

# Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

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## Inspection Checklist

(Circle the applicable answer Y=Yes, N=No, O=Does Not Apply)

### EMPLOYEES

#### Head protection worn in all hazardous areas?

- Y N O 1. Full protection hard hats necessary?
- Y N O 2. Bump hats sufficient?
- Y N O 3. Workers wearing available equipment?
- Y N O 4. Inspection, cleaning, and maintenance program established?

#### Eye protection worn in all hazardous areas?

- Y N O 1. Flying objects controlled such as chips, grindings, dust, pumice, or parts near buffers, grinders, saws, lathes, mills, drills and cutters?
- Y N O 2. Liquid handling hazards controlled such as splashes or vapors around acids, solvents, oils, or sprays?
- Y N O 3. Protruding objects at eye level such as machine parts, suspended objects, loose wires, sharp corners?
- Y N O 4. Cutting and welding flame, sparks, light radiation and side flashes?

#### Adequate eye protection?

- Y N O 1. Safety glasses or goggles worn where needed?
- Y N O 2. Plastic face shields worn where needed; with or without side shields; clear or tinted lens; protects from light, impact, dust, vapors and gases, splash, spark, or glare hazard?
- Y N O 3. Supervisor enforces eye protection rules?
- Y N O 4. Inspection, cleaning, and maintenance program established?

#### Adequate respiratory protection provided?

- Y N O 1. All equipment of approved type?
- Y N O 2. Dust masks used for nuisance dusts only?
- Y N O 3. Cartridge type respirators used only for limited exposure and concentration?
- Y N O 4. Canister gas masks used only for listed exposure and concentration?
- Y N O 5. Self-contained breathing apparatus necessary?
- Y N O 6. Rules for use enforced?
- Y N O 7. Inspection, cleaning, and maintenance program established?

#### Hearing protection provided in high noise level areas?

- Y N O 1. Acceptable noise level. Ninety decibels for 8 hour exposure? (Rule of thumb: Can you converse without shouting?)
- Y N O 2. Can excessive noise be reduced?
- Y N O 3. Can exposed employees be rotated to quieter jobs?
- Y N O 4. Ear protection available in areas where noise is above 85 decibels?
- Y N O 5. Audiometric tests given to employees working in areas above 85 decibels?

#### Employees maintain safe conditions in their work areas?

- Y N O 1. Equipment and bench areas clean and orderly?
- Y N O 2. Ties, loose sleeves, loose jewelry not worn around machines?
- Y N O 3. Rings or wristwatches not worn when hazardous?
- Y N O 4. Personal clothing fits well, not loose or baggy?
- Y N O 5. Personal protection worn as recommended?
  - Y N O a. Safety goggles, glasses, face shields, safety shoes, head or hearing protection?
  - Y N O b. Finger, hand or arm protection, respiratory protection?
  - Y N O c. Body or leg protection against oils, water, acids?

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### Employees use "First-Aid" facilities properly?

- Y N O 1. Medical procedures? All employees know first-aid location?
- Y N O 2. All injuries sent for first-aid?
- Y N O 3. First-aid cabinets clean? Supplies in good shape?
- Y N O 4. First-aid cabinets used only for minor injuries?
- Y N O 5. Are supervisors trained in first-aid?
- Y N O 6. Someone appointed to administer first-aid when necessary?
- Y N.. O 7. Training and other requirements of Bloodborne Pathogens standard met?
- Y N O 8. Doctor, nurse, hospital, ambulance on call and posted?

### MACHINES AND EQUIPMENT

#### Guarding provided at all hazardous points on machines and equipment?

- Y N O 1. Guards over gears, pulleys, belts, chains, saws, grinding wheels, revolving spindles, die openings, arbors, cross slides, etc.?
- Y N O 2. Guards or 2 hand controls to safeguard employees' hands?
- Y N O 3. Projections guarded or distinctively marked?
- Y N O 4. Grinding, buffing, polishing, and toxic vapor equipment vented?
- Y N O 5. Exhaust systems maintain airflow of at least 200 ft. per min.?
- Y N O 6. Does operator stop machine when cleaning, oiling or adjusting?
- Y N O 7. Power switch "Lock-Out" program followed for equipment repair?
- Y N O 8. Equipment never used without all guards in place?

#### Safe conditions maintained around machines and equipment?

- Y N O 1. Stool or chair, back rest, seat and legs solid? Correctly adjusted?
- Y N O 2. Floors or platforms level, solid and clean?
- Y N O 3. Stocks of parts arranged to leave adequate room for safe work?
- Y N O 4. General aisle space entirely unobstructed?
- Y N O 5. Access aisle off the main aisle clear and orderly?
- Y N O 6. Are main aisles marked with black or white stripes?

#### Tools maintained in good condition? Do employees use them properly?

##### 1. Hand Tools

- Y N O a. Well designed handles, tight and in good shape?
- Y N O b. No broken or worn parts or unnecessary sharp edges?
- Y N O c. "Mushroomed" striking surfaces ground off?
- Y N O d. Correct tools for the job supplied and properly used?
- Y N O e. Tools properly stored to prevent damage, loss or injury?

##### 2. Machine Tools

- Y N O a. Securely stored on or near the machine?
- Y N O b. No broken parts?
- Y N O c. Not possible for tools to fall into machine?
- Y N O d. Each tool of correct type for job intended?

##### 3. Portable Power Tools

- Y N O a. Equipped with 3 prong plugs and/or double insulated case?
- Y N O b. Guards in place?
- Y N O c. Power cords in good condition - not spliced or taped?
- Y N O d. Inspected regularly and maintained?
- Y N O e. Employees instructed in safe use?

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### Is material handling equipment proper, safe and adequate?

1. Trucks
- Y N O a. Proper 2-wheel, 4-wheel lift, power and barrel truck available?  
Y N O b. Handles, forks, platforms, lifting mechanisms, cables and wheels in good condition?  
Hand guards used on handles?  
Y N O c. Used only in areas with sufficient room for safe movement?  
Y N O d. Overhead guards for operator protection in place?  
Y N O e. Service on schedule?
2. Elevators
- Y N O a. Maximum weight limited posted?  
Y N O b. Gates, and/or doors in good condition?  
Y N O c. Signals, cables, and other safety devices in good working order?  
Y N O d. Will elevator operate with gates raised or door open?  
Y N O e. Floor in elevator is good repair?  
Y N O f. Properly lighted?  
Y N O g. Operating procedure posted?  
Y N O h. All openings properly protected?
3. Hoists
- Y N O a. All in good operating condition?  
Y N O b. Adequate and safe means for attaching?  
Y N O c. Overhead fastenings, cranes or tracks securely anchored?  
Y N O d. Positive stop at end of tracks?  
Y N O e. Adequate capacity for the loads?  
Y N O f. Safety latches on hooks?  
Y N O g. Power controls convenient to operate and protected?
4. Employees handle materials safely?
- Y N O a. Do not turn or twist while handling loads?  
Y N O b. Get help or proper equipment for too heavy or bulky lifting?  
Y N O c. Watch for nails, splinters, sharp edges, etc.?  
Y N O d. Observe all safety precautions when transporting materials?

### FIRE HAZARDS

#### Protection equipment?

- Y N O 1. Fire extinguishers tagged, checked and accessible?  
Y N O 2. Extinguishers proper for exposure and properly located?  
Y N O 3. Are exits marked, lighted and accessible?  
Y N O 4. Fire escapes adequate, accessible and safe?  
Y N O 5. Sprinkler valves open and heads clear?  
Y N O 6. Alarms in working order?  
Y N O 7. Personnel trained in use of equipment?  
Y N O 8. "Hot Work" permit used before welding, grinding, cutting, etc.?

#### Spontaneous ignition

- Y N O 1. Are flammables properly handled and stored?  
Y N O 2. Flammable liquids stored only in UL listed safety cans?  
Y N O 3. Flammable wastes in closed metal containers and emptied frequently?  
Y N O 4. Piled material cool, dry, and well ventilated?

#### Electrical equipment

- Y N O 1. Makeshift wiring?  
Y N O 2. Extension cords serviceable? No spliced connections?  
Y N O 3. Fuse capacities correct for circuits?

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- Y N O 4. Ground connections clean and tight?
- Y N O 5. Fuse boxes closed & labeled?

### Physical layout

- Y N O 1. "No Smoking" and "Smoking" areas clearly marked?
- Y N O 2. Butt containers available and serviceable?
- Y N O 3. Discarded smoking materials in prohibited areas?

### HOUSEKEEPING

#### Are halls and aisles well lighted, clean and orderly?

- Y N O 1. Passageways wide enough for safe traffic? No trip or slip hazards?
- Y N O 2. Unobstructed by storage, machines, equipment, projections, etc.?
- Y N O 3. Doors swing correctly? In good working order? Not obstructed?
- Y N O 4. Aisles marked clearly with black or white painted lines?

#### Are floors in all areas in good condition, clean and orderly?

- Y N O 1. No materials, parts, scrap, rags, etc. on the floor?
- Y N O 2. Spilled liquids wiped up immediately?
- Y N O 3. No loose boards, holes or other trip hazards?
- Y N O 4. Properly maintained to prevent deterioration?
- Y N O 5. Openings permanently or temporarily guarded?

#### Are walls and ceilings clean and in good repair?

- Y N O 1. Window glass clean? Not broken?
- Y N O 2. All fixtures securely fastened to walls or ceilings?
- Y N O 3. Paint on doors, walls, ceilings, pipes, and ducts in good condition?
- Y N O 4. Walls not cluttered with calendars, charts, etc.?

#### Are stairways in good condition?

- Y N O 1. Tread nosing in good repair? Landings? Handrails?
- Y N O 2. Painted white at top of each flight? Well lighted?
- Y N O 3. Entire stairway free of all obstructions, waste, dirt, etc.?
- Y N O 4. Tread with a 7-11 inch rise-run design?
- Y N O 5. Standard railing on all open sides and handrails on closed sides?

#### Are work and storage areas kept clean and orderly at all times?

- Y N O 1. Trays and boxes at minimum, free of splinters, protruding nails, etc.?
- Y N O 2. Adequate room for movement at each operation?
- Y N O 3. Operators' stools, chairs, equipment and tools safely stored?
- Y N O 4. Shelves and bins dust free? Not overloaded? Neatly arranged?
- Y N O 5. Materials, supplies, and waste in proper storage or waste containers?
- Y N O 6. Efficient pest control? Flies? Insects? Mice?

#### Are restrooms clean and sanitary?

- Y N O 1. Coat racks properly used? Items not stored indefinitely?
- Y N O 2. Lockers clean on top and sides? Free of odor?
- Y N O 3. Stools and urinals clean and free of odor? Each water closet separated by partition and equipped with door?
- Y N O 4. Wash basins clean? Used only for personal cleanliness?
- Y N O 5. Waste sinks clean? Rinsed after each use? Area clean?
- Y N O 6. Dispensing equipment clean? Good condition? Well supplied?
- Y N O 7. Waste containers properly used? Adequate?
- Y N O 8. Closed container available in women's restroom?

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### Is heating, cooling and ventilation properly controlled?

- Y N O 1. All areas comfortable?
- Y N O 2. Dust and vapors properly exhausted?

### Are areas outside the building clean and orderly?

- Y N O 1. Lawns in good shape? Mowed? Weeds cut?
- Y N O 2. Storage in yards neatly arranged? Is it necessary?
- Y N O 3. Areas around boiler rooms and incinerators clean and neat?
- Y N O 4. Parking lots, driveways, sidewalks, streets clean, good condition?

### Entry procedure for Permit Required Confined Spaces

- Y N O 1. Is an "entry Permit" used before entry is made into silos, bins, tanks, vessels, pits, etc.?
- Y N O 2. Is a lifeline and observer used during entry?
- Y N O 3. Is respiratory equipment or other equipment needed for entry?