**General Industry Inspection Checklist**

**(short version)**

This sample document is provided to assist employers in developing programs tailored to their own operations. We encourage employers to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes). Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed.

**Note:** This checklist is by no means all-inclusive. You should add to it or delete items that do not apply to your business; however, carefully consider each item and then make your decision. You should refer to OSHA Standards for the General Industry 29 CFR Part 1910 for specific requirements that may apply to your work situation. This checklist is typical for general industry, but not for construction or maritime industries.

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Inspector:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_**

**Instructions:** Any recognized hazard shall be corrected immediately, and interim protection provided for any serious hazards not readily corrected. Issue “Safety Violation Notices” to subcontractors as appropriate. Keep completed forms on file.

| **Hazard** | **Yes** | **No** | **Not Applicable** | **Corrective Action** **(*for “No” responses*)** |
| --- | --- | --- | --- | --- |
| Are North Carolina Department of Labor Wage and Hour and OSH Notice posters posted? |  |  |  |  |
| Are all electric cords properly protected from frays or cut damage? |  |  |  |  |
| Are exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly? |  |  |  |  |
| Are appropriate extension cords used? |  |  |  |  |
| Are grounding pins installed on electrical cords intact? |  |  |  |  |
| Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates? |  |  |  |  |
| Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures? |  |  |  |  |
| Are electrical appliances and equipment such as vacuum cleaners, polishers and vending machines properly grounded? |  |  |  |  |
| Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? |  |  |  |  |
| Are all circuit breakers/disconnects labeled? |  |  |  |  |
| Are fire extinguishers mounted in readily accessible locations and not blocked or obscured? |  |  |  |  |
| Are fire extinguishers inspected regularly and noted on the inspection tag? |  |  |  |  |
| Are the directions to exits, when not immediately apparent, marked with visible signs? |  |  |  |  |
| Are emergency evacuation lights tested? |  |  |  |  |
| Are all exits kept free of obstructions? |  |  |  |  |
| Are employees instructed on proper use of stepstools and stepladders? |  |  |  |  |
| Is proper clearance maintained below sprinkler heads? |  |  |  |  |
| Is proper clearance kept around heater/heat source? |  |  |  |  |
| Is there safe clearance for equipment through aisles and doorways? |  |  |  |  |
| Are materials piled, stacked or racked in a manner to prevent them from tipping, falling, collapsing, rolling or spreading? |  |  |  |  |
| Are compressed gas cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling and valve protectors in place when cylinders are not in use or connected for use? |  |  |  |  |
| Are approved cabinets, containers, and tanks used for the storage and handling of flammable liquids? |  |  |  |  |
| Are incompatible chemicals stored appropriately? |  |  |  |  |
| Is each original container for a hazardous substance labeled with product identifier, signal word(s), hazard statement(s), pictogram(s), precautionary statement(s) and name, address, and phone number of the chemical manufacturer, importer or other responsible party? |  |  |  |  |
| Is each secondary container for a hazardous substance labeled with original labeling or product identifier and words, pictures, and/or symbols, which provide at least general information regarding the hazards? |  |  |  |  |
| Is there a safety data sheet readily available for each hazardous substance used? |  |  |  |  |
| Are emergency shower/eyewash tested weekly? |  |  |  |  |
| Are all areas clean, sanitary and orderly? |  |  |  |  |
| Are work surfaces kept dry or appropriate means taken to ensure the surfaces are slip-resistant? |  |  |  |  |
| Are trip hazards on floors, stairs, and sidewalks removed and walking/working surfaces made safe? |  |  |  |  |
| Are first aid kits easily accessible to each work area, with necessary supplies, periodically inspected, replenished as needed and appropriate personal protective equipment (PPE) provided? |  |  |  |  |
| Are all work areas adequately illuminated? |  |  |  |  |
| Are oily/greasy rags kept in a covered metal can? |  |  |  |  |
| Are methods provided to protect the operators and other employees in machine areas from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips and sparks? |  |  |  |  |
| Is PPE provided, used and maintained whenever necessary? |  |  |  |  |
| Are guardrails/stair-rails in place where required? |  |  |  |  |
| Other: |  |  |  |  |