

Developing Your Work-site Specific Safety Inspection Checklist

Guidelines for Supervisors of Workers Performing Physical Labor (e.g., in PF, Housing, Shops)

As a supervisor you have the primary responsibility for helping ensure the health and safety of your employees while on the job. Safety training and periodic workplace inspections are the two core elements of this effort as mandated by the *Cal-OSHA Injury & Illness Prevention Program* regulation¹. This document focuses on the latter piece – **worksite safety inspections**. You should ensure that safety inspections are done at least **annually**. Beyond the fostering of a safer work environment, if there is an OSHA-reportable injury to one of your employees, OSHA will likely request documentation of your inspections and the associated corrective actions.

WHAT ISSUES MIGHT I INCLUDE IN MY INSPECTION CHECKLIST?

Each worksite is unique, but below are some suggested issues to include in your checklist. For further suggestions Cal/OSHA has developed a more comprehensive hazard assessment checklist: <http://www.dir.ca.gov/DOSH/etools/09-031/HazAssessCheck.pdf>

- Availability/condition of personal protective gear (e.g., eye/hand/hearing/respiratory²)
- Powered tools and equipment in good working order and stored properly
- Properly Guarded of belts, pulleys, gears, machine parts, etc.
- Owner's manuals for equipment location known
- Slip hazards addressed (e.g., non-slip mats in kitchen areas)
- Availability/condition of emergency equipment (1st aid, fire exts., safety shower/eyewash)
- *UCSB Emergency Info Flipchart* posted and last page (Building/Worksite specific) completed
- Proper signage of hazards and work procedures
- Chemical inventory and associated Material Safety Data Sheets available
- Chemicals, particularly flammable liquids, stored properly and clearly labeled
- Chemical waste disposal procedures and supplies in place
- Compressed gases seismically anchored, well-labeled and in good condition
- Electrical equipment, particularly cords, in good condition
- Extension cords not used in place of permanent wiring
- Lockout/tagout signage and kit in place available
- Fall protection measures in place
- Ladders and steps in good condition
- Seismic bracing for cabinets, bookcases, equipment, etc.
- Clear exit paths and aisle ways
- Housekeeping practices



HOW SHOULD I DOCUMENT MY INSPECTIONS?

1. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. Sample form is available: <http://www.dir.ca.gov/DOSH/etools/09-031/IndHazCorRec.pdf>
2. The records should be maintained for at least one year

FOR FURTHER INFORMATION

- EH&S has safety specialists in a wide variety of areas to assist you. Your primary EH&S contact is at x-2661, then dial 2306.

Footnotes:

1. Under campus policy #5400 and the *UCSB Injury & Illness Prevention Program*, supervisors have clear and direct responsibilities for establishing effective safety programs that reduce the likelihood of injury and meet regulatory requirements.
2. Under campus policy #5440, EH&S acts as the sole source of purchasing, fit-testing and appropriate use of all respiratory equipment including filtering facepiece (N95) respirators. All individuals who use respiratory protection must be enrolled in the UCSB Respiratory Protection Program. Contact 893-8787 for more info.