

OSHA HOUSEKEEPING CHECKLIST

OSHA Housekeeping Checklist for workplace environments.



* Your Name	* Date / Time

GENERAL DETAILS

Field Office	Service Line
Facility Description	

WALKWAYS & WORKING SURFACES

<p>Are walkways and working surfaces clean and clear of debris?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are working surfaces kept dry, or are other protective measures in place that include drainage, false floors, platforms, mats, and designated dry standing areas?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are slippery conditions, such as snow and ice, eliminated in designated walkways and working surfaces?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are obstructions, such as nails, splinters, holes or loose boards eliminated from walkways and working surfaces?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are tools, materials, equipment, and other objects used during servicing or maintenance kept clear of walkways to allow for adequate passage?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are hoses and electrical service cords positioned to prevent injury to workers or damage to the hoses and cords themselves (e.g., crossover planks, beneath grating, stowed overhead)?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are exit routes clearly marked "Exit," as well as indicating the direction of travel to the exit, if not immediately apparent?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are doorways, emergency exits, fire protection equipment, electrical panels, eyewash stations, and safety showers free from obstructions?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are passageways, walkways, and working surfaces kept clear of steel shot or similar abrasives that may create a slipping hazard?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	

LIGHTING

<p>Are lighting fixtures in good working order?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are lighting fixtures clean, allowing for optimal lighting levels?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are exit routes, access ways, gangways, stairs, work areas and walkways sufficiently lit in accordance with 29 CFR 1915.82?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are workers provided with a flashlight, or other portable light provided nearby, before entering dark holds, compartments, decks, or other spaces?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>

DUST & DIRT REMOVAL

<p>Is there a program in place and followed that prevents the accumulation of dust on floors, decks, and ledges, particularly outside of abrasive-blasting enclosures?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Is sufficient ventilation in place to (1) provide good operator visibility, (2) prevent dust from settling and accumulating in the room, (3) reduce dust concentrations, and (4) prevent the escape of contaminants into adjacent work areas or the environment?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are dust residues cleaned at regular intervals and in areas that may be normally overlooked (e.g., overhead)?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are cleaning methods in place to minimize dust clouds, particularly where ignition sources are present?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are vacuum cleaners approved for dust collection onsite and used?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	

SANITATION FACILITIES

<p>Is potable water made available to workers for drinking, cooking, food preparation, worker health, and personal needs?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are non-potable water outlets clearly marked "NOT SAFE FOR HEALTH OR PERSONAL USE"?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are toilets clean, serviceable, and adequate in number at the worksite?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are handwashing facilities adjacent to each toilet facility and do they contain: hot and cold or lukewarm running water and soap, or waterless skin-cleansing agents; clean, single-use hand towels stored in a sanitary container, clean individual sections of continuous cloth toweling, or air blowers; and a sanitary means for disposing of single-use hand towels?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Is there a schedule for servicing, cleaning, and supplying each facility in place?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Is servicing, cleaning and supplying schedule being followed?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are changing rooms available for workers to change into and from protective clothing to prevent contamination from hazardous or toxic substances?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Do changing rooms provide privacy for each gender?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Do changing rooms provide separate storage facilities for street clothes?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Do changing rooms provide separate storage for protective clothing?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are designated areas provided for the consumption or storing of food, beverages, and tobacco products? Are these areas free from exposure to toxic substances?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	

VERMIN CONTROL

<p>Is there a vermin control program in place that is maintained?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Is the work area constructed, equipped, and maintained to prevent the entrance or harboring of rodents, insects, and other vermin?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
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CONTROL OF SPILLS

<p>Is machinery and equipment clean and maintained regularly?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are drip pans and guards in place to catch possible spills?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
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MATERIAL HANDLING & STORAGE

<p>Are flammable and combustible substances, such as paint thinners, solvents, rags, scrap, and waste, being disposed of or stored in covered, fire-resistant containers at the end of each work shift, or when the job is completed, whichever occurs first?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Has gear and equipment, used for materials handling and rigging, been inspected for safety before each shift and at intervals throughout the shift? Is defective gear or equipment replaced or repaired?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are appropriate danger or caution signs in place to notify workers of possible hazards?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are materials stored in their designated place and stacked to avoid fall or collapse?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>

STORAGE & MAINTENANCE OF TOOLS & EQUIPMENT

<p>Are tools inspected, cleaned and repaired regularly?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are damaged or worn tools removed from service?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Are all fire extinguishers, electrical panels, eyewash stations, and safety showers inspected and tested routinely and kept in working order?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	

WASTE DISPOSAL

<p>Are there enough garbage cans in designated break areas and other locations where trash may accumulate? Are they big enough for the volume of waste?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are garbage cans constructed of noncorrosive, leak-proof, and easy to clean material, or are they disposable?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>
<p>Is there a schedule in place and followed for emptying garbage cans to prevent overfilling?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>	<p>Are garbage cans intended for disposing of food emptied daily and outfitted with solid tight-fitting covers?</p> <p><input type="checkbox"/> Satisfactory (1/1) <input type="checkbox"/> Unsatisfactory (0/1) <input type="checkbox"/> N/A</p>

SUMMARY

This question only applies if Are walkways and working surfaces clean and clear of debris? is Unsatisfactory or Are working surfaces kept dry, or are other protective measures in place that include drainage, false floors, platforms, mats, and designated dry standing areas? is Unsatisfactory or Are slippery conditions, such as snow and ice, eliminated in designated walkways and working surfaces? is Unsatisfactory or Are obstructions, such as nails, splinters, holes or loose boards eliminated from walkways and working surfaces? is Unsatisfactory or Are tools, materials, equipment, and other objects used during servicing or maintenance kept clear of walkways to allow for adequate passage? is Unsatisfactory or Are hoses and electrical service cords positioned to prevent injury to workers or damage to the hoses and cords themselves (e.g., crossover planks, beneath grating, stowed overhead)? is Unsatisfactory or Are exit routes clearly marked "Exit," as well as indicating the direction of travel to the exit, if not immediately apparent? is Unsatisfactory or Are doorways, emergency exits, fire protection equipment, electrical panels, eyewash stations, and safety showers free from obstructions? is Unsatisfactory or Are passageways, walkways, and working surfaces kept clear of steel shot or similar abrasives that may create a slipping hazard? is Unsatisfactory or Are lighting fixtures in good working order? is Unsatisfactory or Are exit routes, access ways, gangways, stairs, work areas and walkways sufficiently lit in accordance with 29 CFR 1915.82? is Unsatisfactory or Are workers provided

with a flashlight, or other portable light provided nearby, before entering dark holds, compartments, decks, or other spaces? is Unsatisfactory or Is there a program in place and followed that prevents the accumulation of dust on floors, decks, and ledges, particularly outside of abrasive-blasting enclosures? is Unsatisfactory or Is sufficient ventilation in place to (1) provide good operator visibility, (2) prevent dust from settling and accumulating in the room, (3) reduce dust concentrations, and (4) prevent the escape of contaminants into adjacent work areas or the environment? is Unsatisfactory or Are dust residues cleaned at regular intervals and in areas that may be normally overlooked (e.g., overhead)? is Unsatisfactory or Are cleaning methods in place to minimize dust clouds, particularly where ignition sources are present? is Unsatisfactory or Are vacuum cleaners approved for dust collection onsite and used? is Unsatisfactory or Is potable water made available to workers for drinking, cooking, food preparation, worker health, and personal needs? is Unsatisfactory or Are non-potable water outlets clearly marked "NOT SAFE FOR HEALTH OR PERSONAL USE"? is Unsatisfactory or Are toilets clean, serviceable, and adequate in number at the worksite? is Unsatisfactory or Are handwashing facilities adjacent to each toilet facility and do they contain: hot and cold or lukewarm running water and soap, or waterless skin-cleansing agents; clean, single-use hand towels stored in a sanitary container, clean individual sections of continuous cloth toweling, or air blowers; and a sanitary means for disposing of single-use hand towels? is Unsatisfactory or Is there a schedule for servicing, cleaning, and supplying each facility in place? is Unsatisfactory or Is servicing, cleaning and supplying schedule being followed? is Unsatisfactory or Are changing rooms available for workers to change into and from protective clothing to prevent contamination from hazardous or toxic substances? is Unsatisfactory or Do changing rooms provide privacy for each gender? is Unsatisfactory or Do changing rooms provide separate storage facilities for street clothes? is Unsatisfactory or Do changing rooms provide separate storage for protective clothing? is Unsatisfactory or Are designated areas provided for the consumption or storing of food, beverages, and tobacco products? Are these areas free from exposure to toxic substances? is Unsatisfactory or Is there a vermin control program in place that is maintained? is Unsatisfactory or Is the work area constructed, equipped, and maintained to prevent the entrance or harboring of rodents, insects, and other vermin? is Unsatisfactory or Is machinery and equipment clean and maintained regularly? is Unsatisfactory or Is machinery and equipment clean and maintained regularly? is Unsatisfactory or Are flammable and combustible substances, such as paint thinners, solvents, rags, scrap, and waste, being disposed of or stored in covered, fire-resistant containers at the end of each work shift, or when the job is completed, whichever occurs first? is Unsatisfactory or Has gear and equipment, used for materials handling and rigging, been inspected for safety before each shift and at intervals throughout the shift? Is defective gear or equipment replaced or repaired? is Unsatisfactory or Are appropriate danger or caution signs in place to notify workers of possible hazards? is Unsatisfactory or Are materials stored in their designated place and stacked to avoid fall or collapse? is Unsatisfactory or Are tools inspected, cleaned and repaired regularly? is Unsatisfactory or Are damaged or worn tools removed from service? is Unsatisfactory or Are all fire extinguishers, electrical panels, eyewash stations, and safety showers inspected and tested routinely and kept in working order? is Unsatisfactory or Are there enough garbage cans in designated break areas and other locations where trash may accumulate? Are they big enough for the volume of waste? is Unsatisfactory or Are garbage cans constructed of noncorrosive, leak-proof, and easy to clean material, or are they disposable? is Unsatisfactory or Is there a schedule in place and followed for emptying garbage cans to prevent overfilling? is Unsatisfactory or Are garbage cans intended for disposing of food emptied daily and outfitted with solid tight-fitting covers? is Unsatisfactory

Item marked "Unsatisfactory"

<p>Comments / Notes</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>	<p>Full Name of Inspector</p>
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Signature
