

SAFETY INSPECTIONS

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It is the policy of GTC that Job Site Safety Inspections be conducted as part of strengthening the overall health and safety efforts. These may be completed at varying intervals.

Inspections forms may be available for specific types of equipment and machinery normally provided by the manufacturer. If there are no available manufacturer forms, forms may be developed for the purpose of identifying at risk behaviors and unsafe conditions. Audit discovery and follow-up action documents are kept within the Z:\Safety folder.

All observed unsafe conditions shall be identified and noted on the Job Site Safety Checklist report with the corresponding corrective actions.

NOTE: If the unsafe condition observed is one of imminent danger, the activity/operation shall be shut down immediately until the condition is corrected.

Job Site Safety Checklist

Project Name: _____	Inspector: _____	Weather Condition: _____
Date of Inspection: _____	Site Supervisor: _____	Temperature: _____
Last Inspection: _____	Inspection Type: _____	Wind Speed: _____

	Description	Status OK <input checked="" type="checkbox"/> Fail <input checked="" type="checkbox"/>
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ADMINISTRATIVE

	Is a copy of the Accident Prevention Program on-site and available for review?	
	Is the MIOSHA "Safety & Health" poster posted in an employee common area?	
	Is the MIOSHA 300A Log posted in an employee common area? Required from February 1 st thru April 30th.	
	Is the MIOSHA 301 Log being used for incident reporting?	
	Are SDS Posters posted in an employee common area?	
	Is there an employee with First Aid Training and a First Aid Kit available onsite?	
	Are materials, scrap, or debris, piled and stored as to not create a hazard?	
	Are Toilets provided at jobsite adequate and maintained in a sanitary condition?	
	Is there an adequate supply of potable water available at the jobsite?	
	Is adequate illumination provided for working areas, passageways and First Aid stations?	
	Are there any confined spaces or Permit Required Confined Spaces on the site? And are signs posted to keep unauthorized workers out ?	

FALL PROTECTION

	Are unprotected sides or edges more than 6' in height guarded (Roof or Floor)?	
	Are holes greater than 2" in their least dimension protected by covers or guardrails?	
	Are wall openings greater than 30" in height and 18" in width guarded?	
	Are open sides of stairs and stair landings protected by guardrails and a handrail provided?	
	Are excavations not readily visible protected by barricades or fencing?	
	Are straight sided wells, pits, or shafts protected by guardrails?	

Personal Fall Arrest Systems

	Are personal fall arrest system components inspected prior to each use?	
	Are anchorage points capable of supporting 5000 lbs. or maintaining a safety factor of 2x the intended loaded provided and installed according to the manufacturer's instructions?	
	Is there a rescue plan in place that assures rescue within 15 minutes in the event that a fall occurs?	
	Are lifelines and lanyards protected against abrasion or cutting?	
	Are harnesses worn and adjusted correctly?	
	Are PFAS components compatible and used according to manufacturer's instructions?	

Guardrail Systems

	Is the top rail located at a height of 42" +/- 3" from the walking/working surface?	
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	Is the mid rail located at a height of 21” or halfway between the top rail and the walking/working surface?	
	Are toe boards or other falling object protection provided on surfaces where employees are working below and could be struck by falling materials or tools?	
	Are vertical guardrail supports spaced at intervals not to exceed 8 feet?	
	Are guardrails constructed or installed to resist a load of 200 lbs. when applied to the top rail in an outward and downward direction?	
	Are guardrails that will be subjected to loads greater than 200 lbs. constructed of a heavier stock with vertical supports spaced closer than 8’ apart?	
	Are wire rope guardrails flagged every 6’ with a high visibility material?	
	Are guardrail systems used at hoisting areas equipped with a chain, gate, or removable guardrail? Is there an attachment point at location for PFAS?	
	Are guardrail systems around holes used for access/egress equipped with a gate or offset to prevent an employee from walking directly into the hole?	
	Are guardrail systems surfaced to prevent injury to an employee from punctures or lacerations, and to prevent snagging of clothing?	
Safety Net Systems		
	Are safety nets installed as close as possible beneath employees? Distances may not exceed 30 feet.	
	Are safety nets installed with sufficient clearance under them to prevent contact with the surface or structures below when subjected to forces generated from a fall?	
	Are safety nets installed according to the manufacturer’s instructions?	
	Are safety nets inspected at least weekly for wear, damage, or other deterioration?	
	Are materials, scrap pieces, equipment, and tools which have fallen into the net removed as soon as possible and at least before the next work shift?	
	Do safety nets extend outward from the outermost projection of the work surface as follows? <ul style="list-style-type: none"> • 8’-0” if more than 5’ below an employee • 10’-0” if more than 5’ but less than 10’ below an employee • 13’-0” if more than 10’ below an employee 	
Hole Covers		
	Are covers capable of supporting without failure twice the weight of employees, equipment, and materials that may be imposed on the cover at any one time?	
	Are covers secured against accidental displacement by employees, equipment, or wind?	
	Are covers color coded or marked with the words “Hole” or “Cover” to provide warning of the hazard?	
Ladders		
	Do portable ladders in use have a duty rating of at least Type 1 or heavier duty?	
	Are ladders inspected for defects prior to use and after any hazard producing occurrence?	
	Are extension ladders secured against displacement, set to proper 4-to-1 pitch, and extend at least 3’ above working surface?	
	Are step ladders set up on a level surface and fully opened and locked? Don’t use a step ladder as a straight ladder or stand on the top step or cap.	
	Are ladder rungs inspected prior to ladder use to eliminate any slippery substances	

	such as mud, grease, or ice?	
Scaffolding		
	Are scaffolds inspected by a competent person at the beginning of the shift?	
	Are ground supported scaffolds erected using baseplates and mudsills or other adequate firm foundation (Concrete, Solid Wood Decking)?	
	Are scaffolds more than 10' in height protected by guardrails on the back and both ends?	
	Are working levels fully planked or decked and secured against displacement?	
	Are enclosed scaffolds guyed, tied, or braced against wind loads?	
	Are scaffolds more than 4 times the height of their least base dimension tied into the structure or otherwise secured?	
	Are employees working on or near scaffold wearing hard hats and implementing falling object protection (toe boards, screens, solid sheeting, etc.)?	
	Are tie backs for suspended scaffolds secured perpendicular to the structure?	
	Are outriggers for suspended scaffolds adequately counterweighted to support intended loads?	
	Are anchorage points and vertical lifelines for PFAS secured independently of the supported scaffold suspension system?	
ELECTRICAL PROTECTION		
	Are GFCIs in use for all electrical tools or equipment on temporary circuits?	
	Are extension cords and trailing cords inspected for wear, damage, missing ground prongs?	
	Are all live parts over 50 volts protected against accidental contact by limiting access, use of safety signs, and use of dead fronts or covers on panels?	
	Are employees that are required to work on electrical circuits protected by proper use of PPE or a lock-out/tag-out procedure?	
	Are live panels secured and marked with a safety sign indicating voltage?	
	Are circuits properly identified at the panel?	
	Have power lines (both above and below ground) been identified and procedures set in place to maintain safe distances (at least 10' up to 50K volts)? Or protected against incidental contact by de-energizing and grounding, moving, or insulating circuits?	
	Aluminum ladders and cranes must maintain a distance of 20' from power lines up to 50K volts.	
	Are generators, compressors, portable light stands grounded per the manufacturer's recommendations?	
	Is temporary lighting supported by a proper fixture and protected by the use of a guard?	
	Is the temporary lighting maintained without missing or broken bulbs?	
STRUCK-BY HAZARDS		
	Are employees who are exposed to falling or flying objects wearing hard hats and safety glasses?	
Struck-By Falling Object		
	Are all materials stacked, racked, blocked, interlocked or otherwise secured to prevent sliding, falling, or collapse?	
	Are loads on trailers, railcars, or trucks examined for stability prior to the release of the tie-downs to protect employees exposed to the hazard of falling material?	
	Are stacks of brick, block, bagged products, or lumber to be handled limited to being stacked only 2 cubes, 2 pallets, or 6' height?	
	Are materials on the roof or upper floors of a structure stored within 10' of the unprotected exterior edge?	

	Is a disposal chute provided when dumping materials from a height of 20' or more outside of a building or structure?	
	Is the area into which material is being dumped barricaded at least 6' feet from the fall zone?	
	Are employees working under elevated loads or in areas through which elevated loads pass?	
	Is rigging equipment inspected for wear or damage prior to being used to hoist materials or other loads?	
Struck-By Flying Object		
	Are penetration checks done prior to operating pneumatic or powder actuated fasteners?	
	Are sequential triggers used on pneumatic staplers and nailers to prevent accidental discharge?	
	Are safety clips or retainers installed on pneumatic impact tools to prevent dies and tools from being accidentally expelled from the barrel?	
	Are safety fasteners provided at connections between tools and hose lines and at all quick makeup-type connections to prevent accidental disengagement?	
	Are employees engaged in chipping or grinding operations wearing face shields and safety glasses?	
	Are table saws equipped with a guard to protect the operator from flying splinter or broken saw teeth?	
	Are materials stored on the roof or upper floor a structure under construction secured against wind displacement?	
Struck-By Swinging Object		
	Are suspended loads controlled by the use of tag lines?	
	Are crane and other lifting equipment operators utilizing audible alarms when swinging a load near other employees?	
	Are the swing radii of rotating equipment superstructures barricaded or marked to warn employees of the hazard of rotating equipment?	
Struck-By Rolling Object		
	Are employees working near roadways following temporary traffic control guidelines?	
	Are temporary traffic control work zones and devices setup according to Part 6 of the MMUTCD?	
	Are employees working in the public right-of-way wearing proper PPE, reflective apparel, and positioned appropriately?	
	Are railcars, trucks, or semitrailers chocked or otherwise secured during loading and unloading if movement presents a hazard to employees?	
	When parking mobile equipment or when mobile equipment is parked on an incline, is the parking brake set?	
	Are functional back-up alarms or spotters used when backing up equipment that has an obstructed view to the rear of the equipment?	
	Are seats and seat belts provided for and maintained in motor vehicles that employees will operate or ride in or on?	
CAUGHT IN/BETWEEN HAZARDS		
Engulfment Hazards		
	Are excavations continuously inspected for hazardous conditions?	
	Are ladders located in excavations greater than 4' in depth and at intervals not greater than 25'?	
	Are sides of excavations properly shored, sloped, or shielded?	

COMPLIANCE INSPECTIONS

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I. PURPOSE

To provide guidance for admission of federal and state compliance officers to company premises / jobsites.

II. POLICY

- A. It is the policy of GTC to permit general compliance inspections of company premises / jobsites. It is the policy of GTC to limit employee complaint or fatality/serious injury inspections to the area of the complaint or incident only.
- B. When a compliance officer requests admission to conduct an inspection, he or she shall be directed to the Supervisor. (If the Supervisor is unavailable, direct to Foreman.)
- C. The Workforce Risk Manager shall be contacted and allowed to speak with the compliance officer at that time (over the phone).
- D. An opening conference shall be held yielding identification of the Compliance Officer and a reason for the inspection. At this time, locate the Supervisor/Foreman, any/all involved employees concerning the complaint.

III. DURING THE INSPECTION

- A. Be courteous but cautious during the inspection. If the Compliance Officer points out possible problem areas, solicit practical recommendations from the Compliance Officer for correction. Other than minor on-the-spot corrections, do not agree to comply with any recommendations or programs brought up by the Compliance Officer. If written information is requested only submit the specific information requested.
- B. Be sure the Compliance Officer is aware there is a formal written active Health / Safety & Environment, Loss Control program at GTC.
- C. Employee Representatives - An employee representative is entitled to accompany the Compliance Officer and the company representative during the inspection and to sit in on the closing conference.
- D. The Compliance Officer is entitled to speak to any employee he or she wishes to.

IV. AFTER THE INSPECTION

- A. Notify Management of any actions and results from the closing conference.
- B. If an official citation is received, a determination will be made to contest alleged violations. Do not process payment for any fine(s) until directed to by Management.