Attachment 1
Safety Program
Safety Inspection Checklist

The following list is not all inclusive but provides a general guide for checking compliance with safety standards.

Life Safety

- There shall be clearly identified, unobstructed exits for use by all building occupants.
- Exit signs, emergency lighting, fire systems and fire suppression equipment shall be adequate in number, conveniently located and shall be kept in good, working order.
- Fire doors shall be kept closed unless held open by means approved by the State Fire Marshall.
- Flammable materials shall be stored in approved rooms or cabinets and not in exit passages.

Electrical Safety

- Electrical circuits shall be locked in a de-energized state and identified as such before work is performed on any component of the circuit.
- All wiring systems shall have grounded conductors.
- Electrical connections in systems greater than 50 volts shall be in approved enclosures to protect from accidental contact.
- Sufficient access and working space shall be provided and maintained around all electrical equipment.
- All electrical circuits shall be identified.

Hand Tools, Portable Power Tools and Machinery

- Tools shall have no defects. Powered tools and machinery shall be equipped with ground wires or approved insulation.
- Guarding devices shall remain on operating equipment. Cutting edges, pulleys, belts, wheels, gears and other exposed moving parts of equipment shall be guarded.
- Removal of a guard is an unsafe act. The immediate area around tools and machinery shall be clean and free of debris. Work area lighting shall be adequate.
- Material flow shall be free of hazards and effective cut-out devices shall be used when needed.

Walking and Working Surfaces

- Spilled liquids and particles shall be removed as soon as possible from walking surfaces.
- Electrical cords and other tripping hazards shall not be located in doorways, aisles or landings.
- Do not jump from truck beds, platforms, scaffolds or other elevated places.

- Floor openings, hatchways and manholes shall be guarded with secure covers or physical barricades. Platforms higher than 30 inches above existing grade shall be guarded.
- Ladders and scaffolds shall be maintained in good working order and shall be used according to manufacturer's recommendations.

Material Transportation, Handling and Storage

- All chemicals shall be identified by labels. Chemicals shall be stored in safe, compatible containers and assembled by class of hazard in approved, easily accessible areas.
- Material safety data sheets shall be available to material handlers and emergency personnel. Personal protection shall be used in accordance with material safety data sheets.
- Personal protection including approved protective eye wear, headgear, respirators, gloves, clothing or shoes shall be worn when there is significant risk of injury or disease during material handling. A SALT member shall be consulted when such a risk is suspected and proper personal protection is not known.
- Materials shall be moved with caution using manufacturer-recommended equipment. Large or heavy materials shall be moved with forklifts, dollies or other appropriate equipment. Hazardous chemicals shall be carried in containers capable of holding spills. Sharp edges shall be guarded in transport and storage.

Motor Vehicles

- Safety checks shall be performed on all motorized, personal transporting equipment prior to operation. Inspections of components shall be in accordance with manufacturer's recommendation. Unsafe vehicles shall not be operated until repaired or replaced.
- Built-in personal protection devices including seat belts shall be kept in good working order and shall be utilized by operators.
- Use of motorized vehicles by untrained or unlicensed persons is forbidden. Operators shall be alert, sober and free of incapacitating drugs.

Process Safety

- Work and learning processes shall be conducted in a safe manner. Procedures used in the shop, work site, kitchen, laboratory, studio, office or classroom shall be planned with safety in mind.