Workers' Compensation Self-Inspection Checklist

This list should be used as a guide to prepare your own self-inspection checklist.

Date of Inspection_____ Prepared by_____

Location _____

Are conditions and protections satisfactory?

All "NO" answers require comments and a completion date for corrective action.

	Yes	No	Comments
I. Fire Fighting Equipment			
1. In good physical condition and properly charged.	☐	☐	_____
2. Tagged and dated within past 12 months.	☐	☐	_____
3. All vehicles and other mobile equipment provided with extinguishers.	☐	☐	_____
II. Electrical			
1. Visible wiring unfrayed, in good condition and properly grounded.	☐	☐	_____
2. Switch panels and fuse boxes closed.	☐	☐	_____
3. Switch panels and fuse boxes not hot "to the touch."	☐	☐	_____
4. Fuse box/circuit breaker switches labeled.	☐	☐	_____
5. Extension cords are proper type and in good condition. (Avoid light-duty household types.)	☐	☐	_____
6. Extension light sockets insulated.	☐	☐	_____
7. Portable tools grounded or double insulated.	☐	☐	_____
8. Lines marked for voltage.	☐	☐	_____
9. Lock-out devices provided and used.	☐	☐	_____
10. Clear access to power panel boxes.	☐	☐	_____
11. Ground fault interrupter circuit/explosion proof.	☐	☐	_____
III. Illumination			
1. Adequate in work area.	☐	☐	_____
2. Adequate in parking lot.	☐	☐	_____
3. Adequate emergency lights checked at least monthly.	☐	☐	_____

	Yes	No	Comments
IV. Equipment Guards			
1. Point of operation guards provided on all equipment and machinery.	☐	☐	_____
2. Enclosure guards provided for all gears, chains, pulleys, belts, etc.	☐	☐	_____
3. Guards in place and functioning machines are in operation.	☐	☐	_____
4. Tool rests in place on bench grinders and properly adjusted.	☐	☐	_____
5. Eye protection at grinder.	☐	☐	_____
V. Record Keeping, Notices, Posters			
1. OSHA notice: "Safety & Health Protection on the Job" posted on bulletin board.	☐	☐	_____
2. Emergency telephone numbers posted.	☐	☐	_____
3. OSHA Form 200 posted per requirements).	☐	☐	_____
4. Hazard Communication Program/Binder available.	☐	☐	_____
5. Company safety policy posted.	☐	☐	_____
6. Company safety rules posted.	☐	☐	_____
7. Workers Compensation Poster displayed.	☐	☐	_____
VI. First Aid			
1. Adequate equipment, properly used.	☐	☐	_____
2. Qualified first-aid trained employees on each shift or jobsite.	☐	☐	_____
3. Inspection of first-aid kits by supervisor.	☐	☐	_____
4. Advise employees of location of first-aid stations.	☐	☐	_____
5. Name of company medical facility posted.	☐	☐	_____
VII. Floors			
1. Floor surfaces in good condition.	☐	☐	_____
2. Floor openings guarded.	☐	☐	_____
3. Aisles clearly designated.	☐	☐	_____
4. Aisles unobstructed.	☐	☐	_____
5. Surfaces are slip resistant.	☐	☐	_____
VIII. Housekeeping			
1. Trash receptacles emptied regularly.	☐	☐	_____
2. Outside grounds free of trash, brush, etc.	☐	☐	_____
3. Exits marked and free of storage.	☐	☐	_____

	Yes	No	Comments
IX. Storage			
1. Flammable and explosive materials stored and handled safely.	☐	☐	_____
2. Bagged materials properly stacked with no leaning piles.	☐	☐	_____
3. Drums of flammable liquids not stacked.	☐	☐	_____
4. Compressed gas cylinders properly secured and valve covers in place.	☐	☐	_____
5. Acetylene and oxygen cylinders separated.	☐	☐	_____
X. Personal Protective Equipment			
1. Respirators clean and properly stored.	☐	☐	_____
2. Eye protection clean and available at point of operation.	☐	☐	_____
3. Eye fountains and safety showers unobstructed and operating properly.	☐	☐	_____
4. Employees wearing safety shoes, hard hats, eye protection, gloves, etc., where required.	☐	☐	_____
5. Welding areas enclosed to prevent eye flash burns to others in area.	☐	☐	_____
6. Safety nets or safety harnesses and life lines provided and used as required.	☐	☐	_____
7. Employees use safety equipment properly.	☐	☐	_____
XI. Tools and Equipment			
1. Tools/equipment inspected daily before use.	☐	☐	_____
2. Tools free from “mushroomed” heads.	☐	☐	_____
3. Unsafe/unusable equipment tagged out.	☐	☐	_____
4. Grinders properly guarded.	☐	☐	_____
5. Tools properly stored.	☐	☐	_____
6. Employees use tools correctly.	☐	☐	_____
7. Tools used only for designed purpose.	☐	☐	_____
8. No cracked or broken handles.	☐	☐	_____
9. Air hose connections have positive locking action or securing chain.	☐	☐	_____
10. Power tools locked-out when relieving jams, making repairs, etc.	☐	☐	_____

	Yes	No	Comments
XII. Guardrails, Scaffolding, Ladders			
1. Stairways equipped with standard railings; clear of trash.	☐	☐	_____
2. Open-sided floor or platforms (6 feet or more from ground level) equipped with standard railings or equivalent.	☐	☐	_____
3. Walkways (4 feet or more above ground level) equipped with standard railings or equivalent.	☐	☐	_____
4. Wall openings (with a drop of more than 4 feet) properly guarded.	☐	☐	_____
5. Floor openings barricaded or covered.	☐	☐	_____
6. Ladders free from defects and equipped with safety feet; blocked, cleated, or otherwise secured.	☐	☐	_____
7. Ladder bases out from wall, 1/4 working length of ladder.	☐	☐	_____
8. Straight ladders extend at least 3 feet above the entrance surface and tied off.	☐	☐	_____
9. Scaffolding (more than 10 feet high) equipped with guardrails, toe boards; firmly in place and fully planked.	☐	☐	_____
10. Scaffolding should have appropriate cross bracing.	☐	☐	_____
XIII. Power Industrial Trucks			
1. Overhead guard racks properly installed on all forklifts used for stacking of any kind.	☐	☐	_____
2. Well maintained and properly stored.	☐	☐	_____
3. Operators trained (as per OSHA standard).	☐	☐	_____
XIV. Hoists and Elevators			
1. Cables, cable fastenings, slings, and hooks in good condition.	☐	☐	_____
2. Hoistway properly guarded.	☐	☐	_____
3. Contacts and interlocks operable.	☐	☐	_____
4. Gates kept closed when the car is away from the landing.	☐	☐	_____
XV. Trenching and Excavation			
1. All trenches shored or sloped as required.	☐	☐	_____
2. Emergency means of exiting available.	☐	☐	_____
3. Materials and overburden retained at least 2 feet from edge of excavation.	☐	☐	_____
4. Competent person on site	☐	☐	_____

	Yes	No	Comments
XVI. Stairs, Ramps, and Platforms			
1. Handrails adequate and secure.	☐	☐	_____
2. Illumination adequate and maintained.	☐	☐	_____
3. Surfaces unobstructed, non-slip.	☐	☐	_____
4. Toe-boards provided where required.	☐	☐	_____
XVII. Chemicals			
1. Ventilation adequate.	☐	☐	_____
2. Personal protection equipment worn.	☐	☐	_____
3. Hazards of substances communicated to employees.	☐	☐	_____
4. Limits for air contaminants below OSHA Federal Permissible Exposure Limits.	☐	☐	_____
5. Confined Space Entry Program in place.	☐	☐	_____
6. OSHA Expanded Standards Compliance for Toxic and Hazardous Substance (part 1910.1000 - subpart Z).	☐	☐	_____
7. Exposure monitoring performed where necessary.	☐	☐	_____

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