

NC Department of Transportation Facility/ Shop Audit Check

Location: _____

Date _____

Inspector: _____

Items for Evaluation	Yes	No	N/A	Comments:
1. Employer Posting				
a) Is the NCDOL workplace poster displayed where all employees can see it?				
b) Is the OSHA 300A posted from Feb.1st through April 30 each year?				
c) Are emergency phone numbers posted where they can be easily seen in case of an emergency?				
d) Is the written Hazard Communication Program available to employees?				
e) Are the mandatory employee rights and Hazcom information posted and/or available to employees?				
f) Are exit doors, fire extinguishers, restrooms and hazardous locations clearly identified?				
f) Other:				
2 Workplace Environment				
a) Are all file cabinets kept closed when not in use?				
b) Are heavy storage cabinets, bookcases and filing cabinets secured from tipping?				
c) Is all office equipment including but not limited to copiers, printers, computer equipment shredding machines ,etc. kept in good condition as not to pose any hazards?				
d) Is there a step stool available for access to overhead items?				
e) Are all pins, knives, cutters and staples used and stored correctly?				
f) Is the level of light adequate for safety and comfort at work?				
g) Is smoking permitted in designated areas away from flammables?				
h) Are computers, monitors, chairs, keyboards etc., made adjustable for avoid strains and fatigue?				
j) Do light fixtures, within 8 feet from the floor, have covers?				
j) Other:				
3 Housekeeping				
a) Are all work areas kept clean?				
b) Is the facility equipped with drinking water?				
c) Are work areas kept dry or surfaces slip resistant?				
d) Are spilled materials or liquids cleaned up immediately?				
e) Are aisles and passageways kept clear of obstructions?				
f) Do rest room facilities have warm water, soap, paper towels & kept neat and clean?				
g) Is the workplace free from the entrance or harborage of rodents, insects & other vermin?				
h) Other:				
4 Grounds				
a) Are the grounds kept neat, clean and free from tall grass?				
b) Are grounds in the yard free from insect hazards? (i.e., Wasps, ant hills, fire ants)				
c) Is there adequate lighting provided and functioning effectively on the grounds after hours?				
d) Are fences and gates secured properly after hours?				

Items for Evaluation	Yes	No	N/A	Comments:
Grounds Continued				
e) Is there adequate parking available for employees and visitors?				
f) Are all storage areas on the grounds containing any materials for work; (i.e., rock, pipe, salt pile, dirt and timbers) located in a hazard free environment?				
g) Other:				
5 First Aid				
a) Are select or all employees trained in CPR & First Aid?				
b) Are first aid boxes available and easily accessible?				
c) Are first aid boxes supplied properly & updated and replaced as used?				
d) Are showers and eyewash stations inspected weekly and available for use?				
e) Other:				
6 Aisles/Walkways				
a) Are aisle widths maintained, "marked" (28" min.) and clear at all times?				
b) Is there safe clearance for walking in aisles when motorized or mechanical equipment is in operation?				
c) Are electrical or telephone cords exposed in areas where people walk?				
d) Other:				
7 Stairs				
a) Are stair railings provided on an open side of stairway?				
b) Are stair railings and stairs of proper height & width (30-34" height of railing & 22" width stairs) ?				
c) Are steps provided with a surface that renders them slip resistant?				
d) Are stairs with 4 or more risers provided with a railing? (top & middle rail)				
e) Other				
8 Exits				
a) Are exits properly marked?				
b) Are exits kept clear of obstructions?				
c) Are there any doorways that could be mistaken for an exit ?				
d) Are the numbers of exits appropriate for this building?				
e) Can an exit door be opened from the direction of travel with the use of one hand motion?				
f) Are there any windows that could be mistaken for an exit?				
g) Other:				

<u>Items for Evaluation</u>	Yes	No	N/A	Comments:
9 Fire Protection				
a) Are employees trained to use fire extinguishers?				
b) Are fire extinguishers mounted and readily available for employees and not blocked?				
c) Are fire extinguishers inspected and maintained regularly & noted on the tag?				
d) Have all fire extinguishers been annually inspected by a competent person?				
e) Other:				
10 Personal Protective Equipment				
a) Are items needed for personal protection available to employees?				
b) Is appropriate foot protection being worn?				
c) Are employees required to wear protective equipment where designated?				
d) Other:				
11 Work Environment				
a) Are noise levels within acceptable limits?				
b) Are all work areas clean, sanitary, orderly and adequately illuminated?				
c) Is combustible scrap, debris and waste stored safely and removed from the work site promptly?				
d) Is there an emergency action plan on the premises?				
e) Are washing facilities maintained sanitary with warm water?				
f) Are overhead storage areas posted with floor load rating weight?				
g) Is there a permanent means of access provided to elevated storage areas?				
h) Other:				
12 Flammables & Combustible Storage				
a) Are all flammable gas cylinders stored in a proper place, securely?				
b) Are approved tanks & containers used for the storage and dispensing of flammable liquids at the time of use?				
c) Are flammable liquids kept in closed containers when not in use? (Items used for cleaning parts & other containers of less than 50 gals)				
d) Other:				
13 Hazard Communication Labels				
a) Are all chemical containers marked with contents name & hazards?				
b) Are "No Smoking" signs posted in appropriate areas where flammable or combustible materials are used or stored?				
c) Are "NO SMOKING" signs posted on liquefied petroleum gas tanks & other flammable Containers?				
d) Other:				

<u>Items for Evaluation</u>	Yes	No	N/A	Comments:
14 Shop Equipment Inspection				
a) Are chains, hooks and any other devices used on an overhead Hoist in good & operable condition?				
b) Is the equipment on an operational boom truck inspected monthly?				
c) Are all jacks (air operated or manual) in good and operable condition,load rated & inspected every 6 months				
d) Are all chainsaws equipped with anti-kickback devices and inspected before use?				
e) Are all hoists, ropes & slings adequate for the loads marked accordingly?				
f) Are all slings inspected before use?				
g) Are lock-out procedures in place on inoperable equipment?				
h) Are all hand tools whether employers or employees maintained in a safe condition?				
i) Are portable fans provided with full guards or screens having an opening of 1/2 inch or less?				
j) Are all work rest on bench grinders adjusted to 1/8 " from the wheel?				
k)Are all tongue guards on bench grinders adjusted to 1/4 " from the wheel?				
l) Are portable grinders complete with guards located between the operator and the work?				
m) Are pedestal grinders & drill presses anchored in place or have an expanded base?				
n) Are equipment & tools, (ie.,table saws, grinders,drill presses) equiped with the required guards?				
o) Other:				
15 Welding				
a) Are all welding leads free from breaks in rubber protective covering?				
b) Are all welders complete with protective boots at the point where leads connect to the welder?				
c) When welding is being done,is there a fire extinguisher readily available?				
d) To prevent flash blindness to fellow employees, are welding screens available?				
e) Are all flammable liquids out of the area where welding is being done?				
f) Are electrode holders, when not in use, safely stored where they cannot make contact with persons, conducting objects, fuel or compressed gas tanks?				
f) Other:				
16 Flammable Gas Cylinders				
a) Are all cylinders kept in a designated space, secured to prevent falling and caps kept on the tanks when not in the cart?				
b) Are all cylinders on the cart turned off so that no pressure is registering on the gauge?				
c) Are all gauges operable and free from any apparent damages?				
d) Are handles provided on cylinders to enable them to be turned off after each use?				
e) Are all cylinders stored in an upright position at all times?				
f) Are oxygen & acetylene cylinders stored 20 ft. apart or have a 5ft.block/metal wall between them?				
g) Other:				

<u>Items for Evaluation</u>	Yes	No	N/A	Comments:
17 Electrical Equipment				
a) Are all cords to electrical equipment including extension cords free from breaks or electrical tape anywhere on the cord?				
b) Are all spaces kept clear in front of all electrical panel boxes disconnects, etc.?(36" clearance)				
c) Are all disconnecting switches & circuit breakers labeled to indicate their use or equipment served?				
d) Are all circuit breakers in panel boxes marked properly?				
e) Are extension cords being used to connect permanent equipment?				
f) Are covers in place in all electrical receptacles?				
g) Are all electrical hand tools used, complete with a ground or otherwise marked as being double insulated and plugged into a GFCI receptacle?				
h) Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc. grounded?				
i) Have inspections and tests with a circuit tester been performed on sites covering all receptacles that are available for use by employees?				
March _____ September _____				
j) Other:				

Please note any corrective action needed: _____ **Abatement Date:** _____

Revised: 03/14/06

By: Jo Ann White