

SAMPLE – Safety Checklist for Inspecting the Workplace

The format of this form is optional and may be adopted or adapted as needed for school district use. The following is a sample safety checklist for inspecting the workplace for CTE Work-Based Learning experiences. The checklist identifies easily observable and common workplace hazards. Refer to Section 3, MIOSHA/Safety for further information.

Safety Checklist for Inspecting the Workplace for CTE WBL Experiences.

Self-Inspection Checklist

OK **Action
Needed**

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| 1) Ask if the company has had a visit from a MIOSHA (Michigan Occupational, Safety and Health Act) inspector in the last 5 years. | <input type="checkbox"/> | <input type="checkbox"/> |
| a) If so, ask if they were cited for a workplace safety violation and for what types of violations | <input type="checkbox"/> | <input type="checkbox"/> |
| b) In addition, ask what the company has done to become compliant with the regulations | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Lastly, ask the company if they would be willing to sign a written statement that they have disclosed all information pertaining to an inspection to you | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Ask to see the company's most current MIOSHA Log 200. This is a state mandated form that must be filled out and lists all recordable workplace injuries including death and serious dismemberment. Review the log and inquire about the type of workplace injuries they have had during the last five years. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Ask to see: | | |
| a) The company's safety manual | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Written health and safety programs | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Rules on work practices | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Observe the presence of MIOSHA posters and other safety and health related material posted prominently around the workplace. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Observe the company's commitment to good housekeeping by noticing the presence of good lighting, spill control, adequate aisle size and minimum scrap, tools, and materials left unattended in a disorganized fashion. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Observe the air quality by noticing the absence of visible mist, dust, smoke, or offensive odors. | <input type="checkbox"/> | <input type="checkbox"/> |

**Self-Inspection
Checklist**

OK **Action
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| 7) Listen to noise levels and notice if the noise level is low enough so you do not have to shout to be heard more than five feet away from another person. Notice or inquire whether hearing protection is being worn if you cannot hear persons closer than five feet away. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Observe the presence of machine guarding on blades, points, belts, gears, and other moving parts. Openings should only be large enough to allow getting the material part to the point of operation on the machine. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Inquire and observe the use of lockable disconnects on breaker boxes at the machine or walls to ensure proper lock-out of machines using energy | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) Observe the use by employees of personal protective equipment such as safety glasses, gloves, and steel toed shoes | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) Observe and inquire of employees whether they feel knowledgeable and comfortable with their work environment and workplace hazards. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Observe management's sense of pride in their work operations as displayed by their willingness to show you the workplace and their inclination to discuss the importance of safety in the same way as quality production. | <input type="checkbox"/> | <input type="checkbox"/> |