

Self-Audit Safety Checklist for DPW Operations

Purpose:

This checklist contains items frequently observed during accident investigations conducted by the Department of Labor Standards. This is not a complete list of OSHA requirements, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Facility Inspection – DPW Operations	Standard	Y	N	Correction Required
<i>Aerial Lift Operations</i>				
Aerial lift operators are trained in use, per ANSI standard.	1910.67(c)(2)(ii)			
Owner’s manual kept in vehicle;	1910.67(c)(2)			
Workzone set up so that bucket, boom or truck does not get hit by passing vehicles.	5(a)(1)			
Workers wear fall protection while in work platform.	1910.67(c)(2)(v)			
Workers trained in fall protection for aerial lifts.	1910.30(b)			
A written aerial lift safety program is available	Recommended			
<i>Trench and Excavation Operations</i>				
Daily inspection conducted by competent person	1926.651(k)			
Cave-in protection used when cave-in hazards are present.	1926.652(a)			
Competent person is trained on soil analysis, cave-in protection, and hazard controls.	1926.652(a)			
Laborers trained in excavation and trench safety.	1926.21(b)(2)			
A written trench safety program is available.	1926.20(b)(1)			
<i>Working in Roadway</i>				
Signs, barriers, lane closures set up according to MUTCD.	5(a)(1)			
Hi-visibility clothing worn (ANSI Type 2 or Type 3).	1910.132(b)			
Consider shutting down road as the default, first choice.	Recommended			
<i>Work in Vicinity of Vehicles/Construction Equipment</i>				
Pre-trip inspections conducted.	1926.601(b)(14)			
Operator can demonstrate proficiency in operation.	1926.20(b)(4)			
Laborers trained to avoid blind spots, swing radius.	1926.20(b)(4)			
Procedures are in place for backing up vehicles/equipment.	1926.20(b)(4)			
<i>Asphalt hot top</i>				
Review flashpoint of release agent with operating temperature per Owner’s Manual.	1926.20(b)(4)			
Workers trained according to Owner’s Manual.	1926.20(b)(4)			
<i>Concrete cutting</i>				
Control dust with water attachments and ventilation.	1926.1153 c (1)			
Workers trained on tool use, including kickback prevention or blade shattering, warping.	1926.20(b)(4)			
<i>Ladders</i>				
Ladders are inspected before each use per shift.	1910.23(b)(9)			
Ladders used according to purpose for which it is designed.	1910.23(b)(8)			

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Lockout-Tagout				
Power is shut off, branch circuit isolation, before equipment maintenance (ie HVAC, appliances, lighting)	1910.333(a)(1); 1910.333(b)(2)			
Lockout-tagout equipment is available: tags, locks, other	1910.333(b)(2)(iii)			
Sanitation Trucks				
Workers trained according to Owner’s Manual and SOPs.	1926.20(b)(4)			
Pre-trip inspections conducted and vehicle repaired.	1926.20(b)(2)			
Syringe pick-up				
Sharps containers, picker tools, gloves for workers assigned to clean up discarded syringes.	1910.1030(d)			
Written program and training for syringe pick-up.	1910.1030(c)(1)			
Street Sweeping				
Workers trained according to Owner’s Manual.	1926.20(b)(4)			
Tree Trimming and Landscaping				
Equipment maintained according to Owner’s Manual	1926.20(b)(4)			
Chainsaws - Employees trained on use and PPE	1926.20(b)(4)			
Woodchippers - Employees trained on use and PPE	1926.20(b)(4)			
Mowers – ROPS and seatbelts used. Employees trained	1926.602(a)(2)(i)			

Personal Protective Equipment (PPE)				
Gloves, goggles, ear plugs, overboots, reflective vests are supplied for tasks with potential exposure to chemicals, etc.	1910.132(a)			
PPE requirements communicated to employees.	1910.132(d)(1)(ii)			
Roof				
Skylights are identified and protected by guardrail, cage or net before DPW laborers allowed onto a roof.	1910.28(b)(3)(i)			
Workers on flat roof for maintenance activity are protected from falling off roof. Designated areas and/or fall restraint, and training required. Work between 6 -15 ft from edge.	1910.28(b)(13)(ii)			
When floor hatch is opened, hole protected with guardrails and self-closing gate.	1910.28(b)(3)(iv)			
Tools and Equipment				
Power tools inspected before use.	1910.242(a)			
Cords on tools are 3-prong or double insulated.	1910.334(a)			
Snowblowers: machine guards and push sticks available.	1910.243(e)			
Lawnmowers: machine guards. Ride-on mowers have ROPS and seatbelts.	1910.243(e)			
Mobile scaffolds: workers trained on use and stability.	1910.29(e)			
Trucks				
Use 3-point contact to dismount cabs and tailgates.	Recommended – common injury			
Brace hydraulics during maintenance repair.	1910.333			
Laborers trained on blind spots.	1926.21(b)(2)			
Operator conducts walk-around before moving vehicle.	Recommended			
Spotters used when backing.	(5)(a)(1)			