

# HAZARD ASSESSMENT CHECKLIST



## Sample Safety Inspection Checklist

Workplace: \_\_\_\_\_

Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_

Each "No" answer may indicate a problem.

**Yes** **No**

### GENERAL WORKPLACE ISSUES

 

Is the Cal/OSHA poster Safety and Health Protection on the Job displayed in a location where all workers are likely to see it?

 

Do you have a written, effective Injury and Illness Prevention Program (IIPP)?

 

Does everyone know who is responsible for the IIPP in the worksite?

 

Have all workers received health and safety training in a manner and language all of them understand?

 

Where workers do not understand English, are safety instructions and warnings presented in a language the workers understand?

 

Is there someone in the worksite trained in first aid and CPR? (At least 1 trained worker for every 20 workers) Who? \_\_\_\_\_

 

Are adequate first-aid materials immediately available in the field?

 

At remote locations, are provisions made in advance for prompt medical attention?

 

Is there a written Emergency Action Plan and have all workers been trained in what to do during an emergency?

 

Are the required records and documentation being kept?

 

Have arrangements been made to maintain required records for the legal period of time?

 

Is there a fire prevention plan?



## HAZARD ASSESSMENT CHECKLIST

Yes No

### CHEMICAL HAZARDS

- Are chemicals (including pesticides, solvents, and cleaning products) properly labeled and stored?
- Is there a list of the hazardous substances used in the workplace?
- Is there a written hazard communication program that contains an inventory of chemicals used or stored at the worksite; that states that Safety Data Sheets (SDS) are collected for each chemical; that explains that all chemical containers are labeled; and that describes the training provided to workers about the chemicals being used?
- Have SDSs been obtained for all the chemicals (including pesticides) used at your workplace?
- Are employees told where the SDSs on chemicals are kept?
- Has monitoring been done to make sure exposure levels are within legal limits?
- Are records of monitoring results available to all workers?
- Has annual training been conducted for all employees who use chemicals?
- Are workers aware of the hazards involved with the various chemicals they may be exposed to in their work environment?
- Are safety precautions as required by Title 3, Article 23 of the California Code of Regulations followed when using aircraft for crop dusting and spraying?
- Are safe work practices followed when using applicator rigs and vessels containing fertilizer, insecticide, pesticide and other chemical solutions of a hazardous nature?
- Are there eye wash facilities and a quick drench shower within the work area where workers are exposed to hazardous substances?
- Are machines, aircraft or applicators decontaminated in a safe area before they are over hauled or placed in storage?
- Is each container for a hazardous substance labeled with the name of the product and a hazard warning?

**Yes No FIELD SANITATION, BIOLOGICAL HAZARDS, AND HOUSEKEEPING**

- Is potable water provided and placed in locations readily accessible to all workers during working hours?
- Is potable water for drinking dispensed in single use drinking cups or by fountains, and is the water fresh, pure and suitably cool?
- Are adequate toilet and hand-washing facilities available? This means that there is a toilet and hand-washing facility for every 20 employees of each sex located within a quarter-mile walk, or, if not feasible, at the closest point of vehicular access.
- Are restrooms kept clean and sanitary?
- Are there clean eating areas where there is no exposure to toxic substances?

**Yes No MACHINERY AND MECHANICAL SAFETY**

- Is all agricultural equipment properly guarded to prevent accidental contact by workers?
- Are safe practices for operating agricultural equipment, including procedures for cleaning, repairing, servicing and adjusting, being followed?
- Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked, or locked-out during cleaning, servicing, adjusting or setting-up operations?
- Is there an effective signaling device installed on the towed equipment whenever mobile farm equipment is towed by a tractor or truck that can stop the towing equipment in case of an emergency?
- Do machines have guards on them?
- Have employees been trained on how to work safely around machines?
- Do workers know how to turn off machines in an emergency?
- Are safe work practices being followed during operation of machinery?
- Are emergency cut-off switches easily located and identified, and do workers know where they are?
- Are workers made aware of the hazards caused by faulty hand tools?
- Are portable screw conveyors located seven feet or less above the work level substantially covered or guarded?
- Are augers guarded with either grating type guards or solid baffle style covers?



## HAZARD ASSESSMENT CHECKLIST

### Yes No LADDERS AND FALL PROTECTION

- Are the appropriate ladders for the job available and in good condition?
- Are the ladders inspected before each use?
- Have workers been trained in ladder safety as needed?
- Are workers instructed not to use the top 2 steps of the ladders as a step?
- Are ladders, steps, or other suitable climbing means provided where and when workers are required to work in or about farm structures such as permanent pools, ponds, water tanks, or reservoirs 4 feet or more in actual depth and where the slope and construction would make exit difficult?

### Yes No ELECTRICAL HAZARDS

- Have employees who use machinery been told how to recognize when a machine has been locked out and tagged (electrical power off, locked out and machine tagged)?
- Is there a procedure to inspect planted areas to determine workers are not at risk for electrical hazards due to high-voltage lines passing overhead.
- Are workers using tools or equipment that could come into contact with overhead high-voltage lines, instructed on how to work safely and maintain the appropriate clearance?

### Yes No PERSONAL PROTECTIVE EQUIPMENT

- Is personal protective equipment (PPE) provided as needed (coveralls, gloves, eye protection, respirators, earplugs, etc.)?
- Have workers using PPE been trained in its proper use?
- Is PPE cleaned, maintained and stored properly?
- Are multiple sizes of PPE available to fit different workers?
- If respirators are used, have workers been fit-tested and trained in the elements of the written Respiratory Protection Program?



**Yes No HEAT HAZARDS**

- Are workers being trained on all the elements required by the Cal/OSHA Heat Illness Prevention Standard (Title 8, Section 3395)?
- Do you allow workers a time for acclimatization?
- Do you have a plan for emergencies?
- Do workers know who is in charge in case of an emergency?
- Do you have plenty of cool, fresh water for all workers (1 quart per hour, per worker)?
- Do you have shade available at all times?
- Do you train workers on what to do if they feel sick due to the heat?
- Do you have high-heat (95° F or more) procedures in place?

**Yes No ERGONOMIC HAZARDS**

- Can the work be done without twisting or overly bending the lower back?
- Can workers get help when lifting more than 30 pounds (as per NIOSH recommendations)?
- Have workers been trained in proper lifting methods?
- Are job tasks that require repetitive movements varied or rotated?
- Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?

**OTHER HAZARDS IN THE WORKPLACE**

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