**WORKPLACE AUDIT / INSPECTION REPORT**

**Plant Maintenance Area**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audited by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audit Item/ Practice**

**Check if item / Practice not in compliance**

**Housekeeping**

Are aisles marked? .22

Width of aisles maintained? .22

Are aisles in good condition? .22

Are work areas clean? .22

Is housekeeping maintained? .22

**Exits**

Are building exits adequate? .36/.37

Are exits properly marked? .36/.37

Any emergency power supply? .36/.37

Does lighting in hallways and exit signs conform to government standards? (20 foot and 5 foot candles respectively) .36/.37

Are exits blocked? .36/.37

**Fire Protection**

If you have a fire alarm system, is it tested bimonthly? .165

Are all fire extinguishers accessible, and their locations clearly designated? .157

Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? .157

**First Aid**

Do you have emergency eye wash and shower facilities within the immediate work area where employees are exposed to injurious corrosive materials? .151(c)

Do you have first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? .151(b)

**General**

Are correct lockout/tagout procedures in use? .14

Is compressed air for cleaning under 30 psi? .242(b)

Are storage cabinets used to hold flammable liquids, labeled "Flammable - Keep Fire Away"? .106(d)(3)(ii)

Are flammable liquids, such as gasoline, kept in a safety can? .144(a)(1)

If carbon monoxide is present, due to fork lifts, heaters, or idling vehicles, are signs posted warning of its presence? .1200(f)

**Machine Guarding**

Is all machinery and equipment kept clean and properly maintained?

Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling, and waste removal?

Is equipment and machinery securely placed and anchored, to prevent moving? .212(b)

**Portable (Power Operated) Tools and Equipment**

Are grinders, saws, and similar equipment provided with appropriate safety guards? .243

Are power tools used with the correct shield, guard, or attachment recommended by the manufacturer? .243

Are rotating or moving parts of equipment guarded to prevent physical contact? .243

Are all cord-connected, electrically-operated tools used by employees at their workplace in good condition? .243

Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might

Repairs/corrections must be completed by (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repairs/corrections from above have been done.

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_