

A Guide to:

☒ **Supervisor's**

☒ **Safety**

☒ **Checklist**

(This list does not cover ALL conditions and is intended as a guide only)

1. Receiving and shipping:

- | | | |
|---------------------------------------|---------------------------------|---|
| ☐ Job planning | ☐ Layout | ☐ Dock plates and chocks |
|---------------------------------------|---------------------------------|---|

2. Piling and stacking:

- | | | |
|---------------------------------------|---|---|
| ☐ Safe Heights | ☐ Protecting materials | ☐ Floor loads |
| ☐ Methods | ☐ Locations | ☐ Distance from sprinklers |

3. Vehicles:

- | | | |
|--|--|--|
| ☐ Unauthorized use | ☐ Operating defective vehicle | ☐ Reckless/speeding operation |
| ☐ Failure to obey traffic rules | ☐ Other | |

4. Mechanical material handling:

- | | | |
|---------------------------------------|------------------------------------|--|
| ☐ Power cranes | ☐ Monorails | ☐ Bridge Cranes |
| ☐ Hoists | | |

5. General area:

- | | | |
|--|---|---|
| ☐ Floor Condition | ☐ Special purpose flooring | ☐ Aisle, clearance / markings |
| ☐ Wall damage | ☐ Piping (water-steam-air) | ☐ Dock board (bridges plates) |
| ☐ Ventilation | ☐ Floor openings, require safeguards | ☐ Railings, stairs temporary / permanent |
| ☐ Other | | |

6. Housekeeping:

- | | | |
|-----------------------------------|--|---|
| ☐ Floors | ☐ Break area / latrines | ☐ Vending machines/food protection |
| ☐ Machines | ☐ Waste Disposal | ☐ Rodent, insect, vermin control |

7. Electricity:

- | | | |
|-----------------------------------|--|--|
| ☐ Switches | ☐ Circuits overload | ☐ Frayed & defective wiring |
| ☐ Breakers | ☐ High voltages labeled | ☐ Explosion-proof equipment |
| ☐ Fuses | ☐ Switchboards | ☐ Modern, approved equipment |
| ☐ Tools | ☐ Junctions | ☐ Extensions |
| ☐ Motors | ☐ Grounding | ☐ Equipment, selection & installation |

8. Lighting:

- | | | |
|--|---|---|
| ☐ Bright enough | ☐ Approved installation | ☐ Modern, permanent installation |
| ☐ Well diffused | ☐ Independently controlled | ☐ Supplementary lighting |
| ☐ Not in way | ☐ No flicker | ☐ Reflection |
| ☐ Proper type | | |

9. Heating and ventilation:

- | | | |
|--|---|-----------------------------------|
| ☐ Warm enough | ☐ Cool enough | ☐ Dampness |
| ☐ Humidity O.K. | ☐ Good, natural, or artificial ventilation | |

10. Dusts, fumes, gases, vapors:

- | | | |
|--|-------------------------------------|--|
| ☐ Efficient | ☐ Right type | ☐ Sufficient capacity |
| ☐ Exhaust systems – individual or general | | |

11. Hand power tools:

- | | | |
|--------------------------------------|-------------------------------------|--|
| ☐ Inspection | ☐ Storage | ☐ Repair |
| ☐ Maintenance | ☐ Safe use | ☐ Carrying and Handling |
| ☐ Proper type | ☐ Right size | ☐ Special tools |
| ☐ Grounding | | |

12. Machinery:

- | | | |
|--|---|--|
| ☐ Guards in place | ☐ Safety devices OK | ☐ Unattended machines operating |
| ☐ Pinch Points | ☐ Platforms / ladders / catwalks | ☐ Emergency stops not operational |
| ☐ Instructions to operate / stop posted | ☐ Maintenance being performed on machines in operation | |

13. The machine operator:

- | | | |
|--|---|---|
| ☐ Lifts safely | ☐ Uses feeding devices | ☐ Neat—stores tools etc. properly |
| ☐ Regulations | ☐ Safes clothes and shoes | ☐ Checks machine before starting |
| ☐ Training program | ☐ Experienced and trained | ☐ Cleans machine safely |
| ☐ No unreasonable time limits | ☐ Uses personal-protective equipment | ☐ No oiling, adjusting when machine is in motion |

14. Repetitive motion and fatigue:

- | | | |
|--|--|--|
| ☐ Muscular strain | ☐ Pads and cushions | ☐ Chairs and stools |
| ☐ Rest periods | | |

15. Lifting:

- | | | |
|--|--|--|
| ☐ Proper grip | ☐ Safe footing | ☐ Back straight |
| ☐ Knees bent | ☐ Steady motion | ☐ Carry Slowly |
| ☐ Object not too heavy, slippery, poorly shaped, bulky, etc | | |

16. Protective clothing and equipment:

- | | | |
|--|--|--|
| ☐ Good maintenance | ☐ Close-fitting clothes | ☐ Easy-to-remove clothing |
| ☐ Shoes, gloves, goggles, hats, respirators, etc. | | |

17. Horseplay:

- ☐ Big cause of accidents

18. Maintenance:

- | | | |
|--|--|---|
| ☐ Effective | ☐ Safe Methods | ☐ Good materials and parts |
| ☐ Machinery shut down and locked? | ☐ Trained personnel—
(electricians for electric work, etc) | ☐ Regular schedule |

19. Fire prevention and control:

- | | | |
|---|--|---|
| ☐ Extinguishers | ☐ Alarms | ☐ Dangerous operations separated |
| ☐ Sprinklers | ☐ Smoking rules | ☐ Assigned personnel |
| ☐ Exits | ☐ Safe conditions | ☐ Proper storage |
| ☐ Waste Disposal | ☐ Flammable materials | ☐ Explosion-proof fixtures |

20. Pressure vessels:

- | | | |
|--|--|--|
| ☐ Regular inspections | ☐ Safely located or protected | ☐ Safety device equipped |
| ☐ Safe operating practice | ☐ Good maintenance and repair | ☐ Experienced personnel in charge |

21. Conveyors, elevators, and other lifting devices:

- | | | |
|---|--|--|
| ☐ Shafts protected | ☐ Machinery protected | ☐ No unauthorized use |
| ☐ Good maintenance | ☐ Regular inspection | ☐ Safety devices O.K. |

22. Stairways:

- | | | |
|--|---|---|
| ☐ Clean | ☐ Condition good | ☐ No obstructions |
| ☐ Dry | ☐ Steps uniform | ☐ Not too long—not too steep |
| ☐ Good lighting | ☐ Wide enough | ☐ Handrails |

23. Ladders:

- | | | |
|--|--|--|
| ☐ Not painted | ☐ Rungs and rails | ☐ Marked for identification |
| ☐ Safety feet | ☐ Stored properly | ☐ Cages (if fixed type) |
| ☐ Inspected regularly | ☐ Rung spacing O.K. | |

24. Noise

- | | | |
|------------------------------------|--|-------------------------------------|
| ☐ Machinery | ☐ Building construction | ☐ Operations |
|------------------------------------|--|-------------------------------------|

25. Chemicals, caustics, explosives, flammable liquids, and other dangerous substances:

- | | | |
|--------------------------------------|--|---|
| ☐ Storage | ☐ Handling | ☐ Transportation |
| ☐ Supervision | ☐ Training | ☐ Warning signs |
| ☐ Amounts | ☐ Protective clothing and equipment | |

26. First aid:

- | | |
|---|---|
| ☐ First-Aid Kits | ☐ Stretchers, fire blankets,
oxygen |
|---|---|

Michigan Department of Licensing and Regulatory Affairs
Michigan Occupational Safety & Health Administration
Consultation Education & Training Division
525 W. Allegan Street, P.O. Box 30643
Lansing, Michigan 48909-8143

For further information or to request consultation, education and training services
call (517) 284-7720

or

visit our website at www.michigan.gov/miosha



LARA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

