

## **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**

- ☐ Type of fall protection to be used is identified
- ☐ Anchor points identified
- ☐ Barricades installed properly per handbook (removable)

#### *2.3.6 Fire Prevention*

- ☐ Fire extinguishers available
- ☐ Wood/paper products or rubbish not in pit or machine room
- ☐ Smoking/No-smoking areas identified

#### *2.3.7 First Aid*

- ☐ Location of first aid station (or kit) identified
- ☐ Trained personnel identified

#### *2.3.8 General*

- ☐ Evaluate the location of work by other trades and determine impact

#### *2.3.9 Hazard Communication*

- ☐ Chemical inventory list
- ☐ Containers properly labeled
- ☐ MSDS's readily available

#### *2.3.10 Hoisting & Rigging*

- ☐ Adequate equipment for job
- ☐ Equipment inspected and certified per manufacturer recommendations
- ☐ Capacities identified (equipment and load), ensure equipment will meet expected lifting requirements

#### *2.3.11 Housekeeping*

- ☐ General condition of work area
- ☐ Walkways clear
- ☐ Regular waste disposal schedule
- ☐ Adequate lighting

#### *2.3.12 Ladders/Stairwells*

- ☐ Access stairwells have guardrails installed
- ☐ Stairwells properly lit
- ☐ Serviceable ladders of sufficient height are available
- ☐ Extension ladders have safety feet and extend 3 ft (914 mm) above landings
- ☐ Safe access to work areas provided

#### *2.3.13 Material Handling*

- ☐ Employees are trained to operate forklifts safely and sufficient equipment is available to move material safely (forklifts, dollies, handcarts, etc.)
- ☐ Equipment in good working condition
- ☐ Staging area for material and equipment identified

#### *2.3.14 Scaffolds*

- ☐ Proper erection is supervised and inspected by Competent Person
- ☐ Locking pins installed
- ☐ Equipped with baseplates
- ☐ Tied to the structure when required
- ☐ Proper planking

#### *2.3.15 Welding*

- ☐ Adequate equipment provided (if needed)
- ☐ Area identified for proper cylinder storage
- ☐ Adequate shielding is available (if needed)
- ☐ Well ventilated area identified for welding
- ☐ Properly inspected extinguisher available