



GRATIOT-ISABELLA TECHNICAL EDUCATION CENTER
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WORKPLACE SAFETY INSPECTION CHECKLIST

Name of Company:

Contact Person: Title:

Address:

Telephone:

(Please note: Not all categories may apply to all employers. Companies are exempt from the requirement to keep MIOSHA 300 logs, if they have 10 or less employees. If exempt, use the NA designation in that section. Details can be added to the "Comments" section on the back page.)

VERIFY AND REVIEW WITH THE EMPLOYER ALL THE FOLLOWING SAFETY POINTS:

- Has the company been visited by a MIOSHA (Michigan Occupational, Safety and Health Act) inspector in the last five years? ***IF YES, check all that apply below:***
- Was employer cited for a workplace safety violation and for what types of violations?
 - In that case, what has the company done to become compliant with the regulations?
 - Finally, is the company willing to sign a written statement that they have disclosed all information pertaining to the inspection and cited violation?
- Check the company's most current MIOSHA Log 300, and do the following:
- Review the log, and list all recordable workplace injuries including death and dismemberment.
 - Inquire about the type of workplace injuries they have had during the last five years.
- Observe the presence of MIOSHA posters and other safety and health related material posted prominently around the workplace. The following two posters **must** be present:
- Minimum Wage Poster
 - MIOSHA Safety and Health
 - Youth Employment in Michigan Poster (**if employing persons under age 18**)

(NOTE: These posters are required by law, and updated laminated versions may be ordered yearly by calling the Michigan Wage/Hour Div. at 517-335-0400 or by emailing www.michigan.gov/documents/posters or www.michigan.gov/wagehour.)

Observe or ask to see:

Company's safety and health manual – is it accessible to employees?

Rules on work practices – are they posted?

Emergency plans/evacuation routes – are they posted?

Emergency exits – are they clearly marked?

Observe the company's commitment to good housekeeping, and check the following:

Good lighting; spill control; adequate aisle size; minimum scrap, tools, and materials left unattended in a disorganized fashion, and any other such concerns.

Observe the air quality - absence of visible mist, dust, smoke, or offensive odors, etc.**Noise Level – check the following:**

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.

Check for presence of machine guarding on: blades, points, belts, gears, and other moving parts, if applicable. Openings should only be large enough to allow getting the material part to the point of operation on the machine.**Check and observe the use of lockable disconnects on:** breaker boxes at the machine or walls to ensure proper lockout of machines using energy, if applicable.**Observe use by employees of Personal Protective Equipment (PPE) such as safety glasses, gloves, steel-toed shoes, etc.****Observe and inquire:**

Do employees display a sense of pride in the company and appear knowledgeable of, and comfortable with, their work environment and potential workplace hazards?

Does management display a sense of pride in the company, willingness to show you the workplace, and as much commitment to safety as to quality production?

Other Comments/Observations:_____
Instructor Signature_____
Date of Visit