

Self-Audit Safety Checklist for Employee Work Practices

Purpose: This checklist is a guide to help create a safe workplace and to reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your school. These guidelines are based on OSHA Standards (29 CFR 1910).

Employees	Y	N	Correction Required	Date/ Initials
Employee Safety Committee in place; meet at least quarterly; one employee from each department				
Loose hair or employee clothing				
Employee overexertion				
Potential for repetitive motion injury				
Sturdy shoes suitable for the work environment				
First Aid and Medical Services	Y	N	Correction Required	Date/ Initials
Adequate materials and equipment available				
Clear instructions on contacting outside medical resources				
Provisions for transportation to outside medical services				
OSHA 300 log book near first-aid station				
Trained first-aiders with recent recertification				
Fire Protection	Y	N	Correction Required	Date/ Initials
Written fire training plan				
Fire brigade appointed and trained				
Date of last fire drill				
Fire hoses checked, readily accessible, and inspected monthly				
Fire equipment of proper type and size				
Fire equipment clearly marked				
Availability of a welding curtain				
Fusible links intact at fire doors				
Sprinkler heads have adequate clearance from stacked materials or equipment (24")				
Master control valves for sprinklers locked open and easily accessible				
Regular fire drills held - date of most recent:				
Lockout, Tagout Systems	Y	N	Correction Required	Date/ Initials
Positive lockout systems provided for all power equipment				
Written local policy signed by each person so trained				
Personalized locks with individual keys given to each mechanic/electrician				
Personalized danger tags provided to each such person				

Only authorized persons allowed to perform this procedure				
Prominent tags indicate use of the lockout system				
Lockout system will reduce power to zero energy state				
Bloodborne Pathogens	Y	N	Correction Required	Date/ Initials
A BBP coordinator designated				
Written exposure control plan prepared				
Employee training program developed				
Information available on the types, use, location, removal, and handling of personal protective equipment				
Emergency contact person designated				
Information available on post-exposure follow-up following an accident				
Training records retained				
Hand-washing facilities available				
Work practices reviewed to reduce exposures				
Disposal containers available for disposable PPE				
Employees instructed in proper way to remove gloves to minimize contamination				
Health care workers and others who work with blood or other infectious diseases have been offered HBV vaccination				
Bins, pails, cans and other receptacles intended for reuse decontaminated on a regular schedule				
Training of new or transferred employees held at time of initial assignment				
Process Safety Management	Y	N	Correction Required	Date/ Initials
Inventory of all chemicals is kept up-to-date				
SDS readily available to all employees on all chemicals				
Written information, diagrams, and original equipment manuals collected on process equipment and intermediates				
Management has consulted with employees (and their representatives) in developing a program				
Analysis team understands methodology to be used in the process hazard analysis adapted to the facility				
Operating practices reviewed, consistent with known hazards of the chemicals in the process				
Goals for training sessions detailed in writing in clear terms				
Hands-on training provided				
Training sessions documented				

Screening process developed to hire safe-operating contractors				
Contractor and personnel advised of known hazards at facility				
Emergency action plan reviewed with contractor personnel				
Mechanical integrity program includes "second line of defense"				
Hazards involved in non-routine work communicated to operators and to maintenance personnel				
Work authorization permit system in effect outlining approvals required to do the job				
Management policy prepared and communicated that all incidents will be formally investigated				
Written instructions and training developed for emergency evacuation plans				
Disabled employees identified; they will receive assistance to evacuate to a safe zone				
Mutual aid agreement reached with outside assistance under HAZWOPER standard				
Facility emergency control center established in a safe zone at the facility				
Compliance with the OSHA/VOSHA standard audited by a trained team				
Employee Training	New Hire (1)	Refresher (2)		
New employee basic safety orientation	Yes			
New employees trained in safe work practices of their jobs	Yes			
Transferred employees trained in safe work practices of their jobs	Yes			
Checklist completion on safety orientation of new and transferred employees	Yes			
Injury reports kept	Yes			
	Yes			
	Yes			
	Yes			

(1) - Provide training at new hire, or time of assignment to duties

(2) - Repeat training when a) new equipment or chemicals introduce new hazards to the work area; b) there is a change in procedures that present a hazard to which the employee has not been trained; or c) employer has reason to believe there are deviations from or inadequacy in employee's knowledge to perform the task safely.