

Workplace Safety Inspection 15-5.02-P

CONDUCT a safety inspection of your workspace, REPORT discrepancies to the appropriate personnel, CHECKING for the following: use E-PME Study Guide for reference (intent this is not all inclusive, and should include other applicable requirements at your unit).

- Electrical cord problems
- Personal Protective Equipment (PPE) availability
- Functioning Safety Devices
- Tagged or locked out equipment
- U.S. Coast Guard Safety and Environmental Health Checklists

Safety Inspection of Work Space

Safety inspections of workspaces should be performed on a routine basis. Some of the items that should be included in the safety inspection are discussed below. But these items are not all-inclusive. Other applicable items at your unit must also be included in the inspection.

Electrical Cords

Using unsafe electrical cords is a sure-fire way to electrocute and or injure yourself or others around you. Tools and cords at your unit should be checked frequently. Keep these simple checks and guidelines in mind during your inspection. Check the:

- **Cords entering equipment.** Cords entering equipment should:
 - ▶ Be completely free of damage and deterioration
 - ▶ Always have an appropriate strain relief device where they enter the enclosure
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***Electrical Cords
(continued)***

- **Extension cords.** Do NOT:
 - ▶ Use damaged extension cords.
 - ▶ Use multiple extension cords.
 - ▶ Use extension cords where permanent wiring should be installed.
 - ▶ Attach extension cords to building surfaces.
 - ▶ Pass extension cords through building walls, ceilings or floors, windows, and doorways.
 - ▶ Conceal extension cords behind building walls, ceilings, floors, and furniture.
 - ▶ Cause a tripping hazard by having extension cords in walkways.
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***Personal Protective
Equipment***

Protective equipment includes personal protective equipment (PPE) for:

- Eyes
- Face
- Head and extremities
- Protective clothing
- Respiratory devices
- Protective shields and barriers

The Coast Guard is required to provide this equipment to its personnel and ensure that it is used and maintained in a sanitary and reliable condition. During your inspection, check to see that PPE is available and is maintained.

Safety Devices

Numerous safety devices designed to protect workers from being injured and to prevent equipment damage are in use throughout the Coast Guard and the commercial industry. However, defective or missing devices are of NO value to personnel or equipment. Accordingly, it is imperative to inspect these devices for proper placement and operation.

If a piece of equipment was originally purchased with a guard or safety device of some kind, ensure that it is still in place and functioning properly.

*Safety Devices
(continued)*

The following are some examples of safety devices.

- Two block alarms and over speed trips are two examples of safety devices that can be found on ships.
 - Kickback guards on table saws and radial arms saws along with blade guards are devices that can be found at a shore facility carpenter shop.
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*Tagged or Locked
Out Equipment*

When inspecting tagout and lockout logs, ensure that the following is in order:

- Tagged out or locked out equipment is properly documented in the tag out/lockout log.
 - Tags and or locks are properly affixed to the appropriate equipment.
 - Tags and locks are only removed by the person(s) who attached them.
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*Safety and
Environmental
Health Checklists*

To facilitate thorough and efficient safety and health inspections, the Coast Guard has in place numerous standard safety and environmental health checklists. The checklists are divided into two categories.

- Shore
- Vessel

The alphabetical listing of all of the checklists available for each category is presented on the following pages.

Please note that only the information contained in this E-PME Study Guide is testable. **The information contained within each checklist is NOT testable.** The checklists are found in the Safety and Environmental Health Manual and can be obtained from the Internet link below:

http://cgcentral.uscg.mil/uscg_docs/portal/MyCG/EDITORIAL/bvimport/cg61/CIM_5100_47.pdf

or from the MLCP (ksee) Home page on the CG Intranet:

<http://cgweb.mlcpac.uscg.mil/mlcpackse/>

Coast Guard Shore Station/Facility Inspection Checklists

<ul style="list-style-type: none"> • Administration • Aisles, Passageways, and Floors (Shore) • Armory and Magazine (Shore) • Asbestos Exposure Control Program • Asbestos Exposure Control Program (Shore) • Barber and Beauty Shops (Shore) • Battery Charging (Shore) • Blasting, Abrasive (Shore) • Bloodborne Pathogens (Shore) • Boiler (Shore) • Carpenter Shop and Woodworking (Shore) • Chain Saw (Shore) • Child Development Center (Shore) • Compressed Gas Cylinder (Shore) • Confined Space Entry (Shore) • Drinking Water (Shore) • Egress Checklist (Shore) • Electrical Equipment (Shore) • Electrical Safety-Related Work Practices (Shore) • Elevator (Shore) • Emergency Action Plan (Shore) • Fire Department Operation Evaluation (Shore) 	<ul style="list-style-type: none"> • Fire Protection (Shore) • Fixed Industrial Stairs (Shore) • Fixed Ladders (Shore) • Flammable and Hazardous Material Storage • Flammable and Hazardous Material Storage (Shore) • Floors and Open Floors (Shore) • Food Service and Galley (Shore) • Forklift (Shore) • Grinding, Abrasive (Shore) • Hanger and Aviation Operations (Shore) • Hazard Communication (Shore) • Hazardous Waste Management (Shore) • Health Care Facilities (Shore) • Hearing Conservation Program (Shore) • Hot Tub (Shore) • Laundry and Dry Cleaning (Shore) • Lighting (Shore) • Lockout/Tagout (Shore) • Loran Station (Shore) • Machine and Moving Mechanical Parts (Shore) • Mobile Crane (Shore) • Motor Vehicle • Motorized Work Platforms (Shore) 	<ul style="list-style-type: none"> • Occupational Medical Surveillance Program (Shore) • Operational Risk Management (Shore) [<i>Applies to units having or managing small boats</i>] • Overhead Crane (Shore) • Paint Shop (Shore) • Personal Protective Equipment (Shore) • Pier and Dock (Shore) • Playground Equipment (Shore) • Portable Metal Ladder (Shore) • Portable Tools (Shore) • Portable Wood Ladder (Shore) • Powder-Actuated Tools (Shore) • Pre-Mishap and Pre-Fire Plan (Shore) • Pressure Vessel (Shore) • Respiratory Protection (Shore) • Scaffolding (Shore) • Sewage and Wastewater (Shore) • Sling (Shore) • Storage and Warehouse (Shore) • Swimming Pools (Shore) • Weight Handling (Shore) • Welding (Shore)
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Coast Guard Vessel Inspection Checklists

<ul style="list-style-type: none"> • Administration • Asbestos (Vessel) • Bloodborne Pathogens (Vessel) • Collection Holding and Transfer (Vessel) • Electrical Safety (Vessel) • Engineering (Vessel) • Eye Protection (Vessel) • Fire Safety (Vessel) • Food Service (Vessel) • Gas Free Engineering (Vessel) • Hazard Communication (Vessel) 	<ul style="list-style-type: none"> • Hearing Conservation (Vessel) • Heat Stress (Vessel) • Ladder Safety (Vessel) • Laundry (Vessel) • Machine and Moving Mechanical Parts (Vessel) • Occupational Medical Surveillance Program (Vessel) • Ordnance (Vessel) • ORM (Vessel)] • Overhead Crane 	<ul style="list-style-type: none"> • Personal Protective Equipment (Vessel) • Potable Water (Vessel) • Power Tools (Vessel) • Radiation (Vessel) • Rescue and Survival Systems (Vessel) • Respiratory Protection Program (Vessel) • Scaffolding • Weight Handling Equipment (Vessel) • Welding Safety (Vessel)
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***Conducting a
Safety Inspection***

For this performance requirement, review the appropriate checklists for your workspace. Obtain a copy of each and review the checklist items. If you're unsure of what your inspection needs to look for, review the reference source for that particular item.

When you are ready to conduct the safety inspection of your workspace, contact your supervisor. Upon completion of your inspection, report any discrepancies to the appropriate personnel.
