** New Establishment Safety Checklist**

The Frontline Supervisor (FLS) will be responsible for conducting a walk-through of establishments requesting a grant of inspection with the Agency. One of the key components of a new establishment that FLSs should be evaluating is the safety of the environment for the inspectors who will regularly be at the facility. This is the first opportunity to identify major safety issues before the establishment begins operations. Below you will find a checklist of common and necessary items that must be verified prior to inspection being conducted at the facility. The FLS should indicate the condition of each item on the list by checking “OK” or “Action Needed” column. If an item is not applicable, indicate “NA”. When a corrective action has been taken, describe what took place to correct the issue identified.

| Item | OK | Action Needed | Corrective Action Taken | Date |
| --- | --- | --- | --- | --- |
| FLOOR HOLES (*Drains*) Protected by drain covers |  |  |  |  |
| ALL SLAUGHTER INSPECTION PLATFORMS 4 or more feet above the adjacent floor guarded by a railing and a toeboard on the rear of the platform and a toeboard on the working side |  |  |  |  |
| REGARDLESS OF HEIGHT, ALL PLATFORMS:Adjacent to dangerous equipment or similar hazards guarded with a railing and toeboard |  |  |  |  |
| HAND TOOLSSuch as knives and node hooks are kept in a safe condition |  |  |  |  |
| FAN BLADESLess than 7 feet from the working area guarded with openings no larger than ½ inch  |  |  |  |  |
| LOCK OUT TAG OUTUtilized by Agency personnel to prevent unexpected energization of machines when performing servicing and maintenance activities MUST possess procedures and designated LOTO trained employees |  |  |  |  |
| POWERED INDUSTRIAL TRUCKS:* (fork lifts) operated in a safe manner
* designated walking lanes and entrances for pedestrians in fork lift operated areas
 |  |  |  |  |
| HAZARD COMMUNICATION PROGRAM:* chemical listing/inventory available
* material safety data sheets available
* container labeling adequate
* employee training completed
 |  |  |  |  |
| HEARING CONSERVATION PROGRAM:* noise level monitoring conducted and FSIS 4791.20 posted
* availability of audiometric testing
* copy of OSHA Standard 1910.95—Occupational Noise Exposure available at workplace
 |  |  |  |  |
| CARBON DIOXIDE (*Dry Ice*):As an air contaminant does not exceed OSHA permissible exposure limits of 5000 ppm time weighted average  |  |  |  |  |
| APPROPRIATE ACCIDENT PREVENTION SIGNSuch as “Danger” or “Caution” |  |  |  |  |
| FACILITIES FOR DRENCHING THE EYE OR BODYIn case of exposure to corrosive  |  |  |  |  |
| RAISING OR LOWERING OF INSPECTION STANDS |  |  |  |  |
| COPY OF OSHA STANDARD 1910.1020 Access to employee exposure and medical records maintained at workplace  |  |  |  |  |
| HEATING, VENTILATION, OR AIR CONDITIONING |  |  |  |  |
| SANITATION OF FACILITIESIncluding rest rooms and cafeterias/lunchrooms adequate  |  |  |  |  |
| FLOORS, HALLS, AISLES, AND STAIRWAYSAre clear, unlettered, and unobstructed  |  |  |  |  |
| ALL STAIRWAYSEquipped with handrails |  |  |  |  |
| ALL EXITS AND EXIT ROUTES* Free of obstructions
* Not locked—may have “panic hardware”
* Adequate exit travel distance
 |  |  |  |  |
| NON-EXITSWhich could be mistaken for an exit are clearly marked “Not an Exit” |  |  |  |  |
| FIRE ALARMSIn all areas of the establishment |  |  |  |  |
| EVACUATION:* Evacuation routes and emergency telephone numbers posted
	+ Illumination of emergency exits/emergency lighting
* Signs posted in elevators instructing employees to use stairs in case of fire
* Provisions made in case of an emergency for the evacuation of disabled personnel
 |  |  |  |  |
| MEDICAL TREATMENT FACILITYAvailable within a 15 minute response time for treatment of injured employees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_In the Absence of a Medical Treatment Facility, A person or persons trained to provide first aid and CPR and a first aid kit maintained |  |  |  |  |
| ELECTRICAL EQUIPMENT* Maintained in good working condition
	+ No extension cords used as permanent wiring
* Properly grounded
* Wiring free of frayed insulation and worn plugs
	+ No exposed wiring
* Electrical and telephone cords, crossing walkways or passageways covered with rubber channels
* Electrical stimulating equipment grounded, enclosed, and equipped with warning devices and signals
 |  |  |  |  |
| ENTRYWAYS AND EXITSKept clear of snow, ice, gravel, etc. |  |  |  |  |
| GENERAL LIGHTING  |  |  |  |  |
| GENERAL ENVIRONMENTAL CONTROLS Potable drinking water, toilet facilities, lavatories, and showers  |  |  |  |  |
| SAFE FACILITIES AND EQUIPMENT FOR CONDUCTING ANTEMORTEM INSPECTION |  |  |  |  |
| STEAM PIPES AND HOT VATSProperly guarded or insulated where inspection personnel contact them |  |  |  |  |
| ALL BELTS, PULLEYS, ROTATING SHAFTS, CHAINS, SPROCKETS AND GEARS *(Includes shackles and hoists for livestock carcasses*)Guarded to protect personnel in the machine area |  |  |  |  |
| MECHANICAL AND PERSONAL SECUITY PROCEDURE (E.G. INFORMING ANOTHER PERSON)To prevent inspection personnel being trapped or locked in an unsafe area such as a freezer |  |  |  |  |
| ESTABLISHMENT PROCEDURES FOR TRUCK STABILIZATION DURING LOADING AND UNLOADING |  |  |  |  |
| CHANGE OF OCCUPANCY REQUIREMENTS* Establishment presentation of documentation at FLS request
 |  |  |  |  |
| MEETING MINIMUM STANDARD REQUIREMENTS DESPITE VARIOUS STATE/CITY CODES AND REGULATIONS |  |  |  |  |
| OTHER SAFETY ISSUES THAT MAY NOT BE COVERED BY AN OSHA STANDARD* General Duty Clause—employers will provide a safe workplace free from recognized hazards (where there is no specific standards for a particular hazard involved)
 |  |  |  |  |