



DIOCESE OF ALEXANDRIA

# Diocese of Alexandria

## Loss Control Inspection Checklist

Parish: \_\_\_\_\_

Date Inspected \_\_\_\_\_ Inspected By \_\_\_\_\_

QUESTIONS SHOULD BE ANSWERED YES OR NO. IF ANSWERED NO, CORRECTIVE ACTION IS NEEDED. IF THE QUESTION DOES NOT APPLY, WRITE N/A NEXT TO THE QUESTION.

	YES	NO
Do all new employees receive basic safety orientation?	<input type="checkbox"/>	<input type="checkbox"/>
Are new employees trained in the safe working practices of their job?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees avoid overexertion or excessive repetitive motions?	<input type="checkbox"/>	<input type="checkbox"/>
Are the safest methods or work procedures being used?	<input type="checkbox"/>	<input type="checkbox"/>
Is employee exposure to chemicals in the workplace kept within acceptable levels?	<input type="checkbox"/>	<input type="checkbox"/>
Is Personal Protective Equipment (PPE) provided, used and maintained wherever required?	<input type="checkbox"/>	<input type="checkbox"/>
Are restrooms and washrooms kept clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed in the proper method of lifting heavy objects?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees informed of the potential signs and symptoms of musculoskeletal disorders such as pain numbness or tingling in hands or feet?	<input type="checkbox"/>	<input type="checkbox"/>
Do employees work so as to avoid awkward postures, forceful exertions, repetitive motions, excessive task durations, contact stresses, vibration, eye strain or glare, and without having to stoop at the shoulders to view the work?	<input type="checkbox"/>	<input type="checkbox"/>
Is furniture positioned and adjusted to minimize strain on the body?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits marked with an exit sign and illuminated by a reliable light source?	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits kept free of obstructions and unlocked while the building is occupied?	<input type="checkbox"/>	<input type="checkbox"/>
Are portable electrical tools and equipment grounded or double insulated?	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc. grounded?	<input type="checkbox"/>	<input type="checkbox"/>

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|---|--------------------------|--------------------------|
| Do extension cords have a grounding conductor?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are exposed wires and cords with frayed or deteriorated insulation repaired or replaced promptly?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are flexible cords and cables free of splices and taps?   | <input type="checkbox"/> | <input type="checkbox"/> |
| In a wet location or damp location, are electrical tools and equipment protected or appropriate for use in that location?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures, or circuits? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Has an Emergency Action Plan been developed and have emergency escape procedures and routes been designated?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have emergency procedures and routes been communicated to all employees?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are alarm systems properly maintained, tested regularly and certified?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all work areas properly illuminated?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are hazardous substances identified that may cause harm by inhalation, ingestion, skin absorption, or eye contact?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If bench grinders are used, is the work rest used and kept adjusted to within 1/8 inch of the wheel?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the adjustable tongue on the top side of the grinder used and kept adjusted to within ¼ inch of the wheel?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do side guards cover the spindle, nut, flange and 75% of the wheel diameter?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are face-shields or goggles always worn when grinding?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Does each grinder have an individual on/off switch?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are bench and pedestal grinders permanently mounted?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is cleanliness maintained around grinders and any other equipment such as electric saws, etc?   | <input type="checkbox"/> | <input type="checkbox"/> |

- Are aisles and passageways kept clear?
- Are wet surfaces covered with non-slip materials?
- Are any holes in the floor, sidewalk or other walking surfaces covered, repaired properly or otherwise made safe?
- Are spilled materials cleaned up immediately?
- Have any defective overhanging cornices, gutters or tiling been repaired?
- When electrical equipment or lines are serviced, maintained or adjusted, are necessary switches place in the "off" position, locked out and tagged whenever possible?
- If any employee wears a self-contained respirator, is a physician's opinion letter on file stating that the employee is capable of safely wearing the respirator? Had the respirator been "fit tested"?
- Are portable fire extinguishers provided in adequate number and type and mounted in accessible locations?
- Are fire extinguishers inspected monthly by staff members or volunteers and documented as required?
- Are employees periodically instructed in the use of fire extinguishers and fire protection?
- Are combustible scraps, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?
- Is proper storage practiced to minimize the risk of fire, including spontaneous combustion?
- Are safety cans used for dispensing flammable or combustible liquids at the point of use?
- Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids within 10 feet of any inside storage area for such materials?
- Are fire extinguishers free from obstructions or blockage?
- Are flammable or combustible spills cleaned up promptly?
- Are slip, trip or fall hazards corrected as soon as possible?
- Are the floors clean, orderly and free of oil or grease hazards and are there grates over the floor drains?
- Are all worksites clean and orderly?
- Are all spilled materials or liquids cleaned up immediately?

- Are all tools and equipment used by employees in good condition?
- Has a list of hazardous chemicals in the workplace been prepared and is it updated annually?
- Has a Material Safety Data Sheet been obtained for each hazardous chemical used?
- Are employees familiar with the hazards of the chemicals in their workplace?
- Do employees know where to obtain the Material Safety Data Sheets and how to use them?
- Is employee exposure to chemicals kept within acceptable levels?
- Are all employees required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, etc.)?
- Is fueling an internal combustion engine with a flammable liquid while the engine is running prohibited?
- Are appropriate employees provided with individually keyed personal safety locks for lock-out, tag-out procedures?
- Can only the employee who is exposed to the hazard place or remove the safety lock?
- Is there a program for regular safety inspections of machinery and equipment and is equipment clean and properly maintained? Are all machine safeguard devices in place and used?
- Are employees instructed to be observant for suspicious envelopes or packages when opening mail?
- Are employees instructed to open all mail with a letter opener or method that is least likely to disturb its contents and not to use hands to open mail? Are they instructed to open packages/envelopes with a minimum amount of movement and not to blow into envelopes?
- Are employees instructed not to shake, sniff or pour out contents of mail and to keep hands away from nose and mouth while opening mail? Do they wash their hands after handling mail?
- Are employees aware that some of the signs of a suspicious package or envelope may be discoloration on the outside, strange odors or oily stains, and powder-like residue on the outside?
- Are employees aware that other suspicious signs include protruding wires or aluminum foil, excessive packaging material, lopsided or lumpy appearance, excessive weight or postage, incorrect titles or titles without names, missing a return address or common words misspelled?
- Are emergency telephone numbers posted?
- Are suitable commercial first aid kits easily accessible and are they inspected and replenished at regular intervals?

- Are employees that are exposed to infectious bodily fluids, required to render first aid or clean up potentially infectious spills required to wear latex gloves, safety glasses, aprons, face shields, or other personal protective equipment as may be necessary?
- Have exposed employees been offered the hepatitis B vaccine?
- Is approved hearing protective equipment available to every employee working in noisy areas and is hearing protection provided where sound levels exceed standards?
- Do floors have non-slippery surfaces without excessive polish and are there no holes or depressions in floors?
- Are rugs in halls or offices free of holes and tears and are they nonskid?
- Are electrical equipment cords kept off walkways and are aisles free of obstructions, including electrical outlets? Loose cords in walkways should be taped down or run in conduit.
- Are contents of filing cabinets arranged so that they are not top-heavy?
- Are pins, knives, cutters and staplers used correctly?
- Are employees prohibited from running in the workplace?
- Has a hazard assessment been performed to identify all hazards for which Personal Protective Equipment (PPE) is needed and is PPE properly selected and fitted to each employee for each job?
- Are protective goggles or face-shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is the risk of eye injuries such as punctures, abrasions, contusions or burns?
- Are all ladders maintained in good condition such as all joints between steps and side rails tight, all hardware and fittings securely attached and all movable parts operate without binding or undue play?
- Are nonslip safety feet provided on each ladder and are nonslip safety treads provided on each step of each ladder?
- Are ladder rungs and steps free of grease and oil?
- Is it prohibited to place ladders on boxes, barrels or other unstable bases to obtain additional height?
- Are employees instructed to face the ladder when ascending or descending?
- Are employees prohibited from using ladders that are broken, are missing steps or rungs, have

broken side rails, etc.?

Are employees instructed not to use the top step of ordinary stepladders as a step?

Are portable metal ladders clearly marked with signs reading "CAUTION-Do Not use Around Electrical Equipment" or equivalent wording?

Are all metal ladders regularly inspected for damage?

Is the required OSHA workplace poster displayed in a prominent location where employees are likely to see it along with the required Certificate of Compliance with the Louisiana Workers' Compensation Law?

Have arrangements been made to maintain required records for the legal period of time?

Are all permits and records up to date?

Are all accidents and near misses investigated?

Is employee involvement in health and safety encouraged?

Are safety meetings held at least quarterly and properly documented on a safety meeting agenda form?

Are Ground Fault Circuit Interrupters connected to electrical outlets that are within 6 feet of a sink or other source of water? Are portable GFCIs being used with outdoor extension cords?

Is a First Aid Log being maintained to record minor injuries to employees?

Has each employee received an Employee Safety handbook and returned the acknowledgement sheet for retention in his file or a separate file for the sheets?

Is the Safety Meeting Outline Website, <http://www.sbic.com/smodex.html>, being used as a resource for safety meeting information? (For more technical information, the Website: <http://www.sbic.com/ssudex.html> is also available.) Safety Handouts can also be used for information.

Will OSHA be notified within 8 hours of an employee fatality or the hospitalization of 3 or more employees in the same accident? (The notification requirement does not apply to motor vehicle accidents.)

Are televisions secured to moveable carts by straps, bolts or other means? Only adult staff should be allowed to move television carts.

Is a minimum 36" clearance around water heaters maintained to reduce fire potential?

Are combustible materials stored under stairwells?

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|---|--------------------------|--------------------------|
| Is a minimum 36" clearance of all stored materials around electrical panels maintained?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are smoke detectors present as needed? If so, are they tested monthly and the batteries replaced at least annually?   | <input type="checkbox"/> | <input type="checkbox"/> |
| If boilers are present, is a minimum 6 foot clearance around boilers maintained?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are windows or other exit ways painted shut and do not open properly?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are rotten boards replaced and painted as soon as possible?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is peeling paint repaired and repainted?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are broken window or doors repaired or replaced as soon as possible?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Is termite damage present? If so, is it repaired as soon as possible?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Is water damage to ceiling or ceiling tiles present? If so, are repairs or replacement made as soon as possible?  | <input type="checkbox"/> | <input type="checkbox"/> |
| If a playground is present, is there a minimum of 9-12" depth of cushioning material under all playground equipment? Cushioning materials can be wood chips, pea gravel, sand, rubber mats or other rubber materials. | <input type="checkbox"/> | <input type="checkbox"/> |
| Are sidewalks and parking lots surfaces smooth and free of trip hazards? Are cracks or changes in elevations 1/2" or greater in height marked with yellow paint until repairs can be made?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| Are sidewalks properly sloped and marked for wheelchair access?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all drains and catch basins properly covered?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all stairs and ramps equipped with sturdy , graspable handrails?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are steps and stair threads slip resistant and uniform in height/width?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the leading edge of stair nosing clearly visible?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are building entrances provided with mats or runners to help remove foreign particles and contaminants from the bottom of pedestrian foot ware?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the mats create a trip hazard?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do tree limbs or shrubs create hazard to personnel? (Rotten/Dead trees, protruding or hanging branches?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are main electrical, disconnects, gas, and water supply clearly labeled?  | <input type="checkbox"/> | <input type="checkbox"/> |

- Are bulk containers of flammable and combustible liquids (Gas & Diesel) grounded, bonded and posted with, "No Smoking or Open Flame" signs?
- Is appropriate PPE worn while performing grass cutting operations? (Safety glasses, hearing protection, long pants, etc.)
- Are the appropriate guards in place on motorized equipment such as tractors, lawnmowers, weed eaters, etc.? (Blade guards, drive shaft covers, belts, pulleys, etc.)
- Are all safety devices on equipment (lawnmowers, tractors, etc.) functional? (Safety switches/levers/parking brakes)