

SELF-INSPECTION DEFINITIONS:

This guideline is intended to provide clarification of most often asked questions regarding the meaning of abbreviated terms used on the inspection checkform.

Walking/working surfaces: condition – cracked, heaved, uneven loose coverings;
Clear – free of obstruction

Emergency exits: maps – floor plan showing exit routes and exit doors; lighting – maintain minimum 0.5 FC for one hour at all exit ways

Fire extinguishers: services – annual check with updated tag

Fire detection: annual test; sprinklers: annual test and under service contract: manual pull stations: annual test

Hazcom: posting – required PA Dept. L&I notice to employees; lids/labels – all containers should have lid/cap in place and label affixed to container identifying contents; training – annual training requirement with appropriate documentation

Workstations: seating – properly adjusted for employee to fit task; keyboards – wrist rest, hand position

Electrical: GFI – Ground Fault Interrupter (device used to disconnect power source if fault condition occurs); extension cords – not permitted to use any type or appliances with zip or light duty cord; multi-tap outlets – multi receptacles strips or “octopus”, open boxes – missing covers; ratings – general purpose enclosures used for wet/dirty/corrosive environments

Equipment guards: NIP – in running rollers or moving belts where person could have finger or body parts caught in the equipment

Portable power tools: PPE – personal protective equipment (like safety glasses, hearing protection, gloves)

Eyewash stations: 15-minute supply – minimum available amount of clean, uncontaminated water for flushing

Food service: knives racked – all knives should be in rack (not stored in drawers); mesh/Kevlar glove – for cleaning slicer; mats – placed in tray wash area; dry storage practices – heavy items between knee and chest height, light materials high on rack; floor – general maintenance and housekeeping

PPE (personal protective equipment) barrier creams – where gloves are not viable option but individual is exposed to chemicals or cleaning compounds, consider use of

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creams to cover skin and protect against harmful effects; heat/cold – protection against cold temperature environments and precautions against heat stress

Under special interests...

Swimming Pools: confined space – training for workers, and the monitoring equipment especially where using chlorine gas; ladders – type for application, and construction and maintenance

Mechanical rooms: noise – decibel rating and requirement for using hearing protection; access – limited to station engineers or selected professional staff

Laboratory: Hazcom – material data sheets on all chemicals, and staff training (documented); storage – flammable liquid cabinets, corrosives in special storage; PPE – EVAC – evacuation plans for emergencies including the notification of authorities

Loading docks: handling equipment – industrial trucks, pallet jacks, hand carts; barriers – railings and fencing to prevent falls or limit access into areas of motorized vehicle operation; chocks – block trailer wheels from moving while loading/unloading with industrial trucks; storage – storage practices in area (neat, orderly, separation)

Vehicle operation: MVR – Motor Vehicle Report, driving record of violations; business – kind of tasks performed by those driving school district vehicles