Where wet processes are used, is drainage maintained, and are false floors, platforms, mats, or other dry standing places provided where practicable?

Rating: 5

154. To facilitate cleaning, is every floor, working place, and passageway kept free from protruding nails, splinters, holes, or loose boards?

Rating: 5

29 CFR 1910.22(a)(3)

Behavior-Based Safety: Test, Measurement, and Recordkeeping

Y N NA

155. Do you have a written and updated safety plan in place?

Rating: 5

156. Do you have a system in place to evaluate employee observations (JHA's)?

Rating: 3

157. Do you have a recordkeeping system in place to track employee observation checklists (JHA's)?

Rating: 3

158. Has your injury frequency been reduced after implementation of a behavior-based safety process?

Rating: 3

Housekeeping: General

Y N NA

159. Are all spilled materials or liquids cleaned up immediately?

Rating: 0

29 CFR 1910.141(a)(3)(ii)

160. Are mats, grating, etc. used where drainage is needed?

Rating: 0

29 CFR 1910.22(a)(2)

161. Are work areas clean?

Rating: 0

29 CFR 1910.22(a)

162. Are work surfaces kept dry or are appropriate means taken to assure the surfaces are slip-resistant?

Rating: 0

29 CFR 1910.22(a)(2)

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163. Is an adequate cleaning schedule maintained to avoid accumulation of dust and other potential contaminants?

Rating: 0

29 CFR 1910.141(a)(3)

164. Is the compressed air for cleaning under 30 psi?

Rating: 0

29 CFR 1910.242(b)

165. Is proper housekeeping maintained?

Rating: 0

Housekeeping: Maintenance

Y N NA

166. Is all machinery and equipment kept clean and properly maintained?

Rating: 0