Section 2
SAFETY INSPECTIONS

2.1 Need for Routine Safety Inspections

Safety inspections are a must in the elevator industry and required by OSHA regulations. Such inspections shall be conducted periodically to identify unsafe work practices and conditions that could injure company employees and/or the employees of others. Reasons for normal inspections include, but are not limited to:

(a) Normal wear and tear on such items as ropes, slings, scaffold planks, hand tools and PPE.
(b) Defects, damage and weather conditions.
(c) Changing conditions and other trades on site.

2.2 Inspecting for Hazards

The Competent Person on the jobsite must be aware of all potential hazards on the jobsite and take immediate corrective action. The following is a sample checklist:

- ❑ Is Company-provided information posted at jobsite (OSHA, emergency phone numbers, warning signs, etc.)?
- ❑ Is the site clean and free of debris? Are materials stored or stacked neatly and a safe distance away from your work area?
- ❑ Are Company-approved first-aid kits on the job? Are they periodically checked and refilled as required?
- ❑ Are emergency first-aid responders readily available or first-aid trained people on the job?
- ❑ Is drinking water available and container plainly marked?
- ❑ Are personnel properly wearing Company-approved personal protective equipment when exposed to possible danger (i.e., gloves, work boots/shoes, hard hats, safety harnesses, safety glasses, goggles, welding hoods, etc.)?

- ❑ Are company fire extinguishers inspected monthly, readily accessible and annual maintenance certificates up-to-date?
- ❑ Are ground fault circuit interrupters (GFCIs) available and in proper use?
- ❑ Are copies of your Company's Hazard Communication (HAZCOM) Program and MSDSs on the site?
- ❑ Are hazardous materials used (i.e., welding and cutting equipment, etc.) stored properly?
- ❑ Are required locks and tags for locking out equipment available and used properly?
- ❑ Are open decks, scaffolds, planking, etc., enclosed with approved guardrails and toeboards or are employees using approved personal fall-arrest systems?
- ❑ Are all elevator hoistways, entrances and escalator wellways properly barricaded with removable guardrails?
- ❑ Are floor openings covered or protected by OSHA compliant guardrails?
- ❑ Are all hand and power tools in safe condition and grounded or double insulated?
- ❑ Are defective tools and equipment tagged with company-approved tags and removed from use?
- ❑ Is hoisting and rigging equipment in good condition and properly rated?
- ❑ Is material handling equipment in good condition and properly rated?
- ❑ Are ladders and scaffolding in good condition and being properly used?
- ❑ Are company-approved warning signs posted where necessary?
- ❑ Do work and common areas have adequate lighting?
- ❑ Are there any site specific hazards i.e., chemical plants, refineries, etc.

- ❑ Are disconnects and controllers properly labeled?
- ❑ Does the pit have adequate guards (i.e., counterweight guards, etc.), covers, is dry, and is there safe access and egress?

2.3 Pre-startup Safety Survey

A safety survey should be conducted on all construction, modernization and major repair projects prior to starting work. The responsibility for conducting a pre-startup survey shall be determined by the company. The following is a sample of the items that should be included on a pre-startup checklist.

2.3.1 Asbestos

- ❑ Customer has identified all areas containing asbestos
- ❑ Sampling has been conducted to ensure safe atmosphere
- ❑ Precautions have been taken to avoid asbestos containing material
- ❑ Employees have been properly trained, according to level of exposure

2.3.2 Lead Paint

- ❑ Customer has identified all areas containing lead paint
- ❑ Sampling has been conducted to ensure safe atmosphere
- ❑ Precautions have been taken to avoid lead paint
- ❑ Employees have been properly trained, depending on level of exposure

2.3.3 Document Requirements

- ❑ EEO, OSHA & State Posters
- ❑ Emergency phone numbers identified (i.e. fire, hospital)
- ❑ OSHA 300 log available (if required)

2.3.4 Electrical

- ❑ Wiring labeled and grounded
- ❑ Adequate power provided in areas where needed
- ❑ High voltage adequately identified and covered
- ❑ Ground Fault Circuit Interrupters (GFCI) available

2.3.5 Fall Protection