

# Self Inspection Checklist

<b>Name:</b>		<b>Title:</b>	
<b>Date:</b>		<b>Time:</b>	
<b>Job Name:</b>		<b>Job Number:</b>	

**Instructions:** Review each lettered subpart under each section that you are responsible for completing. If you have inspected all areas related to a subpart and have found no violations, then place a check in the “YES” column. If you have found a violation(s), then place a check in the “NO” column, indicate the anticipated date of correction in the date column, and record the actions to be taken to correct the hazard in the “CORRECTIVE ACTIONS” column. If a violation is noticed that is not indicated in one of the subparts, then identify it using the blank subpart at the end of each section.

1. Administrative Controls & Employee Training	Yes	No	NA	Date	Corrective Actions
a. Is a complete copy of the MICCS Certified Contractor Safety Program located on-site?					
b. Have recent accidents been investigated using the <i>Accident Investigation Report</i> and <i>Accident Witness Statement</i> ?					
c. Have recent disciplinary actions been documented by using the <i>Disciplinary Action Form</i> ?					
d. Has the <i>Hazardous Chemical List</i> been updated since the newest chemical has been brought onto the job site?					
e. Has New Hire Orientation Phase I & II been issued to all newly hired employees and documented?					
f. Have newly hired employees who are required to perform dangerous tasks been mentored?					
g. Are tool box talks conducted every week and documented using the <i>Tool Box Talk Form</i> ?					
h. Have all levels of employees been issued their required supplemental training according to the Training and Education Section of the Safety Program?					
i. Is an IOSHA Poster displayed inside the job trailer or in another prominent location?					
j. Is the OSHA 300A posted from February 1 <sup>st</sup> – April 30 <sup>th</sup> on an annual basis?					
k. Has the OSHA 300 Form been updated since the last accident has occurred?					
l. Is the <i>Emergency Telephone Numbers</i> form posted near telephones and in all company vehicles?					
2. General Environmental Controls	Yes	No	NA	Date	Corrective Actions
a. Are gasses, vapors, fumes and dusts controlled in a manner to prevent employee exposure?					
b. Are noise levels controlled in a manner to prevent employee exposure?					
c. Are work areas well illuminated?					
d. Are walkways and aisles kept clear from obstructions and tripping hazards?					
e. Are work areas orderly and free from debris with protruding nails?					

f. Are sanitary washing facilities available with soap?					
g. Is potable sanitary water, drinking cups and waste containers provided?					
h. Is hazardous waste removed by a licensed Hazardous Waste Hauler promptly?					
<b>3. First Aid/CPR &amp; Bloodborne Pathogens</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are all first aid/CPR and bloodborne pathogens kits fully stocked?					
b. Have all incidents involving employees who have reported to come in contact with blood been reported to the Safety Director?					
<b>4. Hazard Communication</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
b. Are all primary and secondary containers labeled with their product identity and hazard warnings?					
c. Is there a MSDS readily available for each hazardous substance located on-site?					
d. Is personal protective equipment provided, used and maintained when required in handling hazardous chemicals?					
<b>5. Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Is PPE sanitary and free from defects that reduce their ability to protect the worker?					
b. Are fall arrest systems used when working on surfaces (other than scaffolding) above 6 feet, or in aerial lifts?					
c. Are hard hats being worn whenever workers are exposed to falling objects?					
d. Are safety glasses being worn whenever working with striking tools and power tools, or performing other job functions that involves the hazard of eye injuries?					
e. Are goggles being worn when handling chemicals or when exposed to flying particles?					
f. Are protective toes boots or metatarsals being worn whenever workers are exposed to falling parts?					
g. Are durable gloves being worn whenever workers are handling sheet metal or performing other job functions that involves the hazard of hand injuries?					
<b>6. Hearing Conservation</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Is hearing protection being worn in areas that contains loud noise levels (e.g. need to raise voice when talking)?					
b. Have all areas, new equipment or set-up changes that are believed to raise the noise levels been monitored?					
c. Are "Hearing Protection Required" signs posted in areas that consist of noise levels above the TWA?					

<b>7. Respiratory Protection</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are all employees who are covered under the Respiratory Protection Plan wearing respirators?					
b. Are employees who wear tight-fitting respirators shaving before work each day?					
c. Are the cartridges of tight-fitting respirators being changed frequently?					
d. Are all masks being cleaned at least weekly and stored in a plastic bag when not in use?					
<b>8. Hand &amp; Power Tools</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are power tools equipped with ground pins or of the double insulated type?					
b. Are power tools equipped with the guards that they were purchased with?					
c. Are power tools stored in the job box or another dry safe location when they are not in use?					
d. Are hand tools free from defects such as missing parts, bends, breaks or cracked handles?					
<b>9. Powder Actuated Tools</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Have all employees who operate powder actuated tools been certified through training to do so?					
b. Are warning signs posted in all areas that involve the operation of powder actuated tools?					
c. Have measures been taken to separate flammable or combustible materials from areas of operation?					
d. Have employees been cleaning their tools at least weekly and removed all damaged tools from service?					
<b>10. Fire Prevention</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are high fire hazard locations free from any sources of ignition (e.g. painting operations)?					
b. Are locations that contain sources of ignition free from flammable liquids (e.g. heavily traveled areas)?					
c. Are all spills of flammable or combustible liquids cleaned up promptly?					
d. Are all flammable liquids kept in closed containers when not in use?					
e. Are bulk containers of flammable liquids grounded and bonded to containers when in use?					
f. Are class ABC fire extinguishers located no more than 75 feet apart, within 10 feet of all fire hazard locations and on every floor in stairwell areas?					
g. Are all extinguishers fully charged and in good operating condition?					
h. Has the manufacturer issued all extinguishers their annual hydrostatic test?					
i. Are extinguishers free from obstructions and accessible without subjecting employees to possible injury?					
j. Are fire hydrants and hose receptacles free from parked vehicles and other obstructions by at least 15 feet?					
k. Are portable flammable liquid tanks dyked to prevent spillage?					

<b>11. Compressed Air &amp; Gas</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are cylinders secured, caps on when not in use, and oxygen and flammable gas separated by at least 20 feet?					
b. Do acetylene gauges indicate that 15 psi or less is being used?					
c. Are all cylinders and cylinder storage areas labeled?					
<b>12. Welding &amp; Cutting</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are areas where welding or cutting is performed free from flammable/combustible materials?					
b. Do employees act as a firewatch when flammables cannot be removed from the area?					
c. Are welding hoods, flame retardant gloves and cotton clothing being worn in when welding?					
d. Are cables free from splices, and not permitted to rest in standing water?					
e. Are electrodes removed when equipment is not in use?					
f. Is suitable extinguishing equipment located within 10 feet during operations?					
<b>13. Electrical Safety</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are only trained competent electricians conducting work on live electrical parts?					
b. Are employees using properly rated insulated tools?					
c. Are warning signs posted in areas where employees may be exposed to electrical hazards?					
d. Are all disconnecting switches and circuit breakers labeled to indicate their use?					
e. Are electrical panel boxes maintaining at least 30 inches of clear space for accessibility?					
f. Are all energized parts guarded against accidental contact by approved cabinets or enclosures?					
g. Is GFCI used at all electrical outlets?					
h. Are extension cords equipped with a grounding pin and free from frays, cuts, nicks, and splices?					
i. Are cranes and other heavy machinery operated at least 10 feet from power lines, or the lines are insulated?					
<b>14. Lockout/Tagout</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Have specific energy control procedures been written for each piece of equipment?					
b. Are authorized employees verifying effective lockout before beginning work on equipment?					
c. Are employees locking and tagging out if possible while working with energized parts or whenever servicing equipment?					

d. Are only company supplied locks being used?					
e. Are locking devices being used in conjunction with tags?					
f. Are the keys in the sole possession of the employees who applied the locking device?					
<b>15. Forklift Operations</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are only certified operators using forklifts?					
b. Do operators slow down and honk the horn while cresting hills and at blind intersections?					
c. Do operators complete the <i>Forklift Inspection Log</i> on a daily basis?					
d. Are operating parts such as the horn, brakes, hydraulics, etc. in good operating condition?					
e. Are unattended forklifts left with the ignition off, forks fully lowered, controls neutralized and the brake set?					
f. Are wheels chocked whenever parking on a hill?					
<b>16. Powered Work Platforms</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are only employees who have been issued training operating the powered work platforms?					
b. Are lifts in good operating condition and operators inspecting them prior to work each day?					
c. Are tools and equipment carried on the platform within the maximum rated capacity and not impeding the operators movement?					
d. Are chains or other means of temporary guardrails fastened whenever the platform is elevated?					
e. Are electrical conductors at least 10 feet from all work areas?					
f. Are traffic areas properly controlled with pylons, barricades or flagging?					
<b>17. Heavy Equipment Operation</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Have power lines and other hazards been identified and controlled prior to beginning work?					
b. Are only employees who have been properly trained to operate the equipment performing work?					
c. Are monthly inspections completed and documented for all cranes and maintained in the cab?					
d. Are equipment and attachments regularly maintained and removed from service if deemed defective?					
e. Are speed limits controlled in work areas?					
f. Do employees use communication signals during operation?					
g. Are outriggers completely extended during operation?					

<b>18. Crane Safety</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Only employees that have been issued certification training are operating crane equipment?					
b. Daily inspection is being performed each day by completing the <i>Mobile Equipment Inspection</i> form?					
c. Areas of operation are controlled from pedestrian traffic using barricades?					
d. The appropriate hand signals are being used?					
e. Equipment is being operated within it's maximum rated load capacity?					
f. Crane equipment is in good condition, or removed from service and tagged out if not?					
g. Overhead powerlines or other sources of electricity are at least 10 feet away from operating areas, or measures have been taken to isolate or control the energy?					
<b>19. Signs, Signals &amp; Barricades</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are barricades used in areas in which moving objects could cause high hazards to employees?					
b. Are highly visible warning signs posted in areas in which hazards exist?					
c. Are roads and sidewalks effectively protected?					
<b>20. Stairways and Ladders</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are ladders in good operating condition and placed on stable surfaces to prevent slipping?					
b. Are metal ladders prohibited in areas where contact with electrical parts is possible?					
c. Are stepladders fully opened when in use?					
d. Are employees prohibited from standing on the top rung of ladders?					
e. Are fixed ladders used to access elevated surfaces secured and do they extend 3 feet above the landing?					
<b>21. Scaffolding</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. All activities involving the erection, dismantling, and installation of fall protection and overhead falling object protection are overseen by the Superintendent?					
b. Scaffolding is plumb and square with cross bracing?					
c. All support poles are equipped with mudsills and placed on a stable surface?					
d. Fall protection is being worn by employees when erecting, dismantling and working on scaffolding > than 10 feet?					
e. Canopies are installed or other means of protecting employees from overhead falling objects when necessary?					
f. Scaffolding is in good shape and all damaged components have been repaired or replaced?					

g. A safe means of access has been provided?					
h. Scaffolding is fully planked or decked?					
i. The ends of platforms less than 10 feet do not extend more than 12 inches past the supports?					
j. The ends of platforms larger than 10 feet do not extend more than 18 inches past the supports?					
<b>22. Aerial Lifts</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Only employees who have been properly trained on the safe operation of aerial lifts are allowed to perform operation?					
b. Operators are inspecting the equipment for defects and proper operation on a daily basis?					
c. Aerial lifts are in good operating condition?					
<b>23. Trenching &amp; Excavating</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Hazards are supported/removed and utilities are marked prior to breaking new ground on any excavation?					
b. Does a registered professional engineer design any excavation deeper than 20 feet.					
c. Does a competent person manually inspect excavations for hazardous conditions prior to beginning work and returning from lunch each day?					
d. Is shoring, sloping, benching or trench boxes being used for all excavations 5 feet or deeper?					
e. Are the tops of shoring and trench boxes at least 18 inches above ground level?					
f. Are trenches over 4 feet deep evaluated as confined spaces prior to entry?					
g. Are employees working near public traffic areas wearing orange vests or other highly visible clothing?					
h. Are employees prohibited from working under suspended loads?					
i. Are proper bridges/walkways equipped with guardrails when placed over excavations where employees cross?					
j. Are trenches well illuminated and barricaded?					
k. Is a means of exit available within 25 feet of travel?					
l. Are ladders placed on stable surfaces and extend at least 3 feet above ground level?					
m. Are spoil piles at least 2 feet away from trench edges?					
<b>24. Confined Space Entry</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a. Are only trained employees entering or assisting with the entering of confined spaces?					
b. Is the <i>Confined Space Entry Permit</i> completed and posted when required?					

c. Are atmospheres tested, monitored and controlled prior to and throughout entry?					
d. Are entrants wearing proper respiratory protection when necessary?					
e. Is emergency rescue equipment available and ready for immediate use during each entry?					
f. Do attendants stay at the entrance of the confined space until entry is terminated?					
g. Are confined spaces legibly marked?					
h. Is artificial lighting provided whenever work areas are not well illuminated?					
<b>25. Other</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>Date</b>	<b>Corrective Actions</b>
a.					
b.					
c.					
d.					
e.					
f.					