

OFF-PRODUCTION SAFETY INSPECTION

Production	Date
Location	Time
Person Completing Checklist	

This form to be completed at each new location by rigging crews and every ten days for Construction. Check each item indicating that you've considered the item and have taken appropriate steps to comply, if applicable. When complete return to the Safety Program Administrator.

Check that all employees attended a safety awareness meeting when they began employment and at each change of work location. Submit documentation to the Safety Program Administrator.

Check that emergency telephone numbers and required posters are posted at the work-site.

For California sites, check that Prop 65 signs are posted.

Check that exits are clear and marked.

Check that aisles and walkways are clear.

Check that the area around fire suppression equipment/electrical panels is clear.

Check that the work area around machinery/equipment is free of hazards (debris, sawdust, etc.).

Check that guards are maintained on all saws, grinders, joiners, etc.

Check that Material Safety Data Sheets (MSDS) for all chemicals, paints, adhesives, etc. are at the work site.

Properly label all chemical containers.

Check that Hazard Communication training is done for each employee using chemicals. Submit documentation of Hazard Communication training to the Program Administrator.

Check that employees are wearing personal protective equipment, if necessary.

Label, date and store all closed hazardous waste containers.

Treat all greens with fire retardant.

Ground all AC if used.

Each month, visually check fire extinguishers; initial and date the back of fire extinguisher tag.

List any condition(s) or work practice(s) that need to be corrected:

Explain corrective action to be taken:
