

Sort Order	Checklist Question	Findings Template	Corrective Action Template	Days To Correct
<b>General Safety and Housekeeping</b>				
<b>1</b>	<b><i>Does the shop have a clean and orderly appearance?</i></b>			<b>30</b>
	Shop does not have a clean and orderly appearance.	Clean and organize shop.		
<b>2</b>	<b><i>Is the shop free from trip/slip hazards (water, oil, debris)?</i></b>			<b>30</b>
	Shop is not free from trip/fall hazards.	1. Clean/remove trip/slip hazards. 2. Have leaking machine/pipe/etc repaired.		
<b>Chemical Safety and Storage</b>				
<b>3</b>	<b><i>Are all chemical containers and cylinders clearly labeled as to their contents and hazards?</i></b>			<b>30</b>
	Chemical containers and cylinders are not clearly labeled as to their contents and hazards. 1. The original container is that which comes from the manufacturer. 2. The Secondary Container is that in which the contents from the original manufacturer's container was transferred into.	1. Contact vendor/etc for new manufacturer's label. 2. Use a blank HMIS/GHS label to describe content and hazards.		
<b>4</b>	<b><i>Are chemical containers in good condition?</i></b>			<b>30</b>
	Chemical containers are not in good condition.	1. Transfer contents to a new, chemically compatible container and label using manufacturer's label or a blank HMIS/GHS label. 2. Properly discard chemical by requesting a chemical pickup.		
<b>5</b>	<b><i>Are secondary containers (container that is not the original manufacturer's container) used to store chemicals compatible with the chemical?</i></b>			<b>30</b>
	Secondary container is not compatible with the chemical.	Transfer contents to an appropriate secondary container that is compatible with the chemical.		
<b>6</b>	<b><i>Are all chemicals segregated to eliminate accidental reaction? Example: Acids should not be stored with Bases. Oxygen should not be stored with fuel source.</i></b>			<b>30</b>
	Chemicals are not segregated to eliminate accidental reaction.	Segregate chemicals to separate storage locations.		

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<b>Chemical Safety and Storage</b>				
<b>7</b>	<b><i>Has the chemical inventory been updated this year?</i></b>			<b>30</b>
	Chemical inventory has not been updated this year.		1. Conduct a complete inventory of your location and cross-reference that list with what is currently in your online chemical inventory. Add chemicals that are not currently in your online inventory. 2. Contact EHS if a chemical online inventory has not been created to obtain instructions.  <a href="https://policy.psu.edu/policies/sy39">https://policy.psu.edu/policies/sy39</a>	
<b>Personal Protective Equipment</b>				
<b>8</b>	<b><i>Are shop personnel wearing PPE appropriate to the tasks they perform?</i></b>			<b>30</b>
	Shop personnel are not wearing PPE appropriate to the tasks they perform. 1. Is the shop PPE Hazard Assessment documented? <a href="https://ehs.psu.edu/ppe/forms">https://ehs.psu.edu/ppe/forms</a> 2. Is PPE covered in General Shop Training? <a href="https://ehs.psu.edu/ppe/resources">https://ehs.psu.edu/ppe/resources</a>		1. Document PPE hazard assessment. 2. Review PPE requirements with shop users.	
<b>9</b>	<b><i>Is EYE PROTECTION available and in good condition?</i></b>			<b>30</b>
	1. eye protection is not available. 2. eye protection is not in good condition.		1. Purchase eye protection if none is available. 2. Purchase new eye protection to replaced damaged PPE.	
<b>10</b>	<b><i>Is HAND PROTECTION available and in good condition?</i></b>			<b>30</b>
	1. hand protection is not available. 2. hand protection is not in good condition.		1. Purchase hand protection if none is available. 2. Purchase new hand protection to replaced damaged PPE.	
<b>11</b>	<b><i>Is HEARING PROTECTION available and in good condition?</i></b>			<b>30</b>
	1. hearing protection is not available. 2. hearing protection is not in good condition.		1. Purchase hearing protection if none is available. 2. Purchase new hearing protection to replaced damaged PPE.	
<b>12</b>	<b><i>Is FOOT PROTECTION available and in good condition?</i></b>			<b>30</b>
	1. foot protection is not available. 2. foot protection is not in good condition.		1. Purchase foot protection if none is available. 2. Purchase new foot protection to replaced damaged PPE.	

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<b>Personal Protective Equipment</b>				
<b>13</b>	<b><i>Is RESPIRATORY PROTECTION available and in good condition?</i></b>			<b>30</b>
	<p>1. respiratory protection is not available.</p> <p>2. respiratory protection is not in good condition.</p>	<p>1. Purchase respiratory protection if none is available.</p> <p>2. Purchase new respiratory protection to replaced damaged PPE.</p>		
<b>Occupational Health</b>				
<b>14</b>	<b><i>Are showers/eye wash stations easily accessible (not blocked)?</i></b>			<b>30</b>
	<p>Showers/eye wash stations are not easily accessible (blocked).</p> <p>3 feet of clearance is needed in front and 30 inches on each side (measured from the center of the unit).</p>	<p>Permanently relocate materials/equipment that are blocking the shower/eye wash.</p>		
<b>15</b>	<b><i>Are eye wash stations tested weekly?</i></b>			<b>30</b>
	<p>Eyewash stations are not tested weekly.</p>	<p>1. Implement a weekly testing schedule.</p> <p>2. Post the weekly inspection form near the shower/eye wash.</p>		
<b>16</b>	<b><i>Does ventilation appear to have adequate flow (no excessive vapors/fumes/dust accumulation)?</i></b>			<b>30</b>
	<p>Ventilation appears to have inadequate flow.</p>	<p>Contact Maintenance Department/create work order to have system flow tested.</p>		
<b>17</b>	<b><i>Are local exhaust ducts (snorkel hoods) in good condition?</i></b>			<b>30</b>
	<p>Local exhaust ducts are not in good condition.</p>	<p>Contact Maintenance Department/create work order to have system flow tested and inspected.</p>		
<b>18</b>	<b><i>Is local ventilation used where required? (Ex: welding areas, soldering)</i></b>			<b>30</b>
	<p>Local ventilation is not used where required.</p>	<p>Contact your campuses EHS coordinator or EHS department if at UP location-Industrial Hygienist for more information.</p>		
<b>19</b>	<b><i>Are noise levels not excessive? Example: Do people have to raise their voices to be heard when standing next to someone when machinery is in operation? If so, noise monitoring may be required.</i></b>			<b>30</b>
	<p>Noise levels appear to be excessive.</p>	<p>Contact your campuses EHS coordinator or EHS department if at UP location-Industrial Hygienist for more information.</p>		
<b>20</b>	<b><i>Is adequate lighting provided at all equipment/work bench locations?</i></b>			<b>30</b>
	<p>Lighting appears to be inadequate.</p>	<p>Contact your campuses EHS coordinator or EHS Industrial Hygienist if at UP location for more information.</p>		

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<b>Occupational Health</b>				
<b>21</b>	<b><i>Are first aid supplies properly maintained?</i></b>	First aid supplies are not kept in accordance with PSU Policy SY21.	Contact your campuses EHS coordinator or EHS department if at UP location for more information. <a href="https://policy.psu.edu/policies">https://policy.psu.edu/policies</a>	<b>30</b>
<b>Means of Egress</b>				
<b>22</b>	<b><i>Exits clearly identified with exit signs in rooms designed for 50 or more occupants.</i></b>	Exit signs are not provided in a space with an occupant load of 50 or more people.	Provide exit signs above required exit doors.	<b>30</b>
<b>23</b>	<b><i>Corridors/exits are clear of all obstructions?</i></b>	Public corridors/exits have materials obstructing access in the event of an emergency and thus do not comply with the provisions of PSU Policy SY36.	Remove obstructions from the corridor and/or exit to facilitate egress in the event of an emergency. <a href="https://policy.psu.edu/policies/sy36">https://policy.psu.edu/policies/sy36</a>	<b>30</b>
<b>Portable Fire Extinguishers</b>				
<b>24</b>	<b><i>Fire extinguishers are visible and unobstructed</i></b>	Fire extinguisher not visible or accessible.	Remove obstructions to provide clear visibility and access.	<b>7</b>
<b>25</b>	<b><i>Fire extinguishers are securely mounted to the wall or located in a fire extinguisher cabinet.</i></b>	Fire extinguisher is not mounted on the wall or located in cabinet.	Mount fire extinguisher on wall at approved height. Maximum 5 ft. to top of handle for extinguisher weighing < 30 pounds. Maximum 3 ft. to top of handle for extinguisher > 30 pounds.	<b>30</b>
<b>26</b>	<b><i>Fire extinguishers are maintained in good condition and properly charged</i></b>	Fire extinguisher is not properly charged (in green) or visibly damaged.	Replace / service fire extinguisher.	<b>0</b>
<b>27</b>	<b><i>Fire extinguishers with current inspection tag and seal.</i></b>	Fire extinguisher has not been properly inspected within required time frame.	At University Park, contact Office of Physical Plant to have PFE inspected.  At CWC, contact maintenance department to have PFE inspected.	<b>30</b>

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<b>Portable Fire Extinguishers</b>				
28	<b><i>Are the fire extinguishers appropriate for the fuels present?</i></b>			7
	Fire extinguishers are not appropriately rated for the fuels present.	Provide an appropriately rated fire extinguisher. ABC rated for ordinary combustibles, flammable liquids, and electrical. D-rated for combustible metals.		
<b>Fire Alarm Systems</b>				
29	<b><i>Manual fire alarm pull stations are visible and clear access to operate is provided.</i></b>			7
	Visibility and/or clear access to the manual pull station is not provided. (Must have three foot clearance width with 18" on each side from center of pull station. Must also have three foot clearance from face of pull station)	Remove obstructions to provide visibility and unobstructed access.		
<b>Fire Suppression Systems</b>				
30	<b><i>A minimum of 18 inches of clearance is provided below sprinkler heads to materials throughout the space.</i></b>			30
	18" clearance between sprinkler head and materials is not provided.	Relocate materials to provide 18" clearance.		
<b>Hazardous Waste</b>				
31	<b><i>Are oily rags and combustible wastes kept in closed metal containers?</i></b>			30
	Oily rags and combustible wastes are not kept in closed metal containers.	Purchase the correct type of waste container. Typically these cans are red, but yellow is also available. Must be self-closing lid and labeled.		
32	<b><i>Are waste materials placed in the proper containers w/ lid that closes? Hazardous Waste examples include: Oily rags, waste oil and filters, waste paint, waste aerosol cans.</i></b>			30
	Waste materials are not placed in proper containers w/lid that closes.	<ol style="list-style-type: none"> <li>1. Waste oil in a metal/plastic closed top drum; Corrosive materials only in poly container with lid.</li> <li>2. Any questions about waste should be forwarded to your campuses EHS Coordinator or the Hazardous Waste Program Manager if at UP location. Program summary can be found here: <a href="https://ehs.psu.edu/chemical-and-hazardous-waste-management/overview">https://ehs.psu.edu/chemical-and-hazardous-waste-management/overview</a>.</li> </ol>		

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<b>Hazardous Waste</b>				
33	<b><i>Is the container labeled clearly with contents, the date the first drop was put in the container, and waste type? Example: Waste Oil-start date 01/01/2023-Residual Waste. This can be hand written or purchased a pre-printed label for a safety supply comp</i></b>	The container is not clearly labeled with contents, date the first drop was placed in the container, and waste type.	Label container	30
34	<b><i>Are waste containers segregated from incompatible materials? Waste acids should not be kept near waste bases.</i></b>	Waste containers are not segregated from incompatible materials.	Relocate storage location to ensure proper segregation.	30
35	<b><i>Are spill cleanup materials available? Example: 5 gallon bucket of New Pig Universal absorbent pads and bag of oil absorb clay material.</i></b>	Spill cleanup materials are not available.	Purchase a spill kit	30
36	<b><i>Is all waste inside proper, intact, secondary containment?</i></b>	Waste is not kept inside a proper, intact, secondary containment.	Put containers inside secondary containment.	30
<b>Fire Prevention and Protection</b>				
37	<b><i>Are flammable liquids properly stored in approved containers / flammable liquids storage cabinets?</i></b>	Flammable liquids are not properly stored in approved containers / flammable liquids storage cabinet.	Purchase approved storage containers / flammable liquid storage cabinet.	30
<b>Hot Work Program</b>				
38	<b><i>Is there a safe work area designated for soldering tasks to provide clearance from combustibles/flammables?</i></b>	A safe work area has not been designated for soldering tasks to provide clearance from combustibles/flammables.	Permanently create a safe work area for soldering activities by eliminating combustibles/flammables from the location. Soldering work space shall not be located beneath combustible shelving. Keep all combustible / flammable materials away from work area.	30

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<b>Hot Work Program</b>			
<b>39</b>	<b><i>Is there a designated hot work area for welding and other hot work activities?</i></b>  There is no designated hot work area for welding and other hot work activities.	1. Complete a daily hot work permit. <a href="https://ehs.psu.edu/hot-work/overview">https://ehs.psu.edu/hot-work/overview</a> . Hot work permit not needed if area is previously designated as hot work area.  2. Contact EHS regarding identification of a designated hot work area.	<b>30</b>
<b>Electrical Safety</b>			
<b>40</b>	<b><i>Electrical cords are in good condition</i></b>  There is visible damage to the electrical cord.	SELECT OPTION 1 OR 2 depending on issue. 1. Discard damaged cord and replace with new. 2. Contact qualified person if a repair to an equipment cord can be completed. If at UP, contact Physical Plant. If at CWC, contact maintenance Department.	<b>0</b>
<b>41</b>	<b><i>Extension cords and multiplug strips are properly used. (No daisy chain).</i></b>  Extension cords / plug strips are connected in series (daisy chain)	1. Relocate equipment to a location near an existing electrical receptacle 2. Install a new circuit/receptacle. If at UP contact Office of Physical Plant. If at CWC contact Maintenance Dept.	<b>30</b>
<b>42</b>	<b><i>Electrical extension cords are not used as wiring for a duration of 90 days or more.</i></b>  Extension cord is used as permanent wiring.	1. Relocate equipment to a location near an existing electrical receptacle 2. Install a new circuit/receptacle. If at UP contact Office of Physical Plant. If at CWC contact Maintenance Dept.	<b>30</b>
<b>43</b>	<b><i>Are all hazardous energy disconnecting means labeled to indicate the equipment served?</i></b>  All hazardous energy sources are not labeled.	Label the energy source/s (electrical, chemical, steam, etc) disconnect/s point that will completely eliminate the energy source/s.	<b>30</b>
<b>44</b>	<b><i>Electrical panels are accessible</i></b>  Electrical panels are obstructed and a minimum clear floor space of 36" in front x 30" wide x 6' 6" height is not maintained.	Remove obstructions to provide clear access to electrical panel.	<b>30</b>

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<b>Electrical Safety</b>				
45	<b>All electrical junction boxes, receptacles, switches, disconnect boxes, and knockouts are securely covered.</b>			30
	Electrical device is not properly enclosed/covered.		Repair / replace missing or damaged item. If at UP contact Office of Physical Plant, If at CWC contact Maintenance Dept.	
46	<b>Are all extension cords equipped with a grounding conductor (3 prong plug)?</b>			30
	Extension cord is not equipped with 3 prongs.		Replace with extension cord with a grounded conductor (3-prong plug)	
47	<b>Are portable tools either grounded (3-prong plug) or double-insulated? The double insulation symbol that will be on the equipment's name plate will look like 2 squares inside of each other.</b>			30
	Portable power tools are not equipped with 3 prong plug nor are they double-insulated.		Discard tool and purchase one that either has a 3 prong plug or is double insulated.	
<b>Equipment/Machinery</b>				
48	<b>Do ALL MACHINES that require an equipment specific LOTO procedure have one developed?</b>			30
	Machines that require a written documented procedure do not have one.		1. Create procedures utilizing the template found on this website: <a href="https://ehs.psu.edu/lockout-tagout/forms">https://ehs.psu.edu/lockout-tagout/forms</a> 2. See PSU LOTO program, section 11.0 for guidance. <a href="https://ehs.psu.edu/lockout-tagout/requirements-guidelines">https://ehs.psu.edu/lockout-tagout/requirements-guidelines</a>	
49	<b>Are ALL MACHINES kept clean? (excessive debris, shavings, dust, etc)</b>			30
	Machines are not kept clean.		Establish work rule and train personnel to clean machines after use/end of shift.	
50	<b>Are lathes properly guarded? See the PSU Machine Shop program. Appendix E. <a href="https://ehs.psu.edu/machine-shop-safety/requirements-guidelines">https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</a></b>			30
	Lathes are not properly guarded.		Order appropriate machine guards from the manufacturer. If the manufacture doesn't make the guard, purchase from 3rd party. If 3rd party does not have any guards, then one can be fabricated in-house. <a href="https://ehs.psu.edu/machine-shop-safety/requirements-guidelines">https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</a>	



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<b>Equipment/Machinery</b>				
<b>51</b>	<b><i>Are table saws properly guarded? See the PSU Machine Shop program. Appendix E. <a href="https://ehs.psu.edu/machine-shop-safety/requirements-guidelines">https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</a></i></b>			<b>30</b>
	Table saws are not properly guarded.	Order appropriate machine guards from the manufacturer. If the manufacture doesn't make the guard, purchase from 3rd party. If 3rd party does not have any guards, then one can be fabricated in-house.  <a href="https://ehs.psu.edu/machine-shop-safety/requirements-guidelines">https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</a>		
<b>52</b>	<b><i>Are vertical band saws properly guarded? See the PSU Machine Shop program. Appendix E. <a href="https://ehs.psu.edu/machine-shop-safety/requirements-guidelines">https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</a></i></b>			<b>30</b>
	Vertical band saws are not properly guarded.	Order appropriate machine guards from the manufacturer. If the manufacture doesn't make the guard, purchase from 3rd party. If 3rd party does not have any guards, then one can be fabricated in-house.  <a href="https://ehs.psu.edu/machine-shop-safety/requirements-guidelines">https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</a>		
<b>53</b>	<b><i>Are ALL MACHINES guarded as dictated in Appendix E of the PSU Machine Shop Program? Click on the link to view pieces of equipment with proper guarding. See the PSU Machine Shop program. Appendix E. <a href="https://ehs.psu.edu/machine-shop-safety/requirements-guidelines">https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</a></i></b>			<b>30</b>
	Machines are not guarded correctly.	Order appropriate machine guards from the manufacturer. If the manufacture doesn't make the guard, purchase from 3rd party. If 3rd party doe not have any guards, then one can be fabricated in-house.  <a href="https://ehs.psu.edu/machine-shop-safety/requirements-guidelines">https://ehs.psu.edu/machine-shop-safety/requirements-guidelines</a>		
<b>54</b>	<b><i>Is a brush/similar type of hand tool available to safely clean up metal shavings/chips/pieces (lathe, mills, etc)?</i></b>			<b>30</b>
	A brush/similar tool is not available to safely clean up metal shavings/chips/pieces.	Purchase hand tool/brush/tongs/etc. that are utilized for this purchase.		
<b>55</b>	<b><i>Is machine guarding in good condition (no damage/excess scratches/dirt) and working properly?</i></b>			<b>30</b>
	Machine guarding is not in good condition/working properly.	Replace damaged machine guards with new ones.		

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<b>Equipment/Machinery</b>				
<b>56</b>	<b><i>Are emergency stop devices (push button/mushroom button) red in color (excluding the cable on some emergency stop devices) and working properly?</i></b>			<b>30</b>
	Emergency stops are not red and/or are not functioning properly.		<ol style="list-style-type: none"> <li>1. If device is not functioning lockout piece of equipment.</li> <li>2. Contact manufacturer to find out if they have replacement parts.</li> <li>3. Contact 3rd party machine guarding vendors to determine if they have replacement parts.</li> </ol>	
<b>57</b>	<b><i>Are all equipment controls clearly labeled?</i></b>			<b>30</b>
	Equipment controls are not clearly labeled.		<ol style="list-style-type: none"> <li>1. Replace labels. Contact manufacturer or 3rd party vendor or make new labels in-house.</li> </ol>	
<b>58</b>	<b><i>Are all equipment warning stickers (installed by the manufacturer or by Shop Supervisors) legible?</i></b>			<b>30</b>
	Manufacturer installed warning stickers are not legible and/or are missing.		<ol style="list-style-type: none"> <li>Replace labels. Contact manufacturer or 3rd party vendor or make new labels in-house.</li> </ol>	
<b>59</b>	<b><i>Is equipment, such as but not limited to, benchtop/standing drill presses, benchtop/standing sanders, benchtop/standing bandsaws, secured to the ground or wall to protect against "walking" or moving while in operation?</i></b>			<b>30</b>
	Equipment is not secured to the ground/wall to prevent "walking"/moving.		<ol style="list-style-type: none"> <li>Secure mechanically via bolts, screw, etc to the floor.</li> </ol>	
<b>60</b>	<b><i>Is compressed air pressure adequately controlled to protect area personnel? (Pressure at tip of air guns must be limited to &lt; 30 p.s.i. if dead-ended). See guidance document here: <a href="https://ehs.psu.edu/health-safety-information">https://ehs.psu.edu/health-safety-information</a></i></b>			<b>30</b>
	Compressed air hoses are not adequately controlled to protect area personnel.		<ol style="list-style-type: none"> <li>Install an air hose nozzle/safety tip.</li> </ol>	
<b>61</b>	<b><i>Is all equipment capable of being locked out during servicing (via electrical disconnects/valves/circuit breakers, etc)?</i></b>			<b>30</b>
	Equipment is not capable of being locked out during servicing.		<ol style="list-style-type: none"> <li>1. Contact manufacturer to see if they have a LOTO retrofit kit/equipment.</li> <li>2. If not, contact EHS for guidance.</li> </ol>	
<b>62</b>	<b><i>Are all hand tools in good condition? (i.e. no broken/cracked handles or parts)</i></b>			<b>30</b>
	Hand tools are not in good condition.		<ol style="list-style-type: none"> <li>Discard damaged tools and purchase new.</li> </ol>	

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<b>Materials Handling and Storage</b>				
<b>63</b>	<b><i>Is all material stacked and stored in a stable manner?</i></b>			<b>30</b>
	Material is stacked/stored in an unstable manner.		<ol style="list-style-type: none"> <li>1. Re-organize into safe configuration.</li> <li>2. Purchase storage racks/cabinet/etc.</li> </ol>	
<b>64</b>	<b><i>Are compressed gas cylinders properly secured (i.e. secured to wall)?</i></b>			<b>30</b>
	Compressed gas cylinders are not properly secured.		<ol style="list-style-type: none"> <li>1. Securely fasten to wall/structure.</li> <li>2. Purchase wall mounted compressed gas cylinder storage holder.</li> </ol>	
<b>65</b>	<b><i>Are protective caps placed on all cylinders that are not in use?</i></b>			<b>30</b>
	Protective caps are not in place on cylinders not in use.		<ol style="list-style-type: none"> <li>1. Re-attach cylinder caps.</li> <li>2. Purchase new cylinder caps.</li> </ol>	
<b>66</b>	<b><i>Are mechanical devices (crane/hoist, cart, dolly, etc) available for use with heavy loads (&gt; 50 pounds)?</i></b>			<b>30</b>
	Mechanical devices are not available for loads/items greater than 50 pounds.		Purchase equipment to assist personnel with lifting/moving object. Contact EHS Ergonomic program manager if assistance in choosing equipment is needed.	
<b>67</b>	<b><i>Are load ratings clearly marked on each side of cranes/hoists (visible from floor)?</i></b>			<b>30</b>
	Load rating not visible on crane/hoist.		<ol style="list-style-type: none"> <li>1. Attach load rating to the hoist/crane casing.</li> <li>2. If crane/hoist too high to safety access then contact OPP/maintenance department for assistance.</li> </ol>	
<b>EHS Administration</b>				
<b>68</b>	<b><i>General Comments or Other Deficiencies</i></b>			<b>30</b>
	Insert notes and comments as appropriate.		As appropriate use "FINDINGS" module to create and assign additional finding to responsible person(s) from the Inspection Question Library. Then add cross-reference to the Finding IDs to this Assessment.	