



BUILDING CRAFT INSPECTION CHECKLIST

A	Portable Ladders	Yes	No	NA
1	Are all ladders maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is ladder properly secured upright prevent from falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are non-slip safety feet provided on each ladder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are portable metal ladders legibly marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment" or equivalent wording"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are all labels on ladders intact and readable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are ladders free of cracks, splinters, bends and breaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are ladders proper stored when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are the non-slip pads on the ladder's feet damaged or missing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are the joints and bolts connecting the side rails, steps, rungs, and anti-slip feet tight and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B				
B	Hand Tools	Yes	No	NA
1	Are hand tools such as chisels and punches which develop mushroomed heads during use, reconditioned or replaced promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are tools with broken handles and loose heads (i.e. hammers, axes, shovels, etc.) immediately removed from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are worn, bent, chipped or broken tools immediately removed from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are appropriate safety glasses, face shields and similar equipment used while using hand tools or equipment which might produce flying materials or be subject to breakage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Do the handles and grips of the tools have cuts, cracks, rips, or other damages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are the handles and grips of the tools tight and secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C				
C	Portable (Power Operated, Battery Powered, Pneumatic) Tools and Equipment	Yes	No	NA
1	Are grinders, saws and similar equipment provided with appropriate safety guards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are portable tools used with correct shield, guard or attachment recommended by the manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are rotating or moving parts of equipment guarded to prevent physical contact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are all cord-connected, electrically operated tools and equipment effectively grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are effective guards in place over belts, pulley, chains, and sprockets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Do portable fans (if provided) have full guards or screens having openings of ½ inch or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the battery securely attached to the tool?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are changing stations and outlets in good condition, with no bare or exposed wires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Do the tools have an electronic safety brake that stops rotating parts when the trigger is released?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are extension cords properly enclosed and insulated, with no bare or exposed wires?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are tools disconnected when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are damaged tools marked or tagged with "Do Not Use"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are appropriate personal protective equipment used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are cords and hoses kept away from heat, liquid, and sharp edges that might damage them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are only manufacturer-authorized battery chargers and battery packs used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



16	Are the batteries properly stored and disposed of according to manufacturer's recommendation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Powder-Actuated Tools				
1	Are only qualified persons who carry valid operator's cards for the tools used permitted to operate powder-actuated tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are appropriate eyes, face, and ear protection used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are the instruction manuals, maintenance tools and accessories supplied with the tool stored in the tool container when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is the inspection and service records documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are tools not working condition removed from service and tagged "Defective"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is each tool kept in a locked container with the wording "Powder-Actuated Tool" marked on the outside and "WARNING-POWDER-ACTUATED TOOL TO BE USED ONLY BY A QUALIFIED OPERATOR AND TO BE KEPT UNDER LOCK AND KEY WHEN NOT IN USE" on the inside?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Abrasive Wheel Equipment Grinders				
1	Is the work rest adjusted within 1/8 inch of the grinding wheel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are the tongue guards adjusting within 1/4inch of the grinding wheel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do side guards cover the spindle, nut, flange and 75% of the wheel diameter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are bench and pedestal grinders permanently mounted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are goggles or face shields worn when grinding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is each electrically operated grinder effectively grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is cleanliness maintained around grinders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is the wheel securely attached using the manufacture's specified flange and fastener?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are the appropriate hearing protection, gloves, googles, and protective clothing being worn during operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are work areas clear of flammable materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are fire extinguishers located near the grinding station to address any sparks that might ignite nearby flammable materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are grinding discs stored properly to prevent rust and degradation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are the grinding discs exhibiting uneven wear, chipping, breakage, glazing, or excessive deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are grinders regularly inspected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Machine Guarding				
1	Is sufficient clearance provided around and between machines to allow for safe operations, set-up and servicing, material handling and waste removal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is equipment and machinery securely anchored to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is there a power shut-off switch within reach of the operator at the machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Can the energy source (electric power) to each machine be locked out for maintenance or repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5	Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are all emergency stop buttons/bars colored red?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are all moving chains and gears properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are all point of operation guards properly set up, adjusted and maintained to prevent the operator's hand from entering the point of operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Welding, Cutting and Brazing				
		Yes	No	NA
1	Are all compressed gas cylinders protected from falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are cylinders kept away from sources of heat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are empty cylinders appropriately marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are signs reading: "Danger – No Smoking, Matches, or Open Flame", or the equivalent, posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Unless secured on special trucks, are regulators removed, and valve-protection caps put in place before moving cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is red used to identify the acetylene hose, green for oxygen, gray for carbon dioxide, and black for inert gas and air hose?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is suitable fire extinguishing equipment available for immediate use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protection equipment (safety glasses, respirator) and clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are cables and hoses free from damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are electrodes removed from the holders and the holders carefully located to prevent accidental contact when not in used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are defective cylinders clearly marked and removed from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are cylinders kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Compressors and Compressed Air				
		Yes	No	NA
1	Are compressors equipped with pressure relief valves and pressure gauges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are signs posted to warn of the automatic starting feature of the compressors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the belt drive system enclosed to provide protection from the front, back, top and sides?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	When using compressed air for cleaning, do employees use personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the permit to operate posted under glass on or near the air tank or in a weatherproof container secured to the unit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are the air tanks equipped with a manually operated, valved drain located at the lowest point where water can collect?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are control switches and gauges clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



I Compressed Gas and Cylinders		Yes	No	NA
1	Are cylinders legibly marked to clearly identify the gas contained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are cylinders stored in well-protected, well-ventilated, dry area where they will not be damaged by the weather, passing or falling objects, and at least 20 feet from highly combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are cylinders secured with chains or straps prevent them from tipping, falling or rolling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are valve protectors placed on cylinders when not in use or connected for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are cylinders stored in a well-protected, well-ventilated, dry location, at least 20 feet from highly combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are oxygen cylinders stored separately from fuel gas cylinders or combustible materials a minimum distance of 20 feet or by a non-combustible barrier at least 5 feet high, or a minimum of 18 inches (46 centimeters) above the tallest cylinder and having a fire-resistance rating of at least one hour?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the storage area identified with proper signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are empty cylinders stored separately and clearly identified with all valves closed and caps/guards securely on?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J Industrial Trucks - Forklifts				
J Industrial Trucks - Forklifts		Yes	No	NA
1	Are the required Lift Trucks Operating Rules for Industrial Trucks posted and enforced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does each industrial truck have a warning horn, whistle, gong or other device which can be heard above the normal noise in the area where operated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the industrial truck inspected at the beginning of each shift and the inspection documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is each industrial truck equipped with a seat beat?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are the industrial trucks kept in a clean condition free of debris, oil, and grease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are only certified operators allowed to use the industrial trucks and is training certification current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	If operating forklift on public roads, is the vehicle registered with CA DMV and have the SMV (slow moving vehicle) emblem on the back?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K Flammable and Combustible Materials				
K Flammable and Combustible Materials		Yes	No	NA
1	Are combustible scrap, debris and waste materials (i.e. oily rags) stored in covered metal receptacles and emptied nightly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are flammable materials stored in an approved container and in an approved fire cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are "NO SMOKING" signs posted in areas where flammable or combustible materials are used or stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are combustible and flammable materials stored in well-ventilated areas away from direct sunlight, heat sources, and ignition sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are only approved safety cans with self-closing lids used for storing flammable liquids (e.g. gas, diesel)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are fire extinguishers inspected monthly and recharged annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are the proper types of fire extinguishers located in their appropriate areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are all containers labeled with its contents and hazard classification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are there visible hazard identification signs (e.g. NFPA diamond) on buildings and cabinets where materials are stored, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



County of Los Angeles

Department: _____ Facility Name: _____

Address: _____

Inspector: _____ Date/Time: _____

L	Hazardous Chemical Exposure and Communication	Yes	No	NA
1	Are emergency eyewash/shower provided for quick flushing/drenching of the eyes and body in areas where hazardous liquids and materials are handled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are employees required to wear personal protective equipment when handling chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are employees prohibited from eating in areas where hazardous chemicals are present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is a written Hazard Communication Program available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is there an up-to-date inventory list of hazardous substances used in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is there a Safety Data Sheet (SDS) available for each hazardous substance used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the emergency eyewash/shower free of obstruction and inspected monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is CUPA (Certified Unified Program Agency) permit posted and current, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is spill prevention or secondary containment used, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are all containers properly labeled with product identity, hazard warnings, and GHS pictograms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M General Safety/ Unsafe Work Behaviors				
1	Were extension cords used on a temporarily basis, rather than as a permanent power source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Were there any unsafe work behaviors/conditions noticed at the time of inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Was it reported to the Supervisor on duty? Name of Supervisor: _____ If not, why was it not reported? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

