

UFG Insurance’s risk control consultants value the talents and abilities of our teammates and seek to foster an open, cooperative and dynamic exposure control form our insureds, underwriters, agents and marketing representatives can utilize. This form is to be used for guidance in identifying items on a jobsite that are a potential exposure and should be addressed.

One of the advantages of utilizing this form is having multiple diverse personnel reviewing sites and gathering information, rather than depending on one source, as well as providing consistency. Exercising this will further an expectation of jobsite liabilities, along with exposure controls, to increase safety and profitability.

Instructions: Use the attached form to review jobsites for exposures. Add commentary in comments section to any lines noted as unacceptable.

Company: _____ **Date:** _____

Site name: _____ **Inspector:** _____

Site address: _____

Supervisor/Foreman: _____ **Employee:** _____

INSPECTION CHECKLIST

| HEALTH AND WELFARE | UNACCEPTABLE |
|--|--------------------------|
| First aid supplies available | <input type="checkbox"/> |
| Hand washing materials available | <input type="checkbox"/> |
| Safety data sheets | <input type="checkbox"/> |
| Emergency preparedness: Evacuation route | <input type="checkbox"/> |
| Safety bulletin board current and orderly | <input type="checkbox"/> |
| HOUSEKEEPING | |
| Good site layout of materials | <input type="checkbox"/> |
| Site access/dust control | <input type="checkbox"/> |
| Site housekeeping— controls | <input type="checkbox"/> |
| Flammable— combustible stored/access clear | <input type="checkbox"/> |
| Passageways/walkways clear at all times | <input type="checkbox"/> |
| Holes covered, identified and secured | <input type="checkbox"/> |
| Cords/cables routed properly out of walkways | <input type="checkbox"/> |

This form, supplied by United Fire Group, merely provides minimum guidelines for you to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.

| FIRE PREVENTION/PROTECTION | UNACCEPTABLE |
|---|--------------------------|
| Adequate fire extinguishers for hazards | <input type="checkbox"/> |
| Fire watches trained and posted where required | <input type="checkbox"/> |
| No smoking signs posted | <input type="checkbox"/> |
| Inspection and maintenance—monthly | <input type="checkbox"/> |
| Flammable materials in approved containers | <input type="checkbox"/> |
| Flammables distribution systems are grounded | <input type="checkbox"/> |
| SAFETY PERMITS | |
| Obtained as required/monitored, hot work, etc. | <input type="checkbox"/> |
| Smoking control in areas with flammable materials | <input type="checkbox"/> |
| Fire extinguishers—as required on permit | <input type="checkbox"/> |
| WELDING/CUTTING | |
| Cylinders secured and upright | <input type="checkbox"/> |
| Condition of hoses inspected daily | <input type="checkbox"/> |
| Fire extinguishers—10 ABC minimum within 50' | <input type="checkbox"/> |
| Personal protective equipment | <input type="checkbox"/> |
| Welding shields in use | <input type="checkbox"/> |
| Grounding—close to work station | <input type="checkbox"/> |
| Hot work permits issued as required | <input type="checkbox"/> |
| Machine frame grounded | <input type="checkbox"/> |
| Flash back arrestors installed—torch/gauge | <input type="checkbox"/> |
| SAFETY PROCEDURES | |
| Pre-task planning form used before starting project | <input type="checkbox"/> |
| Hazardous energy control (lockout/tagout) | <input type="checkbox"/> |
| NFPA 70E arc flash procedures | <input type="checkbox"/> |
| Confined space entry controls in place | <input type="checkbox"/> |
| Hazard communication labeling reqs. in use | <input type="checkbox"/> |

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| ENVIRONMENTAL | UNACCEPTABLE |
|--|--------------------------|
| Universal waste labeled, separated and stored properly | <input type="checkbox"/> |
| Used lamps and ballasts | <input type="checkbox"/> |
| Used batteries | <input type="checkbox"/> |
| Used refrigerant oil | <input type="checkbox"/> |
| Recovered refrigerant | <input type="checkbox"/> |
| CRANES AND LIFTING | |
| Operator qualified/certification | <input type="checkbox"/> |
| Qualified rigger/signalperson when required | <input type="checkbox"/> |
| If no touch policy—monitored & enforced | <input type="checkbox"/> |
| EMPLOYEE WORK OBSERVATIONS | |
| Fall protection being used | <input type="checkbox"/> |
| Employees using fall protection properly | <input type="checkbox"/> |
| Employees were handling materials properly | <input type="checkbox"/> |
| Lifting and moving devices were available | <input type="checkbox"/> |
| Employees observed using ladders properly | <input type="checkbox"/> |
| No materials carried ascending/descending ladder | <input type="checkbox"/> |
| Employees operating equipment were trained | <input type="checkbox"/> |
| SCAFFOLDING | |
| Erect./dismant. supervised by competent personnel | <input type="checkbox"/> |
| Designed properly for height/weight | <input type="checkbox"/> |
| Platforms, full width—2"x10" planks, secured | <input type="checkbox"/> |
| Scaffold tied to structure every 20' | <input type="checkbox"/> |
| Platform free of debris | <input type="checkbox"/> |
| Base pads used/casters locked | <input type="checkbox"/> |
| Scaffolds plumb and braced | <input type="checkbox"/> |
| Guardrails 42" high/stable and toe boards | <input type="checkbox"/> |
| Material in good condition—no knots, splints | <input type="checkbox"/> |
| Connections secure | <input type="checkbox"/> |

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| TOOLS | UNACCEPTABLE |
|--|--------------------------|
| Defective tool program in use | <input type="checkbox"/> |
| Properly grounded or double insulated | <input type="checkbox"/> |
| Ground fault Interrupter use | <input type="checkbox"/> |
| Properly guarded at all times | <input type="checkbox"/> |
| Inspections of electrical cords and connectors | <input type="checkbox"/> |
| Inspection and maintenance—daily/monthly | <input type="checkbox"/> |
| Correct disc/speed/size/type | <input type="checkbox"/> |
| LADDERS, RAMPS AND STAIRS | |
| Ladders inspected before use | <input type="checkbox"/> |
| Ladder design and use correct for task | <input type="checkbox"/> |
| Secured at top and/or base | <input type="checkbox"/> |
| Side rails extend 3' above top of platform | <input type="checkbox"/> |
| Rungs not over 12" on center & regular spacing | <input type="checkbox"/> |
| Ramps cleated | <input type="checkbox"/> |
| Stairways completed for use | <input type="checkbox"/> |
| Handrails provided as required | <input type="checkbox"/> |
| Elevation changes of 19" —ramp or steps provided | <input type="checkbox"/> |

Comments: _____

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