

Checklist #:	1
Site:	Marietta, PA
Date:	19 June 2018 12:34
User:	Checkit Admin
Score:	86/123 (69.92%)

Supervisors Monthly Inspection Checklist

Housekeeping

Are there written house keeping procedures in place, and updated as necessary? :	Yes
Are the written house keeping procedures part of new hire training? :	Yes
Are house keeping inspections maintained on file? :	Yes
Are rodent stations available and inspection tags attached to them? :	No Image #1
Are office areas neat and orderly? :	Yes
Are toilet facilities neat, orderly, and working properly? :	Yes
Is there adequate soap, tissue, and paper towels provided? :	Yes
Are all ground and floor areas kept free of holes, protruding objects, broken pallets, etc.? :	No Image #2
Are all lawns, weeds, landscaping and fences cared for? :	Yes
Is there any standing water in parking lot, or field areas? :	Yes Image #3
Is the bone yard organized and in one location? :	Yes
Would you like to add comments for Housekeeping findings? :	Yes
→ Comments :	Need to tag all rodent traps. Must fix standing water in parking lot. Must tidy pallets.

Walking Working Surfaces

Do all stairways with four or more risers have a railing? :	Yes
Are stairways less then 44 inches wide with both sides open have two hand rails? :	No
Are stair rails between 30 and 34 inches tall measured from the stair nosing? :	Yes
Are stair treads slip-resistant? :	Yes
Are all fixed stairs a minimum width of 22 inches? :	Yes
Are all platform rails 42"high, with a mid rail 21" high, and a 4 inch toe board? :	Yes
Are fixed ladders over 20 feet equipped with cages or a ladder safety device? :	No Image #4
Do cages extend a minimum of 42 inches above the top of the landing? :	No
Are fixed ladders over 20 feet provided with landing platforms for each 30 feet? :	Yes
Are portable ladders inspected weekly? :	Yes
Are all floor or ground openings equipped with hand rails? :	No

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Is vertical clearance above any stair tread to an overhead at least 7 feet? :	Yes
Are swing gates or chains used to protect ladder or elevated work accesses? :	Yes
Are all work platforms free of defects or hazards? :	Yes
Would you like to add comments for Walking Working Surfaces findings? :	No
Emergency Action	
Are associates familiar with emergency evacuation procedures? :	Yes
Are the emergency evacuation routes posted? :	No
Are all exits free of obstruction? :	Yes
Is there an emergency alarm and is it tested monthly? :	No
Are doors marked exit or of it's charactor? :	No
Are exit routes equipped with emergency lighting? :	No
Is emergency lighting tested monthly? :	Yes
Do all exits have a minimum width of 28 inches? :	Yes
Are emergency phone numbers posted throughout the facility? :	Yes
Are first aid kits available and have the necessary equipment? :	No
Has an emergency evacuation drill been conducted within the last 12 months? :	Yes
Does the facility have an up to date emergency action plan? :	Yes
Would you like to add comments for Emergency Action findings? :	No
Fire Prevention	
Are fire extinguishers readily available, unobstructed and marked? :	Yes
Are fire extinguishers placed no less than 50 feet apart from each other? :	No
Are fire extinguishers of the correct type for the hazard location? :	Yes
Are fire extinguishers inspected and documented monthly? :	Yes
Do all fire extinguishers have inspection tags, pins, and seals intact? :	Yes
Are no smoking signs posted were necessary? :	Yes
Are all flammable and combustibile materials stored in a fire proof cabinet? :	Yes
Are there no more then three fire proof cabinets stored in the same room? :	No
Are associate's trained in the use of extinguishers and fire protection procedures? :	No
Has a documented inspection of the fire system been perform in the last 12 months? :	No
Would you like to add comments for Fire Prevention findings? :	No
Lockout Tagout	
Are lockout/tagout audits being done? :	Yes
Is there written lockout procedures for each piece of equipment? :	No
Is there a list of lock assignments, and on file in the safety office? :	No
Do associates have their locks on them at all times? :	Yes

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Are the lockout tags completed with their name, date, and description? :	Yes
Would you like to add comments for Lockout Tagout findings? :	No
Confined Space	
Is there a list of permit and non-permit confined spaces? :	Yes
Are there written confined space procedures for each confined space? :	Yes
Are confined space signs posted at each confined space? :	No
Is there a file of used confined space permits? :	No
Does the facility have confined space rescue equipment? :	Yes
Are associate's trained in first aid and CPR? :	Yes
Is the confined space meter calibrated monthly? :	Yes
Would you like to add comments for Confined Space findings? :	No
Chemical Handling and Storage	
Are all containers labeled with the substance and hazard warning? :	Yes
Are approved containers being used? :	No Image #5
Is adequate ventilation in use when handling hazardous substances? :	Yes
Is there a written chemical list? :	No
Is the MSDS book located where associate's have access to them? :	Yes
Is there a designated empty barrel storage area? :	Yes
Do all empty barrels have bungs in them? :	Yes
Are there written safe handling procedures on file and posted? :	No
Would you like to add comments for Chemical Handling & Storage findings? :	No
Welding Equipment	
Are electrodes removed from holders when not in use? :	Yes
Are welding leads free from splices within 10 feet of the stinger? :	Yes
Do welding leads have insulated boot covers where leads attach to the welder? :	Yes
Are welding curtains used when welding in shop, or production areas? :	Yes
Are acetylene and oxygen bottles stored 20 feet apart, secured by a chain, and caps in place? :	No
Are all oxygen and acetylene bottles provided with back flow regulators? :	Yes
After welding operations are welders marking the material as hot? :	Yes
Are gages on oxygen regulators marked use no oil? :	No
Are compressed gas cylinders marked with the gas content? :	Yes
Are empty oxygen and acetylene bottle locations identified? :	Yes
Are hot work permits issued and on file? :	Yes
Would you like to add comments for Welding Equipment findings? :	No

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Electrical

Are portable hand tools and extension cords grounded or double insulated? :	Yes
Are GFCI devices used on hand tools when used in wet environments? :	No
Is there 3 feet of clearance in front of electrical panel boxes? :	No Image #6
Are all electrical rooms identified and posted with the appropriate hazard warning? :	Yes
Are weather proof outlets and covers in place where required? :	Yes
Are junction boxes closed? :	Yes
Are holes in junction boxes, panels, raceways, etc. filled? :	Yes
Is electrical equipment marked with the manufacturer's name? :	Yes
Are all breaker boxes marked with the voltage? :	Yes
No temporary wiring (S/O Cords) are used as a replacement for fixed wiring? :	Yes
Are flammable substances stored in panel rooms? (If yes remove) :	No
Would you like to add comments for Electrical findings? :	No

Contractors Safety

Do contractors provide copies of their safety programs and insurance information? :	Yes
Do we cover our safety programs with the contractor's supervisor? :	Yes
Are contractors documenting daily safety checks and providing the facility copies? :	Yes
Would you like to add comments for Contractor Safety findings? :	No

Guarding

Are machine guards in place and secured on all operating equipment? :	Yes
Are exposed belts, chains, and spinning parts less than 7 feet from the floor guarded? :	No Image #7
Do shafts protrude less than ½ their diameter or have a non-rotating cap? :	Yes
Are all keyways closed? :	Yes
Are grinder workrest adjusted 1/8" and tongue guards adjusted 1/4" from the wheel? :	Yes
Is all stationary equipment anchored to the floor or wall? :	Yes
Are emergency stop buttons or cables available, and are they colored red? :	No
Are all bench grinders anchored to the bench? :	No
Would you like to add comments for Guarding findings? :	No

Personal Protective Equipment

Is there a comprehensive list of PPE for each job? :	Yes
Is PPE being worn properly at this facility? :	No
Are leather gloves being worn when welding/cutting? :	Yes
Would you like to add comments for PPE findings? :	No

Forklifts and Pallet Jacks

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Are forklifts checked at the start of each shift? :	Yes
Are outside forklifts equipped with auxiliary lighting? :	No
Are fire extinguishers attached to all gasoline forklifts? :	No
Are driver evaluations conducted annual? :	Yes
Would you like to add comments for Forklifts & Pallet Jacks findings? :	No
Miscellaneous	
Is a ring test being performed on all grinding wheels before mounting? :	Yes
Do all air lines and nozzles meet OSHA requirements? (30 P.S.I.) :	No
Is the amount of grain dust kept 1/8" or below at all times? :	No
Is personal protective equipment worn while cleaning with air hoses? :	Yes
Are all power tools unplugged when not in use? :	Yes
Are eyewashes/showers clean & operable? :	Yes
Are eyewashes/showers identified & unobstructed? :	Yes
Are eyewashes/showers tested & documented weekly? :	Yes
Are eyewashes/showers in battery charging areas? :	No
Do over head storage areas have load ratings? :	Yes
Do portable jacks have load ratings marked on them? :	Yes
Is the job safety and health protection form 2203 posted? :	No
Is the OSHA standard 29 CFR 1910.95 on hearing conservation posted? :	Yes
Are the Ten Principles of Safety posted? :	Yes
Are railroad tracks clear of trees, trash, weeds, and grain? :	Yes
Is there any refuge or grain accumulations on roofs and silos? :	Yes
Would you like to add comments for Miscellaneous findings? :	No

Images

[Image #1 - Are rodent stations available and inspection tags attached to them?](#)



[Image #2 - Are all ground and floor areas kept free of holes, protruding objects, brok...](#)



[Image #3 - Is there any standing water in parking lot, or field areas?](#)



[Image #4 - Are fixed ladders over 20 feet equipped with cages or a ladder safety devic...](#)



[Image #5 - Are approved containers being used?](#)



[Image #6 - Is there 3 feet of clearance in front of electrical panel boxes?](#)



[Image #7 - Are exposed belts, chains, and spinning parts less than 7 feet from the flo...](#)

