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
   - Methods
   - Protecting materials
   - Locations
   - Floor loads
   - Distance from sprinklers

3. Vehicles:
   - Unauthorized use
   - Operating defective vehicle
   - Other
   - Reckless/speeding operation

4. Mechanical material handling:
   - Power cranes
   - Hoists
   - Monorails
   - Bridge Cranes

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

6. Housekeeping:
   - Floors
   - Machines
   - Break area / latrines
   - Waste Disposal
   - Vending machines/food protection
   - Rodent, insect, vermin control

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

8. Lighting:
   - Bright enough
   - Well diffused
   - Not in way
   - Proper type
   - Approved installation
   - Independently controlled
   - No flicker
   - Modern, permanent installation
   - Supplementary lighting
   - Reflection
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
- Right size
- Special tools

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
- Machinery shut down and locked?
- Safe Methods
- Trained personnel—(electricians for electric work, etc)
- Good materials and parts
- Regular schedule
19. Fire prevention and control:

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

20. Pressure vessels:

- Regular inspections
- Safe operating practice
- Sprinklers
- Smoking rules
- Assigned personnel
- Exits
- Safe conditions
- Proper storage
- Explosion-proof fixtures

21. Conveyors, elevators, and other lifting devices:

- Shafts protected
- Good maintenance
- Machinery protected
- Regular inspection
- No unauthorized use
- Safety devices O.K.
- Safe operating practice
- Good maintenance and repair
- Experienced personnel in charge

22. Stairways:

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

23. Ladders:

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

24. Noise

- Machinery
- Building construction
- Operations

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

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

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

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