



September 12, 2018

Daniel J. Deller  
Principal Consultant  
Progressive Safety Management  
615 S. College Street., 10th Floor  
Charlotte, NC 28202

Re: EXAMPLE: Facility Safety Audit Safety Survey  
615 S. College St., Charlotte, NC 28202

Daniel,

This report is in follow-up to the safety survey completed on August 12, 2018. The purpose of the survey was to identify potential safety hazards and/or OSHA violations. John Smith is the contact person at this location.

Attached, is a list of safety observations and recommendations based on conditions present at the time of my visit. If you have any questions or require additional information after reading this report, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan J. Deller", written in a cursive style.

Daniel J. Deller, MBA, CSP, CHST  
Principal Consultant  
Progressive Safety Management  
Cell: (704) 574-6566  
Email: ddeller@progressivesafety.com

*DISCLAIMER: Observations and recommendations are purely advisory and based on practices and conditions observed and information provided at the time of this survey. Observations and recommendations are not intended to include every loss or accident potential. It's the report recipient's responsibility to make further observations and take whatever action that may be necessary to prevent losses, enforce safety procedures and eliminate hazardous conditions so as to comply with any federal, state, or local law, rule or regulation concerning safety and health.*

## ***Report Summary***

Report Name: EXAMPLE: Facility Safety Audit  
Completed for: Progressive Safety Management  
Inspection Date: August 12, 2018  
Location: 615 S. College St., Charlotte, NC 28202  
Contact: John Smith, General Manager  
Start - End Time: 1:00 pm - 3:00 pm  
Weather: N/A  
# EE's/site: 33  
Score: 93.8%

---

**Scope of Work:** Example Facility that was inspected is a warehouse and manufacture of widgets. They facility is roughly 85,000 square feet and employees on average 32 employees in the facility over two day time shifts.

### **Findings:**

#### **Aisles/Walkways**

Positive Finding	There is sufficient aisle width for pedestrians and/or equipment in work areas where mechanical handling equipment is used (1910.22/Interpretation Letter)
Positive Finding	Permanent aisles/passageways are appropriately marked (1910.22)
Positive Finding	Aisles and passageways are clear, in good repair and free of hazards (1910.22)
Positive Finding	Changes in elevation are marked/delineated to minimize trip hazards (Best Practice)
Positive Finding	Good compliance with OSHA Aisleway requirements (1910.22)

#### **Behaviors**

Positive Finding	Workers observed keeping eyes on path (i.e. looks in direction of travel)
Positive Finding	Workers observed looking back prior to stepping backwards
Positive Finding	Workers observed pushing (when possible) as opposed to pulling
Positive Finding	Workers avoid overhead work when possible
Positive Finding	Workers observed lifting with legs not back
Positive Finding	Workers observed forming a bridge with free hand when lifting
Positive Finding	Workers avoid lifting more than one can lift safely
Positive Finding	Workers observed keeping load close to body when lifting
Positive Finding	Workers observed using a lift assist device for heavy loads
Positive Finding	Workers avoid lifting unstable loads
Positive Finding	Workers observed working at safe pace/not rushed

#### **Compressed Air**

Positive Finding	Compressors are equipped with a safety relief valve (1910.169)
Positive Finding	Compressors are equipped with working pressure gauges (1910.169)

Positive Finding Compressors are periodically drained of moisture/oil (1910.169)  
Positive Finding Safety valves are tested regularly (1910.169)  
Positive Finding Compressed air used for cleaning is kept under 30 psi at nozzle (1910.242)  
Positive Finding Air nozzles are equipped with relief ports to discharge air when nozzle tip is obstructed (1910.242)  
**Issue Identified** **Safety cables are not used on compressed air hose connections to prevent hose ends from whipping if the coupling blows out of the hose (Best Practice)**  
**Recommendation** *Install safety cables (whipchecks) on compressed air hose connections to prevent hose ends from whipping if the coupling blows out of the hose (Best Practice).*  
  
Severity Rating: Minor  
Contributing Factor: Equipment  
  
**Corrective Action** Taken/Planned:  
\_\_\_\_\_  
\_\_\_\_\_  
  
Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Compressed Gas Cylinders

Positive Finding Cylinders are legibly marked/clearly identified (1910.101)  
Positive Finding Cylinders are protected from ignition sources (1910.101)  
Positive Finding Cylinders are stored in vertical position (1910.101)  
**Issue Identified** **Not all cylinders are secured to prevent tipping (1910.101)**  
**Recommendation** *Take appropriate steps to secure compressed gas cylinders in an upright position to prevent them from tipping over in accordance with Compressed Gas Association Pamphlet P-1-1965 [incorporated by reference in Sec. 1910.6]. [View OSHA Standard](#)*  
  
**Corrective Action** Taken/Planned:  
\_\_\_\_\_  
\_\_\_\_\_  
  
Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
  
  
Positive Finding Cylinders are stored away from vehicular traffic (1910.101)  
Positive Finding Valve caps are replaced when cylinders are not in use (1910.101)  
**Issue Identified** **Valves on gas cylinder are not all closed when work is finished (1910.253)**  
**Recommendation** *Take appropriate steps to ensure all cylinder valves are closed when work is finished [1910.253(b)(5)(ii)(G)]. [View OSHA Standard](#)*  
  
**Corrective Action** Taken/Planned:  
\_\_\_\_\_  
\_\_\_\_\_  
  
Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Confined Spaces

Positive Finding	Entry permit is completed and signed (1910.146)
Positive Finding	Air monitoring is completed prior to entry (1910.146)
Positive Finding	Periodic air sampling is completed as required (1910.146)
Positive Finding	Danger signs are posted at or near entry to permit spaces (1910.146)
Positive Finding	Forced air ventilation is used for duration of entry (1910.146)
Positive Finding	Proper illumination is provided (1910.146)
Positive Finding	Entrants are protected from external hazards by barricades as needed (1910.146)
Positive Finding	Rescue plan/procedures have been established (1910.146)
Positive Finding	Rescue team is trained and readily available (1910.146)
Positive Finding	Retrieval system is available/utilized (1910.146)
Positive Finding	Entrants are attached to retrieval line (1910.146)
Positive Finding	Attendant is on duty outside the permit space (1910.146)
Positive Finding	Attendant only performs monitoring duties (1910.146)
Positive Finding	Good compliance with OSHA Confined Spaces requirements (1910.146)

## Electrical Safety

Positive Finding	Electrical equipment is free from recognized hazards and maintained in good working order as intended by the manufacturer (1910.303)
Positive Finding	Electrical equipment is installed/used as listed or per manufacturer specifications (1910.303)
Positive Finding	Splices/free ends of conductors are properly insulated (1910.303)
Positive Finding	Disconnect switches are identified/legibly marked to indicate purpose (1910.303)
Positive Finding	Breaker switches are identified/legibly marked to indicate their purpose (1910.303)
<b>Issue Identified</b>	<b>Access to breaker panels, disconnects, etc. is obstructed (i.e. proper clearance is not maintained) and/or the area around transformers and other electrical equipment is not kept clear (1910.303)</b>
<b>Recommendation</b>	<i>Take steps (i.e. paint lines on floor, use railing, cones, etc.) to maintain sufficient access and working space (min. 30 inches wide by 36 inches deep) in front of all electric equipment including breaker panels, disconnect switches, transformers, etc. [reference 1910.303(g)(1)]. <a href="#">View OSHA Standard</a></i>
<b>Corrective Action</b>	Taken/Planned:  _____  Completed by: _____ Date: _____
<b>Issue Identified</b>	<b>Live parts of electrical equipment were not adequately protected against accidental contact (1910.303)</b>
<b>Recommendation</b>	<i>Have a qualified electrician make repairs to electrical equipment and/or install tight fitting covers to protect workers against accidental contact with live parts of electric equipment [reference 1910.303(g)(2)(i)]. <a href="#">View OSHA Standard</a></i>
<b>Corrective Action</b>	Taken/Planned:

---

---

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Issue Identified**      **Extension cord(s) and/or power strip cords were found to be "daisy-chained" (1910.303)**

**Recommendation**      *As a rule, extension cords and/or power strip cords (also referred to as Surge/Spike Protectors or Portable Outlets) should not be plugged into one another (i.e. daisy chaining). Daisy chaining increases the likelihood of misuse, excessive voltage drop and overloading the extension cord (due to the cords exceeding the maximum allowed watts) which may create a fire or shock hazard. NEC 110.3(B) requires cords to be installed and/or used in accordance with the Listing installation markings. [reference 1910.303(b)(2)] [View OSHA Standard](#)*

**Corrective Action**      Taken/Planned:

---

---

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Positive Finding      The use of multi-plug outlet devices is discouraged and/or prohibited (except for temporary use of low powered loads) (1910.304)

Positive Finding      Warning labels/decals are placed on electrical equipment indicating the voltage, current, wattage, etc.

Positive Finding      The top of electrical equipment is kept clear / no items are allowed stored on equipment (1910.303)

Positive Finding      Cord-and-plug electrical equipment is either grounded (i.e. 3 prong cord) or double-insulated (1910.304)

Positive Finding      GFCI receptacles are used/located within 6 feet of water source (1910.304)

Positive Finding      Light bulbs/lamps are protected from accidental damage (1910.305)

Positive Finding      Unused openings in electrical equipment are closed (1910.303)

Positive Finding      Lamps, lampholders, fixtures appear to be properly covered/guarded and have no exposed live parts (1910.305)

Positive Finding      Extension cords are not used as a substitute for fixed wiring of the structure (1910.305)

**Issue Identified**      **Cords/terminal ends are not all protected with strain relief (1910.305)**

**Recommendation**      *Provide strain relief on flexible cords to prevent stress from being directly transmitted to joints or terminal screws. Repairs should be completed by a qualified electrician [reference 1910.305(g)(2)(iii)]. [View OSHA Standard](#)*

**Photo(s)**



**Corrective Action** Taken/Planned:

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Issue Identified** **Not all flexible cords were found to be free of damage/fraying (1910.334)**

**Recommendation** *Inspect all flexible electrical cords visually before use for defects and immediately remove defective cords/equipment from service until UL approved repairs can be made [reference 1910.334(a)(2)(i)]. [View OSHA Standard](#)*

**Photo(s)**



**Corrective Action** Taken/Planned:

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Issue Identified** **Not all flexible cords have a ground pin (1910.334)**

**Recommendation** *Inspect flexible cords with each use to ensure there is a grounding pin. Immediately tag and/or remove from service any flexible cords that are missing a grounding pin. Repairs should be made by a qualified electrician [reference 1910.334(a)(3)(i)]. [View OSHA Standard](#)*

**Corrective Action** Taken/Planned:

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Positive Finding Two-prong (non-grounded) extension cords are prohibited (1910.334)

**Issue Identified** **Arc flash warning labels are not placed on all electrical panels (1910.335)**

**Recommendation** *Install Arc Flash Warning decals on electrical equipment to warn employees about the hazards of Arc Flash [reference 1910.335(b)(1)]. [View OSHA Standard](#)*

**Corrective Action** Taken/Planned:

\_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Action Plan

Positive Finding An Emergency Action Plan is in writing and up-to-date (1910.38)

Positive Finding The Emergency Action Plan includes procedures to account for all employees after evacuation (1910.38)

Positive Finding The alarm system is functional and distinctive for each type of emergency (1910.38)

Positive Finding The Emergency Action Plan is reviewed with employees and employees are familiar with the plan (1910.38)

Positive Finding The Fire Prevention Plan is in writing and up-to-date (1910.39)

Positive Finding The Fire Prevention Plan is reviewed with employees/employees are familiar with plan (1910.39)

Positive Finding Good compliance with OSHA Emergency Action Plan requirements (1910.38-.39)

## Exits/Egress

Positive Finding Exit pathways are at least 28 inches wide (1910.36)

Positive Finding All exit discharges lead directly outside the facility (1910.36)

Positive Finding Exit doors are kept unlocked when building is occupied, no latches or special tools are needed to open door (1910.36)

Positive Finding Exit doors in high occupancy/high hazard areas open out in direction of travel (1910.36)

Positive Finding There are at least two exit doors in high occupancy rooms (1910.36)

Positive Finding The direction of travel to exits is marked when not apparent (1910.37)

Positive Finding Non-exit doors are marked NOT AN EXIT as required (1910.37)

Positive Finding Exit signs are illuminated (1910.37)

Positive Finding Exits are clearly visible and marked by EXIT signs (1910.37)

Positive Finding Exits and pathway to exits are free of obstructions (1910.37)

Positive Finding Exit routes avoid high hazard areas (1910.37)

Positive Finding Flammable/combustible liquids not stored next to exits (1910.106)

Positive Finding Emergency lights are provided and functional (1910.37)

Positive Finding Employee alarm system is functional and audible throughout the facilities (1910.38)

Positive Finding Good compliance with OSHA Means of Egress requirements (1910 Subpart E)

## Fire Safety

Positive Finding      Portable fire extinguishers are mounted (1910.157)

**Issue Identified**      **Portable fire extinguisher(s) were found to be obstructed (1910.157)**

**Recommendation**      *Maintain portable fire extinguishers so that they are unobstructed and readily accessible to employees. Items placed on floor in front of extinguishers should be moved and items should never be placed on or hung over the top of extinguishers. It's also recommended, but not required, that the area on floor directly below a fire extinguisher be marked/stripped as a reminder to keep the area clear and unobstructed. [reference 1910.157(c)(1)] [View OSHA Standard](#)*

**Corrective Action**      Taken/Planned:

\_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Positive Finding      Portable fire extinguishers identified by signage (1910.157)

Positive Finding      Fire extinguishers are kept fully charged and operable (1910.157)

Positive Finding      Fire extinguishers are kept in their designated locations (1910.157)

Positive Finding      Portable fire extinguishers are inspected monthly (1910.157)

Positive Finding      Portable fire extinguishers are maintained annually (1910.157)

**Issue Identified**      **The space on floor directly below fire extinguishers is not marked/stripped as a reminder to keep area clear**

**Recommendation**      *The area on floor directly below fire extinguishers should be marked/stripped as a reminder to keep the area clear and unobstructed [reference: Best Practice].*

**Corrective Action**      Taken/Planned:

\_\_\_\_\_

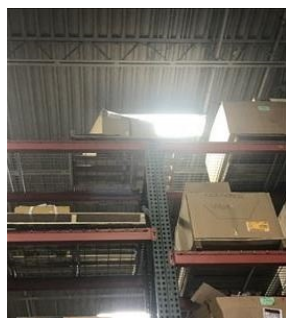
\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Issue Identified**      **A minimum clearance of 18 inches is not maintained below all sprinkler heads (1910.159)**

**Recommendation**      *Take steps to ensure at least 18 inches of clearance is maintained below sprinkler heads so as not to obstruct the sprinkler flow pattern [reference 1910.159(c)(10)]. [View OSHA Standard](#)*

**Photo(s)**



**Corrective Action**      Taken/Planned:



---

---

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Positive Finding	Sprinkler heads are protected by metal guards when needed (1910.159)
Positive Finding	The sprinkler system is inspected annually (1910.160)
Positive Finding	Fire doors are in good operating condition (NFPA 80)
Positive Finding	Fire doors are unobstructed (NFPA 80)
Positive Finding	The fire alarm system is tested annually (NFPA 25)
Positive Finding	Outside hydrants are tested annually (NFPA 25/291)
Positive Finding	The travel distance to the nearest fire extinguisher is within 75 feet (1910.157)
Positive Finding	When fire extinguishers are relocated, fire extinguisher signs are removed (1910.157)
Positive Finding	Combustible items are kept at least 3 feet away from heating equipment (NFPA 86)
Positive Finding	Proper clearance is maintained around water heaters (NFPA 54 & 70]
Positive Finding	Good compliance with OSHA Fire Protection requirements (1910.157-.159)

### Forklifts (Powered Industrial Trucks)

**Issue Identified**      **Forklifts are not inspected daily and/or documented (1910.178)**

**Recommendation**      *Take steps to ensure all powered industrial trucks (i.e. forklifts) are inspected daily and/or before being placed in service. It's recommended that daily inspections be documented [reference 1910.178(q)(7)]. [View OSHA Standard](#)*

**Corrective Action**      Taken/Planned:

---

---

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Positive Finding	Forklifts are maintained in good working condition (1910.178)
Positive Finding	Only trained personnel are allowed to operate forklifts (1910.178)
Positive Finding	No modifications have been made to forklifts that could affect the lift capacity (1910.178)
Positive Finding	Operators were observed keeping arms/legs inside running lines of truck (1910.178)
Positive Finding	Forks are lowered when truck is left unattended (1910.178)
Positive Finding	Forks/load are tilted back and carried close to ground (as conditions allow) when operating forklifts (1910.178)
Positive Finding	Operators were observed sounding horn when their view is obstructed (1910.178)
Positive Finding	Operator(s) were observed driving in reverse when load obstructs their forward view (1910.178)
Positive Finding	Loads are lifted when transported (i.e. bulldozing/split-forking not allowed) (1910.178)
Positive Finding	Forklifts are approved for hazardous environments (1910.178)
Positive Finding	Battery chargers are protected from damage by forklifts (1910.178)
Positive Finding	Adequate materials/supplies (i.e. battery spill kit) are readily available to clean/neutralize battery acid spills (1910.178)

Positive Finding	Adequate ventilation is provided in battery charging areas (1910.178)
Positive Finding	Facilities (i.e. portable fire extinguishers) are provided for fire protection (1910.178)
Positive Finding	Smoking is prohibited in battery charging areas as evidenced by no-smoking signs (1910.178)
Positive Finding	Trucks/trailers are chocked when loading/unloading (1910.178)
Positive Finding	Nameplate/markings are in place and legible (1910.178)
Positive Finding	Safe clearances are maintained at aisles, doors, docks, etc. (1910.176)
Positive Finding	Seatbelts are worn on sit down rider trucks (1910.132)
Positive Finding	Forklifts are turned off and brakes set when left unattended (1910.178)
Positive Finding	Forklifts are not driven up to anyone standing in front of fixed object (1910.178)
Positive Finding	Good compliance with OSHA Powered Industrial Trucks requirements (1910.178)

## Grinders (Bench/Pedestal)

<b>Issue Identified</b>	<b>Work rest(s) are not all adjusted to within 1/8 inch of wheel (1910.215)</b>
<b>Recommendation</b>	<i>Adjust (or install if missing) the work rest on grinders to within one-eighth inch of the wheel to prevent items from being jammed between the wheel and the work rest [reference 1910.215(a)(4)]. <a href="#">View OSHA Standard</a></i>

**Photo(s)**



<b>Corrective Action</b>	Taken/Planned: _____ _____
	Completed by: _____ Date: _____

<b>Issue Identified</b>	<b>The tongue guard is not adjusted to within 1/4 inch of wheel (1910.215)</b>
<b>Recommendation</b>	<i>Adjust (or install if missing) the tongue guard on grinders to within one-fourth inch of the wheel [reference 1910.215(b)(9)]. <a href="#">View OSHA Standard</a></i>

**Photo(s)****Corrective Action** Taken/Planned:

---

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

- |                  |  |
|------------------|--|
| Positive Finding | Side guards cover 75 percent of wheel diameter (1910.215)          |
| Positive Finding | Bench/pedestal grinders are permanently mounted (1910.212)         |
| Positive Finding | Safety glasses/faceshield are worn when grinding (1910.132)        |
| Positive Finding | Wheel RPM ratings are compatible with motor RPM ratings (1910.215) |
| Positive Finding | Abrasive wheels are ring tested before mounting (1910.215)         |

**Hazard Communication**

- |                  |   |
|------------------|---|
| Positive Finding | The Hazcom Program has been developed and is available for review (1910.1200)                                       |
| Positive Finding | A chemical inventory list or index is maintained (1910.1200)  |
| Positive Finding | Chemicals in supplier containers are properly labeled (1910.1200)   |
| Positive Finding | Secondary chemical containers are properly labeled (1910.1200)  |
| Positive Finding | Safety Data Sheets (SDSs) for hazardous chemicals are readily accessible to all employees/all shifts (1910.1200)    |
| Positive Finding | GHS (Globally Harmonized System) awareness training has been completed by the December 1, 2013 deadline (1910.1200) |

**Housekeeping**

- |                  |  |
|------------------|--|
| Positive Finding | Work areas are kept generally clean and orderly (1910.141)   |
| Positive Finding | Working surfaces are kept in good repair and level to minimize slip/trip/fall hazards (1910.141)       |
| Positive Finding | Work surfaces are kept reasonably dry as work allows (1910.141)  |
| Positive Finding | Waste/garbage is removed regularly (1910.141)  |
| Positive Finding | Employees are not allowed to consume food and beverages in areas exposed to a toxic material(1910.141) |
| Positive Finding | Restrooms are maintained in a clean and sanitary condition (1910.141)                                  |
| Positive Finding | Break areas are clean and sanitary (1910.141)  |
| Positive Finding | Potable water is provided as required (1910.141)   |
| Positive Finding | Good compliance with OSHA Housekeeping requirements (1910.141)   |

### **Ladders (Portable)**

Positive Finding	Ladders are inspected when first used and maintained in good condition 1910.23(b)(9)
Positive Finding	Ladders are not immediately tagged DANGEROUS - DO NOT USE and/or replaced when defective (1910.23)
Positive Finding	Spreader/locking device on stepladders is engaged when in use (1910.23)
Positive Finding	Ladders are only used on stable/level surfaces, unless secured or stabilized (1910.23)
Positive Finding	The cap (if equipped) and/or top step of stepladder is not used as a step (1910.23)
Positive Finding	Siderails of portable ladders extend 3 ft. past landing surface (1910.23)
Positive Finding	Rungs/steps/cleats are parallel, level, uniformly spaced (1910.23)
Positive Finding	Rungs/steps/cleats are spaced between 10 to 14 inches (1910.23)
Positive Finding	Rungs/steps/cleats have min. clear width of 11.5 inches (1910.23)
Positive Finding	Employee faces ladder when climbing up or down (1910.23)
Positive Finding	At least one hand is free to grasp ladder when climbing up or down (1910.23)
Positive Finding	Ladders are guarded/barricaded as conditions warrant (i.e. located in passageways, doorways, etc.) (1910.23)
Positive Finding	Specification label in place/legible (ANSI A14)

### **Machine Guards (General)**

Positive Finding	Guards are affixed to machine and/or otherwise secured to prevent displacement (1910.212)
Positive Finding	Machinery and/or equipment designed for a fixed location is anchored to prevent movement (1910.212)
Positive Finding	Power transmission apparatus are properly guarded (1910.219)
Positive Finding	Point-of-operation hazards are properly guarded (1910.212)
Positive Finding	Rotating parts hazards are properly guarded or shielded (1910.212)
Positive Finding	An emergency stop device (i.e. button, cable, presence-sensing device) is installed on equipment/machinery as a secondary safeguarding method to protect the machine operator (ANSI B11.19)
Positive Finding	An emergency stop device (i.e. button, cable, presence-sensing device) is installed within reach of the machine operator (ANSI B11.19)
Positive Finding	Hand tools for placing and removing material in the danger zone of machines are not used as the sole means of safeguarding (i.e. in place of fixed or adjustable guards) (1910.212)
Positive Finding	Fan blades are properly guarded/shrouded (1910.212)
Positive Finding	Fan guard/shroud openings are no more than 1/2 inch wide (1910.212)
Positive Finding	Good compliance with OSHA Machine Guarding requirements (1910.212)

### **Machine Guards (Presses)**

Positive Finding	Point-of-operation hazards are properly guarded (1910.217)
Positive Finding	Safety blocks (or other approved devices) are used when adjusting/changing out dies (1910.217)
Positive Finding	Foot pedals are guarded against unintended operation (1910.217)
Positive Finding	There is a non-slip pad on foot pedals (1910.217)
Positive Finding	Two-hand trip controls are protected against unintentional operation (1910.217)

Positive Finding	Two-hand trips require use of both hands to trip the press (1910.217)
Positive Finding	Two-hand trips require concurrent operation to trip the press (1910.217)
Positive Finding	A red color stop control is provided with the clutch/brake control system (1910.217)
Positive Finding	All operators have a separate set of controls when two-hand trip controls are used on multiple operator presses (1910.217)
Positive Finding	Hand lever operated presses are equipped with a spring latch on the lever to prevent accidental tripping (1910.217)
Positive Finding	When more than one operating station is used on hand-tripped presses, all operating levers are interlocked to prevent tripping except by the concurrent use of all levers (1910.217)
Positive Finding	The inch control operating means is designed to prevent hands in the point of operation (1910.217)
Positive Finding	Each power press control system has a main power disconnect switch capable of being locked in the "Off" position (1910.217)
Positive Finding	The motor start button is protected against accidental operation (1910.217)
Positive Finding	Controls incorporate a type of drive motor starter that will disconnect the drive motor from the power source in the event of control voltage or power source failure (1910.217)
Positive Finding	Guards prevent access to point-of-operation by preventing hands/fingers from reaching through, over, under or around the guards (1910.217)
Positive Finding	Point-of-operation guards conform to the maximum permissible openings listed in Table O-10 (1910.217)
Positive Finding	Point-of-operation guards have no additional pinch points between the guard and moving machine parts (1910.217)
Positive Finding	Point-of-operation guards are securely fastened or interlocked and not readily removable (1910.217)
Positive Finding	Guards offer maximum visibility of the point of operation (1910.217)
Positive Finding	Fixed barrier guards are attached securely to the frame or bolster plate (1910.217)
Positive Finding	Devices prevent and/or stop the stroke if hands are placed in the point of operation (1910.217)
Positive Finding	Devices prevent the operator from reaching into the point of operation (1910.217)
Positive Finding	Point-of-operation devices require application of both of the operator's hands to the operating controls (1910.217)
Positive Finding	Hand tools are provided and used for freeing and removing stuck work pieces or scrap (1910.217)
Positive Finding	Periodic and regular inspections are completed and certification of inspections maintained (1910.217)
Positive Finding	Weekly inspections are completed and certification of inspections maintained (1910.217)
Positive Finding	Good compliance with OSHA Machine Guard Press Brake requirements (1910.217)

### **Machine Guards (Woodworking)**

Positive Finding	Woodworking machinery and equipment are kept clean and properly maintained (1910.213)
Positive Finding	The emergency shut-off is located within reach of operator (1910.213)
Positive Finding	Controls/switches are clearly identified and accessible (1910.213)
Positive Finding	Hand-held circular saw blades are guarded (1910.213)
Positive Finding	Drop out switch is installed to prevent startup after power failure (1910.213)
Positive Finding	Power saws are properly guarded (1910.213)
Positive Finding	Table saws equipped with spreader (1910.213)

Positive Finding	Table saws are equipped with nonkickback fingers (1910.213)
Positive Finding	Belt sanders are properly guarded (1910.213)
Positive Finding	Good compliance with OSHA Machine Guard requirements for Woodworking Equipment (1910.213)

### Personal Protective Equipment

Positive Finding	PPE is maintained in clean/sanitary condition (1910.132)
Positive Finding	PPE Hazard Assessment has been completed and certified (1910.132)
Positive Finding	PPE was maintained in good condition, there were no obvious signs of damage or defects (1910.132)
Positive Finding	ANSI approved safety glasses with side protection are worn as required (1910.133)
Positive Finding	Face shields are worn when there is danger of flying particles (1910.133)
Positive Finding	Goggles are worn as needed for protection against splashing chemicals (1910.133)
Positive Finding	Filter/shaded lenses are used as required (1910.133)
Positive Finding	Eye/face protection is ANSI approved (1910.133)
Positive Finding	Hard hats are worn where there is danger of falling objects (1910.135)
Positive Finding	Hard hats are rated (E or G) for electrical hazards as required (1910.135)
Positive Finding	Appropriate footwear is being worn as required (1910.136)
Positive Finding	Hearing protection is being used as required (1910.95)
Positive Finding	Hearing protection is being worn properly (1910.95)
Positive Finding	Appropriate hand protection is used as required (1910.138)
Positive Finding	FR clothing/gear worn when danger of arc flash exists (NFPA70e)
Positive Finding	All harnesses/lanyards are maintained in good condition (1910.132)
Positive Finding	Signage requiring use of PPE (i.e. Safety Glasses required beyond this point) is posted near entrances to areas where policy requires PPE to be used (Best Practice)
Positive Finding	Good compliance with OSHA PPE requirements (1910.132-.138)

### Postings/Signs

Positive Finding	OSHA Poster is prominently displayed (1903.2)
Positive Finding	The OSHA Form 300A is posted starting in February through April (1904.32)
Positive Finding	Federal and State posters are conspicuously displayed
Positive Finding	Caution signs are posted as needed/required to warn employees of potential hazards (1910.145)
Positive Finding	Danger, Caution, Warning Tags are used to identify potentially hazardous conditions/equipment (1910.145)

### Recordkeeping (Injury/Illness)

Positive Finding	Work-related fatalities, injuries, and illnesses are properly documented on the OSHA 300 Log [1904.4(a)(1)]
Positive Finding	Work-related bloodborne incidents (needlestick/cuts) are properly recorded (1904.8)
Positive Finding	Hearing loss incidents resulting in Standard Threshold Shift (STS) are recorded (1904.10)
Positive Finding	The OSHA 301 Incident Report form (or equivalent) is completed for each recordable injury or illness entered on the OSHA 300 Log (1904.29)

Positive Finding	Recordable Incidents are recorded on the OSHA 300 Log no later than seven calendar days of receiving the information that a recordable injury or illness has occurred (1904.29)
Positive Finding	Separate OSHA 300 Logs are kept for each establishment that is in operation for one year or longer (1904.30)
Positive Finding	Annual summary (OSHA form 300A) is properly certified (signed by senior management) (1904.32)
Positive Finding	Annual summary (OSHA form 300A) is completed and posted in a conspicuous location between February 1 and April 30 of following year (1904.32)
Positive Finding	The 2017 Injury/Illness records have been submitted electronically (by July 1, 2017) for covered establishments (1904.41)
Positive Finding	The 300 Log, the privacy case list (if one exists), the annual summary, and the 301 Incident Report forms are kept for five (5) years following the end of the calendar year that these records cover (1904.33)
Positive Finding	Employees are informed on how to report injuries or illnesses (1904.35)
Positive Finding	Work-related fatalities and injuries resulting in hospitalization, amputation and/or loss of eye are reported to OSHA in a timely manner (1904.39)
Positive Finding	Compliance with OSHA Recordkeeping requirements is satisfactory (1904)

## Safety Training

Positive Finding	Employees receive safety orientation training
Positive Finding	Employees receive job and/or machine-specific training
Positive Finding	Employees receive periodic/ongoing refresher safety training as required
Positive Finding	Daily or weekly safety talks completed/documented (Best Practice)
Positive Finding	Safety training is properly documented per company policy
Positive Finding	Good compliance with OSHA Safety Training requirements

## Score Summary

## Severity Adjustment

Positive Findings:	241	Critical Findings:	0	(deduct 10% for each)
Negative Findings:	16	Serious Findings:	0	(deduct 5% for each)
Total Findings:	257	Other Neg Findings:	16	(Minor, Moderate, Advisory)
Score: 93.8% Positive		Severity Adjustment:	N/A	

Submitted by:  
Daniel J. Deller  
Principal Consultant  
Progressive Safety Management  
(704) 574-6566  
ddeller@progressivesafety.com

*DISCLAIMER: Observations and recommendations are purely advisory and based on practices and conditions observed and information provided at the time of this survey. Observations and recommendations are not intended to include every loss or accident potential. It's the report recipient's responsibility to make further observations and take whatever action that may be necessary to prevent losses, enforce safety procedures and eliminate hazardous conditions so as to comply with any federal, state, or local law, rule or regulation concerning safety and health.*

