



SAFETY MANAGEMENT CHECKLIST ANNUAL REVIEW

EMPLOYER POSTING

- ☐ Your OSHA Job Safety and Health Protection poster is displayed in a prominent location.
- ☐ Material Safety Data Sheets (MSDSs) are posted or otherwise made readily available to affected employees.

MEDICAL SERVICES AND FIRST AID

- ☐ Emergency phone numbers are posted.
- ☐ Fully supplied first aid kits are easily accessible to each work area, periodically inspected and replenished as needed.
- ☐ An eyewash station or sink is available for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled.

FIRE PROTECTION

- ☐ An adequate number of portable fire extinguishers are provided and mounted in readily accessible locations.
- ☐ Fire extinguishers have been recharged on a regular basis and noted on the inspection tag.
- ☐ Employees are periodically instructed in the use of fire extinguishers and fire protection procedures.

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- ☐ You have determined whether hazards that require the use of PPE (e.g., head, eye, face, hand or foot protection) are present or are likely to be present.
- ☐ Approved safety glasses are worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns.

GENERAL WORK ENVIRONMENT

- ☐ All worksites are clean, sanitary and orderly.
- ☐ Combustible scrap, debris and waste is stored safely and removed from the worksite promptly.

WALKWAYS

- ☐ Aisles and passageways are kept clear and marked, as appropriate.

EXITING OR EGRESS – EVACUATION

- ☐ All exits are marked with an exit sign and illuminated by a reliable light source.
- ☐ Exit signs are clearly labeled with the word “EXIT” in lettering at least 5 inches tall.
- ☐ All exits are kept free of obstructions.

EXIT DOORS

- ☐ Doors that are required to serve as exits are designed and constructed so that the path of exit travel is obvious and direct.

HAND TOOLS AND EQUIPMENT

- ☐ All tools and equipment (both company and employee-owned) used at the workplace are in good condition.
- ☐ Tool cutting edges are kept sharp so the tool will function properly without binding or skipping.

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

- ☐ Grinders, saws and similar equipment are provided with appropriate safety guards.
- ☐ Power tools are used with proper shields, guards or attachments as recommended by the manufacturer.
- ☐ Rotating or moving parts of equipment are guarded to prevent physical contact.
- ☐ All cord-connected, electrically operated tools and equipment are effectively grounded or are the approved double insulated type.
- ☐ Pneumatic and hydraulic hoses on power-operated tools are checked regularly for deterioration or damage.

COMPRESSORS AND COMPRESSED AIR

- ☐ Compressors are equipped with pressure relief valves and pressure gauges.
- ☐ Compressors are operated and lubricated in accordance with the manufacturer’s recommendations.

ENVIRONMENTAL CONTROLS

- ☐ Employees have been instructed in proper first aid and other emergency procedures.
- ☐ Hazardous substances, such as blood and other potentially infectious materials, which may cause harm by inhalation, ingestion or skin absorption or contact, have been identified.
- ☐ The work area ventilation system is appropriate for the work performed.
- ☐ Universal precautions have been observed where occupational exposure to blood or other potentially infectious materials can occur.

Date of Review: _____

Reviewer Signature: _____