APPENDIX  E

Example – Inspection Guide to be used during a site safety walk through.
A - Adequate at time of inspection  
B - Needs immediate attention

1. JOB SITE INFORMATION
   - WISHA and other job site warning posters posted
   - Scheduled safety meetings held and documented
   - Adequate employee training - general and specific
   - Medical services, first aid equipment, stretchers, and a qualified first aider available (if needed)
   - Emergency telephone numbers posted (police, fire, doctor, hospital, ambulance)

2. HOUSEKEEPING AND SANITATION
   - Working areas generally neat
   - Waste and trash regularly disposed
   - Enclosed chute provided when material dropped outside of the building from over 20 feet
   - Lighting adequate for all work tasks
   - Projecting nails removed or bent over
   - Oil and grease removed from walkways and stairs
   - Waste containers provided and used
   - Passageways and walkways clear
   - Sanitary facilities adequate and clean

3. FIRE PREVENTION
   - Fire protection program developed
   - Fire instructions provided to personnel
   - Adequate fire extinguishers, identified, checked and accessible
   - Phone number of fire department posted
   - Hydrants clear, access open
   - Good housekeeping in evidence
   - NO SMOKING signs posted and enforced where needed
   - Temporary heating devices safe. Adequate ventilation provided
   - Proper fire extinguishers provided

4. ELECTRICAL INSTALLATIONS
   - Adequate wiring, well insulated, grounded, free from damage
   - Assured grounded program followed
   - (or) ground fault circuit interceptors used
   - Terminal boxes equipped with required covers
5. **HAND TOOLS**
   - Proper tools being used for each job
   - Safe carrying practices used
   - Company and employees' tools regularly inspected and maintained

6. **POWER TOOLS**
   - Good housekeeping where tools are used
   - Tools and cords in good condition
   - Proper grounding of all tools
   - Proper instruction in use provided
   - All mechanical safeguards in use
   - Tools neatly stored when not in use
   - Right tool being used for the job at hand
   - Wiring properly installed

7. **POWER-ACTUATED TOOLS**
   - All operators licensed
   - Tools and charges protected from unauthorized use
   - Competent instruction and supervision provided
   - Tools used only on recommended materials
   - Safety goggles or face shields worn
   - Flying hazards checked by backing up, removal of personnel, or use of captive stud tool

8. **LADDERS**
   - Ladders inspected and in good condition
   - Ladders properly secured to prevent slipping, sliding or falling
   - Side rails extended 36" above the top of landing
   - Job-bult ladders properly constructed
   - Stepladders fully open when in use
   - Metal ladders not used around electrical hazards
   - Ladders not painted
   - Ladders properly stored
   - Ladder safety feet in use

9. **SCAFFOLDING**
   - Erection properly supervised
   - All structural members meet safety factors
   - All connections secure
   - Scaffold tied in to the structure when required
   - Working areas free of debris, snow, ice and grease
   - Foot sills and mud sills provided
   - Workers protected from falling objects
   - Scaffold plumb and square, with cross-bracing
   - Guard rails, intermediate rails and toeboards in place
   - Adequate, sound planking provided
   - Scaffold equipment in good working order
   - Ropes and cables in good condition
10. HEAVY EQUIPMENT
- Inspection and maintenance records up to date
- Lights, brakes, warning signals operative
- Wheels checked when necessary
- Haul roads well maintained and properly laid out
- Equipment is properly secured when not in use
- Shut-off devices on hose air lines, in case of hose failure
- Noise arresters in use
- ROPS in place

11. MOTOR VEHICLES
- Floor and wall openings planked over or barricaded
- Roadways or walkway hazards effectively barricaded
- Barricades illuminated or reflectorized at night
- Traffic control devices used when appropriate
- Inspection and maintenance records up to date
- Operators qualified for vehicle in use
- Local and state vehicle laws and regulations observed
- Brakes, lights, warning devices operative
- Weight limits and load sizes controlled
- Personnel transported in a safe manner
- All glass in good condition
- Back-up signals provided
- Fire extinguishers installed where required
- SLOW MOVING VEHICLE signs used when required

12. HOISTS, CRANES AND DERRICKS
- Cables and sheaves regularly inspected
- Slings and chains, hooks and eyes inspected before each use
- Equipment firmly supported
- Outriggers used if needed
- Power lines inactivated, removed, or at a safe distance
- Proper loading for capacity at lifting radius. Rated load capacities posted?
- All equipment properly lubricated and maintained
- Signalmen where needed
- Signals posted, understood and observed
- Inspection and maintenance logs maintained
- Hazard signs posted and visible to operator

13. BARRICADES
- Floor and wall openings planked over or barricaded
- Roadways or walkway hazards effectively barricaded
- Barricades illuminated or reflectorized at night
- Traffic control devices used when appropriate
14. HANDLING AND STORAGE OF MATERIALS
   Materials properly stored or stacked
   Passageways clear
   Stacks on firm footings, not too high
   Materials protected against weather conditions
   Trash chutes safeguarded and properly used
   Dust protection observed
   Traffic controlled in the storage area

15. FLAMMABLE GASES AND LIQUIDS
   All Containers approved and clearly identified
   Proper storage practices observed
   Fire hazards checked
   Proper types and number of extinguishers nearby
   Proper method for moving cylinders used

16. WELDING AND CUTTING
   Operators qualified
   Screens and shields used when needed
   Goggles, welding helmets, gloves, clothing used as required
   Equipment in safe operating condition
   Electrical equipment grounded
   Power cables and hoses protected and in good repair
   Fire extinguishers of proper type nearby
   Surrounding area inspected for fire hazards
   Flammable materials protected or removed
   Gas cylinders secured upright
   Cylinder caps in use

17. EXCAVATION AND SHORING
   Adjacent structures properly shored
   Excavation shored or cutback (angle of repose) as required
   Roads and sidewalks supported and protected
   Material stored away from excavations
   Excavation barricades and lighting adequate
   Equipment a safe distance from edge of excavation
   Ladders provided
   Equipment ramps adequate
   Observer provided during trenching operations

18. DEMOLITION
   Written demolition plan
   Protection of adjacent structures
   Material chutes used. Floor opening for material disposal barricaded
   Sidewalk and other public protection provided
   Clear opening space for trucks and other vehicles
   Adequate access ladders or stairs maintained
19. CONCRETE CONSTRUCTION
- Forms properly installed and braced
- Adequate shoring, plumbed and cross-braced
- Shoring remains in place until strength is attained
- Proper curing period and procedures followed
- Heating devices checked for fire safety
- Mixing and transport equipment supported; traffic planned and routed
- Adequate runways and ramps provided for concrete placement equipment
- Employees protected from cement dust
- Hard hats, boots, gloves, eye protection, and skin protection worn at all times
- Nails bent over or removed and stripped material removed from area

20. BACK SAFETY
- Team lifting used for heavy or awkward loads
- Mechanical lifting devices used when appropriate
- Back care training provided to all employees
- Bent-knee lifting used by workers
- Back support belt worn when appropriate
- Work hardening program used for returning time-loss employees
- Employees do 'warm-up' exercises before strenuous work

21. PERSONAL PROTECTIVE EQUIPMENT MONITORED BY SUPERVISORS
- Eye protection
- Face shields
- Written respirator program; respirators fit tested; replacement cartridges; cleaning and maintenance
- Helmets and hoods
- Head protection - hard hats or other as required
- Hearing protection - noise monitoring
- Foot protection
- Rubber or plastic gloves, aprons, and sleeves for chemical protection
- Electrician's rubber gloves and protectors

22. HAZARD COMMUNICATION PROGRAM
- Chemical inventory list developed and maintained
- Containers properly labeled
- Material Safety Data Sheets collected and available
- Adequate employee information and training provided
- Written program available
- Employee training certificates signed

23. CONFINED SPACE
- Written confined space program
- Competent instruction and supervision provided
- Hot work permits obtained and supervision provided
- Evaluation and monitoring - sampling devices adequate, calibrated, and used
- Ventilation adequate, testing and monitoring during operation
- Respirators, standby person, harness/lifeline at the site
- Employee training certificates signed