GREAT AMERICAN INSURANCE GROUP

LOSS CONTROL DATA GUIDE

Safety Inspection Checklist

Location Inspected: _____ Date: _____

Signed: _____ Time: _____ am/pm

This list is intended only as a reminder. Report other unsafe acts and conditions so that corrective action may be taken.

Mark every item: S - satisfactory condition U - unsatisfactory condition O - not applicable

1. UNSAFE ACTS
- Operating without authority ❑
- Making safety devices inoperable ❑
- Failure to use personal protective equipment ❑
- Unsafe lifting/loading/placement ❑
- Failure to follow instructions/safety rules ❑
- Horseplay ❑
- Other ❑

2. EMPLOYEE EDUCATION
- Training programs ❑
- Lockout/tag-out General ❑
- Specific ❑
- Hazard communication General ❑
- Specific ❑
- Bloodbone pathogens ❑
- Confined spaces ❑
- Respirators ❑
- Tire mounting ❑
- Emergency plan ❑
- Hearing conservation ❑
- Welding/cutting ❑
- "Hot work" permit ❑
- Powered industrial trucks ❑
- Drug-free workplace program ❑
- Job safety analysis ❑
- Other ❑

3. WALKING/WORKING SURFACES
- General conditions ❑
- Floor and wall openings ❑
- Fixed stairs and ramps ❑
- Ladders, fixed and portable ❑
- Scaffolds, fixed and mobile ❑
- Yards and parking lots ❑
- Other ❑

4. MEANS OF EGRESS
- Sufficient exits ❑
- Exits clear and accessible ❑
- Exits properly marked ❑
- Emergency lighting ❑
- Other ❑

5. FIRE PROTECTION
- Extinguishers, adequate no. and type ❑
- Extinguishers, location and maintenance ❑
- Fire brigades ❑
- Standpipe and hose ❑
- Automatic sprinklers, valve "open" and secured ❑
- Other fixed extinguishing systems ❑
- Fire alarm systems ❑
- Other ❑

6. WORK ENVIRONMENT
- Housekeeping ❑
- Toilet and washing facilities ❑
- Changing and/or lunchrooms ❑
- Color coding, signs, tags ❑
- General ventilation ❑
- Local exhausts systems ❑
- Noise exposure and control ❑
- Radiation exposure and control ❑
- General lighting ❑
- Other ❑

7. PERSONAL PROTECTIVE EQUIPMENT
- Eye and face protection ❑
- Respiratory protection ❑
- Head protection ❑
- Hand protection ❑
- Foot protection ❑
- Hearing protection ❑
- Other equipment for specific hazards ❑

8. FIRST AID
- First aid kits and rooms ❑
- Trained first aides each shift ❑
- Emergency showers ❑
- Emergency medical procedures ❑
- Emergency eye wash facilities ❑
- Other ❑

9. VEHICLE OPERATION
- Driving records checked ❑
- Vehicle maintenance and condition ❑
- Driver controls enforced ❑
- Safety belts ❑
- Backup alarms ❑
- Other ❑

10. ELECTRICAL
- Workmanship, clearance, markings ❑
- Overcurrent protection ❑
- Grounding, 3-pronged plugs ❑
- Outlets, switches and boxes ❑
- Extension cords ❑
- Transformers ❑
- Hazardous equipment location (fuel pumps, tanks) ❑
- GFCI in wet areas ❑
- Other ❑

11. HOISTS/CRANES
- Safety latch on hook ❑
- Slings/chains ❑
- Rating posted ❑
- Maintenance/inspection ❑
- Other ❑

12. MACHINE GUARDING
- Woodworking machines ❑
- Abrasive wheels and grinding ❑
- Metal working machines ❑
- Power presses ❑
- Other machinery and equipment ❑
- Power transmission ❑
- Other ❑

13. HAZARDOUS MATERIALS AND OPERATIONS
- Flammable and combustible liquids ❑
- Flammable spraying and dipping ❑
- Hardening and tempering ❑
- Oxidizers ❑
- Acids and caustics ❑
- Labeling, color coding, storage ❑
- Other ❑

14. MATERIAL HANDLING AND STORAGE
- Stacking and piling ❑
- Manual handling procedures and training ❑
- Powered industrial trucks ❑
- Aisleways ❑
- Racks/shelving ❑
- Mezzanine - posted floor load ❑
- Other ❑

15. TOOLS
- Hand tools, condition and use ❑
- Portable power tools ❑
- Powder - actuated tools ❑
- Compressed air ❑
- Other ❑

16. COMPRESSED GASES, WELDING AND CUTTING
- Cart for welding gases/fire extinguisher ❑
- Storage area, secured cylinders ❑
- Hoses ❑
- Valves turned off when idle ❑
- Cylinders capped ❑
- Couplings, hoses, torches ❑
- Other ❑

17. CONVEYORS
- Drive belt/chain guarding ❑
- Emergency stop cable/button ❑
- Underneath guarded ❑
- Tail-end guarded ❑
- Other ❑

GREAT AMERICAN INSURANCE GROUP

NUMBER	DEPARTMENT OR LOCATION	UNSATISFACTORY CONDITION

The loss prevention information and advice presented in this brochure are intended only to advise our insureds and their managers of a variety of methods and strategies based on generally accepted safe practices, for controlling potentially loss producing situations commonly occurring in business premises and/or operations. They are not intended to warrant that all potential hazards or conditions have been evaluated or can be controlled. They are not intended as an offer to write insurance coverage for such conditions or exposures, or to imply that Great American Insurance Company will write such coverage. The liability of Great American Insurance Company is limited to the specific terms, limits and conditions of the insurance policies issued.