SAFETY COMPLIANCE CHECKLIST

Hazard Assessments

General		
	Is emergency number (544-4357 and 911 MSFC phone) posted?	
	Are MSDS's readily available and up-to-date?	
	Are Facility Managers names and numbers clearly posted?	
	Is a regular inspection schedule set up to survey work area conditions and degree of employee exposure to risk?	
	Are facility's log of occupational injuries and illnesses or workers' compensation claim records reviewed to identify jobs, functions, activities, or situations that cause accidents or injuries?	
	Are interviews or surveys of employees taken to gather data on areas where "close calls" occur?	
	Does types of PPE now match current operations (is it outdated)?	
	Have hearing conservation programs been developed?	
	Are work practices efficient and up-to-date?	
	Eye wash stations provided with unobstructed access?	
House-keeping		
	Is personal protective equipment , PPE, maintained in a sanitary condition and ready for use?	
	Is personal protective equipment stored in convenient locations near the hazardous functions in a manner which provides ready accessibility?	
	Is personal protective equipment functional and in good repair? Does it have ANSI and ASTM specifications marked on it?	
	Are tools or equipment functional and in good repair?	
Physical Layout		
	Where are exits in relation to operations? Are emergency exits clearly marked?	
	Are confined spaces clearly marked?	
	Is confined space monitoring equipment operating properly?	
	How is each work area ventilated? Are doors or windows usually open or closed?	
	Where are workers situated, relative to machinery and process?	

	Are forklifts or other gas, diesel, or electric powered equipment frequent components of work area?	
	Is are adequately lighted?	
	Is the floor free of materials that could trip a worker?	
	Is the facility free of live electrical hazards?	
	Is the facility free of environmental hazards; dust, chemicals, radiation, welding rays, heat, cold or excessive noise that result from job performance?	
	Are guard rails in place and properly attached?	
Moving Parts		
	Is the facility free of existing or potential motion hazards (e.g., machinery or processes where movement of tools, machine elements, or particles could exist; or movement of personnel that could result in collision with stationary objects)?	
	Is the worker protective from injury by or prevented from reaching over moving machinery parts or materials?	
	Do safeguards exist that would keep a worker from being tempted to reach into moving machine parts?	
	Is the worker protected from getting caught in or between machinery parts?	
	Is equipment free of existing or potential rolling or pinching objects which could crush the feet (e.g., moving paper rolls)?	
	Are lockout procedures used for machinery deactivation during maintenance procedures?	
	Are workers prohibited from wearing clothing or jewelry that could get caught in machinery?	
	Are machine guards in place and properly adjusted?	
	Are vent and exhaust systems in proper working order?	
Temperature and Chemicals		
	Are workers protected from existing or potential high temperature hazards, which could result in burns, eye injury or ignition of protective equipment?	
	Are adequate engineering and protective steps taken to protect workers from sources of excessive cold?	
	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)?	
	Are personnel grounding straps properly used and in working order?	
	Are personnel who work around cryogenics knowledgeable of cold contact burn treatment?	

	Are personnel trained to work with cryogenic systems?	
	Are personnel handling cryogenics wearing proper protective equipment (PPE)?	
Harmful Dust and Respiratory Issues		
	Are workers protected from existing or potential harmful dusts (e.g., in areas where cutting metal, concrete, etc., or other operations produce dust)?	
	Are dusts and chemicals kept from being dispersed into the air?	
Light, Radiation, and Electrical		
	Are workers protected from existing or potential light or radiation hazards from welding, brazing, cutting, furnaces, heat treating, high intensity light, and lasers?	
	Are personnel working with electrical equipment trained in CPR and First Aid?	
	Are personnel working with electrical and electronic equipment wearing rings, watches, or other metallic objects?	
	Are lockout/tagout procedures in place?	
	Is the lighting proper for the tasks being performed?	
	Are emergency lighting systems installed and operational?	
	Is the equipment to be used properly grounded, especially with the use of explosives and propellants?	
Impact, Laceration, Penetration, and Compression		
	Are workers protected from existing or potential falling objects or potential dropping objects (e.g., manlifts in warehousing, stacked pallets, using dollies, shipping areas)?	
	Are suspended loads or potential energy (such as compressed springs, hydraulics, or jacks) controlled to prevent hazards?	
	Are workers protected from existing or potential sharp objects that may pierce the feet or cut the hands (e.g., machinery, food handling and storage, sawing and cutting)?	
	Are workers protected from fixed objects that may cause injury, such as sharp machine edges? Are investigations of what causes a worker to contact sharp surfaces conducted?	
	Is the worker protected from being struck by an object while leaning	

	against or striking a machine part?	
	Does the worker have adequate protection from falling from one level to another?	
	Are work positions, machinery, pits or holes, and hazardous operations adequately guarded?	

Pressure Systems		
	Are compressed gas cylinders stored and restrained properly?	
	Are flex hoses (as required) properly restrained?	
	Are external conditions of the compressed gas cylinders severely corroded or damaged?	
	Are tubes and piping marked for purpose and content?	
Chemical Storage		
	Are chemical storage cabinets in good operating condition?	
	Is the chemical inventory up-to-date?	
	Are chemicals clearly labeled for easy identification?	
	Are fire symbols in place as appropriate?	
	Are personnel trained in what to do during a hazardous chemical/substance spill or release?	
	Is the proper PPE in place and being used?	
	Are ventilation and exhaust hoods operating properly?	
Hearing		
	Are workers protected from sources of excessive noise?	
	Are noise levels moderate enough to allow worker communication?	
Ergonomics		
	Are workers protected from existing or potential co-workers whose very presence or work operations present hazards?	
	Is the worker aligned to the machine in a way to avoid potentially dangerous or off-balance positions?	
	Is the work flow properly organized (e.g., is the worker required to move too quickly)?	
	Are worker movements analyzed so that potential injuries (e.g., hand or foot injuries, repetitive motion injuries, or strain from lifting) are avoided?	
	Are workers wearing protective clothing or equipment (PPE) that are appropriate for the job? Does it fit properly?	