Work Comp Associates, Inc.

Florida's Premier Source for Workers' Compensation Coverage & Information

Standardized OSHA Adopted Inspection Sheet

OSHA 2209
Revision date: 6/19/2007

Instructions to follow.

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IV. SELF-INSPECTION

The most widely accepted way to identify hazards is to conduct safety and health inspections. The only way you can be certain of the actual situation is for you to look at it from time to time.

Begin a program of self-inspection in your own workplace. Self-inspection is a must if you are to know where probable hazards exist and whether they are under control.

Later in this Section, you will find checklists designed to assist you in this fact-finding. They will give you some indication of where you should begin action to make your business safer and more healthful for all of your employees.

These checklists are by no means all-inclusive. You may wish to add to them or delete portions that do not apply to your business. Consider carefully each item as you come to it and then make your decision.

Don't spend time with items that obviously have no application to your business. Make sure each item is seen by you or your designee, and leave nothing to memory or chance. Write down what you see, or don't see, and what you think you should do about it.

When you have completed the checklists, add this material to your injury information, your employee information, and your process and equipment information. You will now possess many facts that will help you determine what problems exist. Then, if you use the OSHA standards in your problem-solving process, it will be much easier for you to determine the action needed to solve these problems.

Once the hazards have been identified, you can institute the control procedures described in Section III and establish your four-point safety and health program.

Technical assistance in self-inspection may be available to you as a small business owner or manager through your insurance carrier, the local safety council and many local, state, and federal agencies, including the state consultation programs and OSHA Area Offices. Additional checklists are available from the National Safety Council, trade associations, insurance companies and other similar service organizations. (Refer to Section V.)

Self-Inspection Scope

The scope of your self-inspections should include the following:

- **Processing, Receiving, Shipping and Storage**—equipment, job planning, layout, heights, floor loads, projection of materials, materials-handling and storage methods, and training for material handling equipment.
- **Building and Grounds Conditions**—floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, and aisles.
- **Housekeeping Program**—waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, and storage areas.
- **Electricity**—equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, and national electric code compliance.
- **Lighting**—type, intensity, controls, conditions, diffusion, location, and glare and shadow control.
- **Heating and Ventilation**—type, effectiveness, temperature, humidity, controls, and natural and artificial ventilation and exhaust.
- **Machinery**—points of operation, flywheels, gears, shafts, pulleys, key ways, belts, couplings, sprockets, chains, frames, controls, lighting for tools and equipment, brakes, exhausting, feeding, oiling, adjusting, maintenance, lockout/tagout, grounding, work space, location, and purchasing standards.
- **Personnel**—experience training, including hazard identification training; methods of checking machines before use; type of clothing; personal protective equipment; use of guards; tool storage; work practices; and methods of cleaning, oiling, or adjusting machinery.
- **Hand and Power Tools**—purchasing standards, inspection, storage, repair, types, maintenance, grounding, use, and handling.

- **Chemicals**—storage, handling, transportation, spills, disposals, amounts used, labeling, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment, and hazard communication requirements.

- **Fire Prevention**—extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, explosive-proof fixtures in hazardous locations, and waste disposal.

- **Maintenance, including tracking and abatement of preventive and regular maintenance**—regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery, and general methods.

- **Personal Protective Equipment**—type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, and method of assignment.

- **Transportation**—motor vehicle safety, seat belts, vehicle maintenance, and safe driver programs.

- **Review**—evacuation routes, equipment, and personal protective equipment.

SELF-INSPECTION CHECK LISTS

These check lists are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations; however, carefully consider each item as you come to it and then make your decision. You also will need to refer to OSHA standards for complete and specific standards that may apply to your work situation. (**NOTE**: These check lists are typical for general industry but not for construction or maritime.)

EMPLOYER POSTING

☐ Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?

☐ Are emergency telephone numbers posted where they can be readily found in case of emergency?

☐ Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employee access to medical and exposure records and "Material Safety Data Sheets" been posted or otherwise made readily available to affected employees?

☐ Are signs concerning "Exiting from buildings," room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?

☐ Is the Summary of Occupational Illnesses and Injuries (OSHA Form 200) posted in the month of February?

RECORDKEEPING

☐ Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 200 log?

☐ Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?

☐ Are employee training records kept and accessible for review by employees, when required by OSHA standards?

☐ Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)

☐ Are operating permits and records up-to-date for such items as elevators, air pressure tanks, and liquefied petroleum gas tanks?

SAFETY AND HEALTH PROGRAM

☐ Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?

☐ Is one person clearly responsible for the overall activities of the safety and health program?

☐ Do you have a safety committee or group made up of management and labor representatives that meets regularly and report in writing on its activities?

☐ Do you have a working procedure for handling in-house employee complaints regarding safety and health?

☐ Are you keeping your employees advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace that is safe and healthful?

☐ Have you considered incentives for employees or workgroups who have excelled in reducing workplace injury/illnesses?

MEDICAL SERVICES AND FIRST AID

☐ Is there a hospital, clinic, or infirmary for medical care in proximity of your workplace?

☐ If medical and first-aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?

☐ Have all employees who are expected to respond to medical emergencies as part of their work*

(1) received first-aid training; (2) had hepatitis B vaccination made available to them; (3) had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and (4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases?

☐ Where employees have had an exposure incident involving bloodborne pathogens, did you provide an immediate post-exposure medical evaluation and followup?

☐ Are medical personnel readily available for advice and consultation on matters of employees' health?

☐ Are emergency phone numbers posted?

☐ Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

☐ Have first-aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?

☐ Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

FIRE PROTECTION

☐ Is your local fire department well acquainted with your facilities, its location and specific hazards?

☐ If you have a fire alarm system, is it certified as required?

☐ If you have a fire alarm system, is it tested at least annually?

☐ If you have interior stand pipes and valves, are they inspected regularly?

☐ If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?

☐ Are fire doors and shutters in good operating condition?

☐ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

☐ Are fire door and shutter fusible links in place?

☐ Are automatic sprinkler system water control valves, air and water pressure checked weekly/ periodically as required?

☐ Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?

☐ Are sprinkler heads protected by metal guards, when exposed to physical damage?

☐ Is proper clearance maintained below sprinkler heads?

☐ Are portable fire extinguishers provided in adequate number and type?

☐ Are fire extinguishers mounted in readily accessible locations?

☐ Are fire extinguishers recharged regularly and noted on the inspection tag?

☐ Are employees periodically instructed in the use of extinguishers and fire protection procedures?

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

☐ Are employers assessing the workplace to determine if hazards that require the use of personal protective equipment (e.g. head, eye, face, hand, or foot protection) are present or are likely to be present?

*Pursuant to an OSHA memorandum of July 1, 1992, employees who render first aid only as a collateral duty do not have to be offered pre-exposure hepatitis B vaccine only if the employer puts the following requirements into his/her exposure control plan and implements them: (1) the employer must record all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first-aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis, and followup requirements of the standard with respect to "exposure incidents," as defined by the standard; (3) the employer must train designated first-aid providers about the reporting procedure; and (4) the employer must offer to initiate the hepatitis B vaccination series within 24 hours to all unvaccinated first-aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials.

☐ If hazards or the likelihood of hazards are found, are employers selecting and having affected employees use properly fitted personal protective equipment suitable for protection from these hazards?

☐ Has the employer been trained on ppe procedures, i.e. what ppe is necessary for a job tasks, when they need it, and how to properly adjust it?

☐ Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?

☐ Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?

☐ Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear *only* approved safety glasses, protective goggles, or use other medically approved precautionary procedures?

☐ Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials? See 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials."

☐ Are hard hats provided and worn where danger of falling objects exists?

☐ Are hard hats inspected periodically for damage to the shell and suspension system?

☐ Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?

☐ Are approved respirators provided for regular or emergency use where needed?

☐ Is all protective equipment maintained in a sanitary condition and ready for use?

☐ Do you have eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?

☐ Where special equipment is needed for electrical workers, is it available?

☐ Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials?

☐ Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?

☐ Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

☐ Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

GENERAL WORK ENVIRONMENT

☐ Are all worksites clean, sanitary, and orderly?

☐ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?

☐ Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?

☐ Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?

☐ Is all regulated waste, as defined in the OSHA bloodborne pathogens standard (29 CFR 1910.1030), discarded according to federal, state, and local regulations?

☐ Are accumulations of combustible dust routinely removed from elevated surfaces including the overhead structure of buildings, etc.?

☐ Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?

☐ Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?

☐ Are covered metal waste cans used for oily and paintsoaked waste?

☐ Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?

☐ Are paint spray booths, dip tanks, etc., cleaned regularly?

☐ Are the minimum number of toilets and washing facilities provided?

☐ Are all toilets and washing facilities clean and sanitary?

☐ Are all work areas adequately illuminated?

☐ Are pits and floor openings covered or otherwise guarded?

☐ Have all confined spaces been evaluated for compliance with 29 CFR 1910.146?

WALKWAYS

☐ Are aisles and passageways kept clear?

☐ Are aisles and walkways marked as appropriate?

☐ Are wet surfaces covered with non-slip materials?

☐ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?

☐ Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating?

☐ Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?

☐ Are spilled materials cleaned up immediately?

☐ Are changes of direction or elevations readily identifiable?

☐ Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to potential hazards?

☐ Is adequate headroom provided for the entire length of any aisle or walkway?

☐ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches (76.20 centimeters) above any adjacent floor or the ground?

☐ Are bridges provided over conveyors and similar hazards?

FLOOR AND WALL OPENINGS

☐ Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at entrance to stairways or ladders)?

☐ Are toeboards installed around the edges of permanent floor opening (where persons may pass below the opening)?

☐ Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds (90 kilograms)?

☐ Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?

☐ Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

☐ Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent?

☐ Are manhole covers, trench covers and similar covers, plus their supports designed to carry a truck rear axle load of at least 20,000 pounds (9000 kilograms) when located in roadways and subject to vehicle traffic?

☐ Are floor or wall openings in fire resistive construction provided with doors or covers compatible with the fire rating of the structure and provided with a self-closing feature when appropriate?

STAIRS AND STAIRWAYS

☐ Are standard stair rails or handrails on all stairways having four or more risers?

☐ Are all stairways at least 22 inches (55.88 centimeters) wide?

☐ Do stairs have landing platforms not less than 30 inches (76.20 centimeters) in the direction of travel and extend 22 inches (55.88 centimeters) in width at every 12 feet (3.6576 meters) or less of vertical rise?

☐ Do stairs angle no more than 50 and no less than 30 degrees?

☐ Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?

☐ Are step risers on stairs uniform from top to bottom?

☐ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?

☐ Are stairway handrails located between 30 (76.20 centimeters) and 34 inches (86.36 centimeters) above the leading edge of stair treads?

☐ Do stairway handrails have at least 3 inches (7.62 centimeters) of clearance between the handrails and the wall or surface they are mounted on?

☐ Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches (53.34 centimeters)?

☐ Are stairway handrails capable of withstanding a load of 200 pounds (90 kilograms), applied within 2 inches (5.08 centimeters) of the top edge, in any downward or outward direction?

☐ Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?

☐ Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?

☐ Is the vertical distance between stairway landings limited to 12 feet (3.6576 centimeters) or less?

ELEVATED SURFACES

☐ Are signs posted, when appropriate, showing the elevated surface load capacity?

☐ Are surfaces elevated more than 30 inches (76.20 centimeters) above the floor or ground provided with standard guardrails?

☐ Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch (10.16 centimeters) toeboards?

☐ Is a permanent means of access and egress provided to elevated storage and work surfaces?

☐ Is required headroom provided where necessary?

☐ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

☐ Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

EXITING OR EGRESS

☐ Are all exits marked with an exit sign and illuminated by a reliable light source?

☐ Are the directions to exits, when not immediately apparent, marked with visible signs?

☐ Are doors, passageways or stairways, that are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked “NOT AN EXIT,” “TO BASEMENT,” “STOREROOM,” etc.?

☐ Are exit signs provided with the word “EXIT” in lettering at least 5 inches (12.70 centimeters) high and the stroke of the lettering at least l/2-inch (1.2700 centimeters) wide?

☐ Are exit doors side-hinged?

☐ Are all exits kept free of obstructions?

☐ Are at least two means of egress provided from elevated platforms, pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?

☐ Are there sufficient exits to permit prompt escape in case of emergency?

☐ Are special precautions taken to protect employees during construction and repair operations?

☐ Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?

☐ Are exit stairways that are required to be separated from other parts of a building enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive constructive elsewhere?

☐ Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 foot (0.3048 meters) vertical and 12 feet (3.6576 meters) horizontal?

☐ Where exiting will be through frameless glass doors, glass exit doors, or storm doors are the doors fully tempered and meet the safety requirements for human impact?

EXIT DOORS

☐ Are doors that are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?

☐ Are windows that could be mistaken for exit doors, made inaccessible by means of barriers or railings?

☐ Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

☐ Is a revolving, sliding or overhead door prohibited from serving as a required exit door?

☐ Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds (6.75 kilograms) or less in the direction of the exit traffic?

☐ Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?

☐ Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?

☐ Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

PORTABLE LADDERS

☐ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?

☐ Are non-slip safety feet provided on each ladder?

☐ Are non-slip safety feet provided on each metal or rung ladder?

☐ Are ladder rungs and steps free of grease and oil?

☐ Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded?

☐ Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?

☐ Are employees instructed to face the ladder when ascending or descending?

☐ Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?

☐ Are employees instructed not to use the top step of ordinary stepladders as a step?

☐ When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet (0.9144 meters) above the elevated surface?

☐ Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?

☐ Are portable metal ladders legibly marked with signs reading "CAUTION" - Do Not Use Around Electrical Equipment" or equivalent wording?

☐ Are employees prohibited from using ladders as guys, braces, skids, gin poles, or for other than their intended purposes?

☐ Are employees instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?

☐ Are metal ladders inspected for damage?

☐ Are the rungs of ladders uniformly spaced at 12 inches, (30.48 centimeters) center to center?

HAND TOOLS AND EQUIPMENT

☐ Are all tools and equipment (both company and employee owned) used by employees at their workplace in good condition?

☐ Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?

☐ Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?

☐ Are worn or bent wrenches replaced regularly?

☐ Are appropriate handles used on files and similar tools?

☐ Are employees made aware of the hazards caused by faulty or improperly used hand tools?

☐ Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?

☐ Are jacks checked periodically to ensure they are in good operating condition?

☐ Are tool handles wedged tightly in the head of all tools?

☐ Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?

☐ Are tools stored in dry, secure location where they won't be tampered with?

☐ Is eye and face protection used when driving hardened or tempered spuds or nails?

PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT

☐ Are grinders, saws and similar equipment provided with appropriate safety guards?

☐ Are power tools used with the correct shield, guard, or attachment, recommended by the manufacturer?

☐ Are portable circular saws equipped with guards above and below the base shoe?

☐ Are circular saw guards checked to assure they are not wedged up, thus leaving the lower portion of the blade unguarded?

☐ Are rotating or moving parts of equipment guarded to prevent physical contact?

☐ Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type?

☐ Are effective guards in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers, and air compressors?

☐ Are portable fans provided with full guards or screens having openings 1/2 inch (1.2700 centimeters) or less?

☐ Is hoisting equipment available and used for lifting heavy objects, and are hoist ratings and characteristics appropriate for the task?

☐ Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction?

☐ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?

ABRASIVE WHEEL EQUIPMENT GRINDERS

☐ Is the work rest used and kept adjusted to within 1/8 inch (0.3175 centimeters) of the wheel?

☐ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch (0.6350 centimeters) of the wheel?

☐ Do side guards cover the spindle, nut, and flange and 75 percent of the wheel diameter?

☐ Are bench and pedestal grinders permanently mounted?

☐ Are goggles or face shields always worn when grinding?

☐ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?

☐ Are fixed or permanently mounted grinders connected to their electrical supply system with metallic conduit or other permanent wiring method?

☐ Does each grinder have an individual on and off control switch?

☐ Is each electrically operated grinder effectively grounded?

☐ Before new abrasive wheels are mounted, are they visually inspected and ring tested?

☐ Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?

☐ Are splash guards mounted on grinders that use coolant to prevent the coolant reaching employees?

☐ Is cleanliness maintained around grinders?

POWDER-ACTUATED TOOLS

☐ Are employees who operate powder-actuated tools trained in their use and carry a valid operators card?

☐ Is each powder-actuated tool stored in its own locked container when not being used?

☐ Is a sign at least 7 inches (17.78 centimeters) by 10 inches (25.40 centimeters) with bold face type reading “POWDER-ACTUATED TOOL IN USE” conspicuously posted when the tool is being used?

☐ Are powder-actuated tools left unloaded until they are actually ready to be used?

☐ Are powder-actuated tools inspected for obstructions or defects each day before use?

☐ Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?

MACHINE GUARDING

☐ Is there a training program to instruct employees on safe methods of machine operation?

☐ Is there adequate supervision to ensure that employees are following safe machine operating procedures?

☐ Is there a regular program of safety inspection of machinery and equipment?

☐ Is all machinery and equipment kept clean and properly maintained?

☐ Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?

☐ Is equipment and machinery securely placed and anchored, when necessary to prevent tipping or other movement that could result in personal injury?

☐ Is there a power shut-off switch within reach of the operator’s position at each machine?

☐ Can electric power to each machine be locked out for maintenance, repair, or security?

☐ Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?

☐ Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?

☐ Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?

☐ Are all emergency stop buttons colored red?

☐ Are all pulleys and belts that are within 7 feet (2.1336 meters) of the floor or working level properly guarded?

☐ Are all moving chains and gears properly guarded?

☐ Are splash guards mounted on machines that use coolant to prevent the coolant from reaching employees?

☐ Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?

☐ Are machinery guards secure and so arranged that they do not offer a hazard in their use?

☐ If special handtools are used for placing and removing material, do they protect the operator’s hands?

☐ Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosures is in place, so guarded?

☐ Do arbors and mandrels have firm and secure bearings and are they free from play?

☐ Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?

☐ Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?

☐ If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?

☐ Are fan blades protected with a guard having openings no larger than l/2 inch (1.2700 centimeters), when operating within 7 feet (2.1336 meters) of the floor?

☐ Are saws used for ripping, equipped with anti-kick back devices and spreaders?

☐ Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?

LOCKOUT/TAGOUT PROCEDURES

☐ Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?

☐ Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:

  ☐ Are the appropriate electrical enclosures identified?

  ☐ Is means provided to assure the control circuit can also be disconnected and locked-out?

☐ Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?

☐ Are all equipment control valve handles provided with a means for locking-out?

☐ Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?

☐ Are appropriate employees provided with individually keyed personal safety locks?

☐ Are employees required to keep personal control of their key(s) while they have safety locks in use?

☐ Is it required that only the employee exposed to the hazard, place or remove the safety lock?

☐ Is it required that employees check the safety of the lock-out by attempting a startup after making sure no one is exposed?

☐ Are employees instructed to always push the control circuit stop button immediately after checking the safety of the lock-out?

☐ Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?

☐ Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?

☐ When machine operations, configuration or size requires the operator to leave his or her control station to install tools or perform other operations, and that part of the machine could move if accidentally activated, is such element required to be separately locked or blocked out?

☐ In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

WELDING, CUTTING AND BRAZING

☐ Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?

☐ Does each operator have a copy of the appropriate operating instructions and are they directed to follow them?

☐ Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage?

- ☐ Is care used in handling and storing cylinders, safety valves, and relief valves to prevent damage?
- ☐ Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or in a standard torch?
- ☐ Are only approved apparatus (torches, regulators, pressure reducing valves, acetylene generators, manifolds) used?
- ☐ Are cylinders kept away from sources of heat?
- ☐ Are the cylinders kept away from elevators, stairs, or gangways?
- ☐ Is it prohibited to use cylinders as rollers or supports?
- ☐ Are empty cylinders appropriately marked and their valves closed?
- ☐ Are signs reading: DANGER—NO SMOKING, MATCHES, OR OPENLIGHTS, or the equivalent, posted?
- ☐ Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oily or greasy substances?
- ☐ Is care taken not to drop or strike cylinders?
- ☐ Unless secured on special trucks, are regulators removed and valve-protection caps put in place before moving cylinders?
- ☐ Do cylinders without fixed hand wheels have keys, handles, or non-adjustable wrenches on stem valves when in service?
- ☐ Are liquefied gases stored and shipped valve-end up with valve covers in place?
- ☐ Are provisions made to never crack a fuel gas cylinder valve near sources of ignition?
- ☐ Before a regulator is removed, is the valve closed and gas released from the regulator?
- ☐ Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose?
- ☐ Are pressure-reducing regulators used only for the gas and pressures for which they are intended?
- ☐ Is open circuit (No Load) voltage of arc welding and cutting machines as low as possible and not in excess of the recommended limits?
- ☐ Under wet conditions, are automatic controls for reducing no load voltage used?
- ☐ Is grounding of the machine frame and safety ground connections of portable machines checked periodically?
- ☐ Are electrodes removed from the holders when not in use?
- ☐ Is it required that electric power to the welder be shut off when no one is in attendance?
- ☐ Is suitable fire extinguishing equipment available for immediate use?
- ☐ Is the welder forbidden to coil or loop welding electrode cable around his body?
- ☐ Are wet machines thoroughly dried and tested before being used?
- ☐ Are work and electrode lead cables frequently inspected for wear and damage, and replaced when needed?
- ☐ Do means for connecting cable lengths have adequate insulation?
- ☐ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- ☐ Are fire watchers assigned when welding or cutting is performed in locations where a serious fire might develop?
- ☐ Are combustible floors kept wet, covered by damp sand, or protected by fire-resistant shields?
- ☐ When floors are wet down, are personnel protected from possible electrical shock?
- ☐ When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- ☐ Before hot work is begun, are used drums, barrels, tanks, and other containers so thoroughly cleaned that no substances remain that could explode, ignite, or produce toxic vapors?

☐ Is it required that eye protection helmets, hand shields and goggles meet appropriate standards?

☐ Are employees exposed to the hazards created by welding, cutting, or brazing operations protected with personal protective equipment and clothing?

☐ Is a check made for adequate ventilation in and where welding or cutting is performed?

☐ When working in confined places, are environmental monitoring tests taken and means provided for quick removal of welders in case of an emergency?

COMPRESSORS AND COMPRESSED AIR

☐ Are compressors equipped with pressure relief valves, and pressure gauges?

☐ Are compressor air intakes installed and equipped so as to ensure that only clean uncontaminated air enters the compressor?

☐ Are air filters installed on the compressor intake?

☐ Are compressors operated and lubricated in accordance with the manufacturer's recommendations?

☐ Are safety devices on compressed air systems checked frequently?

☐ Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system locked-out?

☐ Are signs posted to warn of the automatic starting feature of the compressors?

☐ Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?

☐ Is it strictly prohibited to direct compressed air towards a person?

☐ Are employees prohibited from using highly compressed air for cleaning purposes?

☐ If compressed air is used for cleaning off clothing, is the pressure reduced to less than 10 psi?

☐ When using compressed air for cleaning, do employees wear protective chip guarding and personal protective equipment?

☐ Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?

☐ Before compressed air is used to empty containers of liquid, is the safe working pressure of the container checked?

☐ When compressed air is used with abrasive blast cleaning equipment, is the operating valve a type that must be held open manually?

☐ When compressed air is used to inflate auto ties, is a clip-on chuck and an inline regulator preset to 40 psi required?

☐ Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?

COMPRESSORS AIR RECEIVERS

☐ Is every receiver equipped with a pressure gauge and with one or more automatic, spring-loaded safety valves?

☐ Is the total relieving capacity of the safety valve capable of preventing pressure in the receiver from exceeding the maximum allowable working pressure of the receiver by more than 10 percent?

☐ Is every air receiver provided with a drain pipe and valve at the lowest point for the removal of accumulated oil and water?

☐ Are compressed air receivers periodically drained of moisture and oil?

☐ Are all safety valves tested frequently and at regular intervals to determine whether they are in good operating condition?

☐ Is there a current operating permit used by the Division of Occupational Safety and Health?

☐ Is the inlet of air receivers and piping systems kept free of accumulated oil and carbonaceous materials?

COMPRESSED GAS CYLINDERS

☐ Are cylinders with a water weight capacity over 30 pounds (13.5 kilograms), equipped with means for connecting a valve protector device, or with a collar or recess to protect the valve?

☐ Are cylinders legibly marked to clearly identify the gas contained?

☐ Are compressed gas cylinders stored in areas which are protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?

☐ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?

☐ Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling or rolling?

☐ Are cylinders containing liquefied fuel gas, stored or transported in a position so that the safety relief device is always in direct contact with the vapor space in the cylinder?

☐ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?

☐ Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?

☐ Are low pressure fuel-gas cylinders checked periodically for corrosion, general distortion, cracks, or any other defect that might indicate a weakness or render it unfit for service?

☐ Does the periodic check of low pressure fuel-gas cylinders include a close inspection of the cylinders' bottom?

HOIST AND AUXILLARY EQUIPMENT

☐ Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?

☐ Will each hoist automatically stop and hold any load up to 125 percent of its rated load if its actuating force is removed?

☐ Is the rated load of each hoist legibly marked and visible to the operator?

☐ Are stops provided at the safe limits of travel for trolley hoist?

☐ Are the controls of hoist plainly marked to indicate the direction of travel or motion?

☐ Is each cage-controlled hoist equipped with an effective warning device?

☐ Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?

☐ Are all hoist chains or ropes of sufficient length to handle the full range of movement of the application while still maintaining two full wraps on the drum at all times?

☐ Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7 feet (2.1336 meters) of the floor, ground or working platform, guarded?

☐ Is it prohibited to use chains or rope slings that are kinked or twisted?

☐ Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?

☐ Is the operator instructed to avoid carrying loads over people?

INDUSTRIAL TRUCKS—FORKLIFTS

☐ Are only employees who have been trained in the proper use of hoists allowed to operate them?

☐ Are only trained personnel allowed to operate industrial trucks?

☐ Is substantial overhead protective equipment provided on high lift rider equipment?

☐ Are the required lift truck operating rules posted and enforced?

☐ Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot-candles per square foot of general lighting?

☐ Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?

☐ Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?

☐ Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?

☐ Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?

☐ Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?

☐ Are industrial trucks with internal combustion engine, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?

☐ Are powered industrial trucks being safely operated?

SPRAYING OPERATIONS

☐ Is adequate ventilation assured before spray operations are started?

☐ Is mechanical ventilation provided when spraying operations are done in enclosed areas?

☐ When mechanical ventilation is provided during spraying operations, is it so arranged that it will not circulate the contaminated air?

☐ Is the spray area free of hot surfaces?

☐ Is the spray area at least 20 feet (6.096 meters) from flames, sparks, operating electrical motors and other ignition sources?

☐ Are portable lamps used to illuminate spray areas suitable for use in a hazardous location?

☐ Is approved respiratory equipment provided and used when appropriate during spraying operations?

☐ Do solvents used for cleaning have a flash point to 100°F or more?

☐ Are fire control sprinkler heads kept clean?

☐ Are "NO SMOKING" signs posted in spray areas, paint rooms, paint booths, and paint storage areas?

☐ Is the spray area kept clean of combustible residue?

☐ Are spray booths constructed of metal, masonry, or other substantial noncombustible material?

☐ Are spray booth floors and baffles noncombustible and easily cleaned?

☐ Is infrared drying apparatus kept out of the spray area during spraying operations?

☐ Is the spray booth completely ventilated before using the drying apparatus?

☐ Is the electric drying apparatus properly grounded?

☐ Are lighting fixtures for spray booths located outside of the booth and the interior lighted through sealed clear panels?

☐ Are the electric motors for exhaust fans placed outside booths or ducts?

☐ Are belts and pulleys inside the booth fully enclosed?

☐ Do ducts have access doors to allow cleaning?

☐ Do all drying spaces have adequate ventilation?

ENTERING CONFINED SPACES

☐ Are confined spaces thoroughly emptied of any corrosive or hazardous substances, such as acids or caustics, before entry?

☐ Are all lines to a confined space, containing inert, toxic, flammable, or corrosive materials valved off and blanked or disconnected and separated before entry?

☐ Are all impellers, agitators, or other moving parts and equipment inside confined spaces locked-out if they present a hazard?

☐ Is either natural or mechanical ventilation provided prior to confined space entry?

☐ Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in the confined space before entry?

☐ Is adequate illumination provided for the work to be performed in the confined space?

☐ Is the atmosphere inside the confined space frequently tested or continuously monitored during conduct of work?

Contacting OSHA Regional and Area Offices

The following is a list of addresses and telephone numbers of OSHA regional and area offices. These offices are sources of information, publications, and assistance in understanding the requirements of the standards.

They can furnish you the basic publications you need:

1. Job Safety and Health Protection (the OSHA workplace poster).

2. The OSHA recordkeeping requirements.

3. A copy of the appropriate set of standards.

4. A large selection of publications concerned with safe work practices, control of hazardous substances, employer and employee rights and responsibilities and other subjects.

Feel free to contact these offices by phone, by mail or in person, without fear of triggering an inspection. However, if you request OSHA compliance personnel to visit your place of business, they are required to issue citations if a violation of an OSHA standard is observed. (We suggest you request a consultation visit instead.)

Regional Offices

If you are unable to contact your local OSHA Area Office, you may contact the appropriate OSHA Regional Office for information and/or assistance.

Region I
(CT,* MA, ME, NH, RI, VT*)
133 Portland Street
1st Floor
Boston, MA 02114
Telephone: (617) 565-7164

Region II
(NJ, NY,* PR,* VI*)
201 Varick Street
Room 670
New York, NY 10014
Telephone: (212) 337-2378

Region III
(DC, DE, MD,* PA, VA,* WV)
Gateway Building, Suite 2100
3535 Market Street
Philadelphia, PA 19104
Telephone: (215) 596-1201

Region IV
(AL, FL, GA, KY,* MS, NC, SC,* TN*)
1375 Peachtree Street, N.E.
Suite 587
Atlanta, GA 30367
Telephone: (404) 347-3573

Region V
(IL, IN,* MI,* MN,* OH, WI)
230 South Dearborn Street
Room 3244
Chicago, IL 60604
Telephone: (312) 353-2220

Region VI
(AR, LA, NM,* OK, TX)
525 Griffin Street
Room 602
Dallas, TX 75202
Telephone: (214) 767-4731

Region VII
(IA,* KS, MO, NE)
City Center Square
1100 Main Street, Suite 800
Kansas City, MO 64105
Telephone: (816) 426-5861

Region VIII
(CO, MT, ND, SD, UT,* WY*)
Suite 1690
1999 Broadway
Denver, CO 80202-5716
Telephone: (303) 844-1600

Region IX
(American Samoa, AZ,* CA,* Guam, HI,* NV,* Trust Territories of the Pacific)
71 Stevenson Street
Room 420
San Francisco, CA 94105
Telephone: (415) 975-4310

Region X
(AK,* ID, OR,* WA*)
1111 Third Avenue
Suite 715
Seattle, WA 98101-3212
Telephone: (206) 553-5930

*These states and territories operate their own OSHA-approved job safety and health programs (Connecticut and New York plans cover public employees only). States with approved programs must have a standard that is identical to, or at least as effective as, the federal standard.

Alabama

Birmingham, AL 35216
2047 Canyon Road - Todd Mall
Telephone: (205) 731-1500

Mobile, AL 36693
3737 Government Blvd.
Suite 100
Telephone: (334) 441-6131

Alaska

Anchorage, AK 99503
301 W. Northern Lights Blvd.
Suite 407
Telephone: (907) 271-5152

Arizona

Phoenix, AZ 85016
3221 North 16th Street
Suite 100
Telephone: (602) 640-2007

Arkansas

Little Rock, AR 72201
425 West Capitol
Suite 450
Telephone: (501) 324-6291

California

San Francisco, CA 94105
71 Stevenson Street
Suite 415
Telephone: (415) 744-7120

Colorado

Denver, CO 80204
1391 North Speer Blvd.
Suite 210
Telephone: (303) 844-5285

Englewood, CO 80111-2714
7935 E. Prentice Ave.
Suite 209
Telephone: (303) 843-4500

Connecticut

Bridgeport, CT 06604
One Lafayette Square
Suite 202
Telephone: (203) 579-5581

Hartford, CT 06103
Federal Office Building
450 Main Street, Room 508
Telephone: (203) 240-3152

Florida

Fort Lauderdale, FL 33324
Jacaranda Executive Court
8040 Peters Road
Building H-100
Telephone: (305) 424-0242

Jacksonville, FL 32207
Ribault Building
1851 Executive Center Drive
Suite 227
Telephone: (904) 232-2895

Tampa, FL 33610
5807 Breckenridge Pkwy.
Suite A
Telephone: (813) 626-1177

Georgia

Savannah, GA 31406
450 Mall Blvd., Suite J
Telephone: (912) 652-4393

Smyrna, GA 30080
2400 Herodian Way
Suite 250
Telephone: (404) 984-8700

Tucker, GA 30084
Bldg. 7, Suite 110
La Vista Perimeter Office Park
Telephone: (404) 493-6644

Hawaii

Honolulu, HI 96850
300 Ala Moana Blvd.
Suite 5122
Telephone: (808) 541-2685

Idaho

Boise, ID 83703
3050 N. Lakeharbor Lane
Suite 134
Telephone: (208) 334-1867

Illinois

Calumet City, IL 60409
1600 167th Street, Suite 12
Telephone: (708) 891-3800

Des Plaines, IL 60018
2360 E. Devon Avenue
Suite 1010
Telephone: (847) 803-4800

North Aurora, IL 60542
344 Smoke Tree Business Park
Telephone: (630) 896-8700

Peoria, IL 61614
2918 West Willow Knolls Road
Telephone: (309) 671-7033

Indiana

Indianapolis, IN 46204
46 East Ohio Street, Room 423
Telephone: (317) 226-7290

Iowa

Des Moines, IA 50309
210 Walnut Street, Room 815
Telephone: (515) 284-4794

Kansas

Wichita, KS 67202
300 Epic Center
301 N. Main
Telephone: (316) 269-6644

Kentucky

Frankfort, KY 40601
John C. Watts Fed. Bldg., Room 108
330 W. Broadway
Telephone: (502) 227-7024

Louisiana

Baton Rouge, LA 70806
2156 Wooddale Blvd.
Hoover Annex, Suite 200
Telephone: (504) 389-0474

Maine

Bangor, ME 04401
U.S. Federal Building
202 Harlow Street, Room 211
Telephone: (207) 941-8177

Maryland

Baltimore, MD 21201
300 West Pratt Street
Suite 280
Telephone: (410) 962-2840

Massachusetts

Braintree, MA 02184
639 Granite Street, 4th Floor
Telephone: (617) 565-6924

Methuen, MA 01844
Valley Office Park
13 Branch Street
Telephone: (617) 565-8110

Springfield, MA 01103-1493
1145 Main Street, Room 108
Telephone: (413) 785-0123

Michigan

Lansing, MI 48917-4200
801 South Waverly Rd.
Suite 306
Telephone: (517) 377-1892

Minnesota

Minneapolis, MN 55401
Federal Courts Bldg.
110 South 4th Street, Room 116
Telephone: (612) 348-1994

Mississippi

Jackson, MS 39211
3780 I-55 North
Suite 210
Telephone: (601) 965-4606

Missouri

Kansas City, MO 64120
6200 Connecticut Avenue
Suite 100
Telephone: (816) 483-9531

St. Louis, MO 631011
911 Washington Avenue
Room 420
Telephone: (314) 425-4249

Montana

Billings, MT 59101
US Department of Labor - OSHA
19 N. 25th Street
Telephone: (406) 657-6649

Nebraska

Omaha, NE 68106
Overland Wolf Bldg.
Room 100
6910 Pacific Street
Telephone: (402) 221-3182

Nevada

Carson City, NV 89701
1050 East Williams
Suite 435
Telephone: (702) 885-6963

New Hampshire

Concord, NH 03301
279 Pleasant Street
Suite 201
Telephone: (603) 225-1629

New Jersey

Avenel, NJ 07001
1030 Saint Georges Ave.
Plaza 35, Suite 205
Telephone: (908) 750-3270

Hasbrouck Heights, NJ 07604
500 Route 17 South
2nd Floor
Telephone: (201) 288-1700

Marlton, NJ 08053
Marlton Executive Park
701 Route 73 South Bldg. 2
Suite 120
Telephone: (609) 757-5181

Parsippany, NJ 07054
299 Cherry Hill Road
Suite 304
Telephone: (201) 263-1003

New Mexico

Albuquerque, NM 87102-2160
505 Marquette Avenue, NW
Suite 820
Telephone: (505) 248-5302

New York

Albany, New York 12205-3809
401 New Karner Road
Suite 300
Telephone: (518) 464-6742

Bayside, NY 11361
42-40 Bell Blvd. 5th Floor
Telephone: (718) 279-9060

Bowmansville, NY 14026
5360 Genesee Street
Telephone: (716) 684-3891

New York, NY 10007
90 Church Street, Room 1407
Telephone: (212) 264-9840

Syracuse, NY 13212
3300 Vikery Road, North New
Telephone: (315) 451-0808

Tarrytown, NY 10591-5107
660 White Plaines Road
4th Floor
Telephone: (914) 524-7510

Westbury, NY 11590
990 Westbury Road
Telephone: (516) 334-3344

North Carolina

Raleigh, NC 27601
Century Station, Room 438
300 Fayetteville Street Mall
Telephone: (919) 856-4770

North Dakota

Bismarck, ND 58501
220 E. Rosser, Room 348
P.O. Box 2439
Telephone: (701) 250-4521

Ohio

Cincinnati, OH 45246
36 Triangle Park Drive
Telephone: (513) 841-4132

Cleveland, OH 44199
Federal Office Building
Room 899
1240 East Ninth Street
Telephone: (216) 522-3818

Columbus, OH 43215
Federal Office Bldg.
Room 620
200 N. High Street
Telephone: (614) 469-5582

Toledo, OH 43604
Federal Office Bldg.
Room 734
234 North Summit Street
Telephone: (419) 259-7542

Oklahoma

Oklahoma City, OK 73102
420 West Main Place
Suite 300
Telephone: (405) 231-5351

Oregon

Portland, OR 97294
1220 S.W. Third Avenue
Room 640
Telephone: (503) 326-2251

Pennsylvania

Allentown, PA 18102
850 N. 5th Street
Telephone: (610) 776-0592

Erie, PA 16506-1857
3939 West Ridge Road
Suite B-12
Telephone: (814) 833-5758

Harrisburg, PA 17109
Progress Plaza
49 N. Progress Street
Telephone: (717) 782-3902

Philadelphia, PA 19106
U.S. Custom House, Room 242
Second and Chestnut Street
Telephone: (215) 597-4955

Pittsburgh, PA 15222
Federal Building, Room 1428
1000 Liberty Avenue
Telephone: (412) 644-2903

Wilkes-Barre, PA 18701
Penn Place, Room 2005
20 North Pennsylvania Avenue
Telephone: (717) 826-6538

Puerto Rico

Guaynabo, PR 00968
BBV Plaza Building
1510 F. D. Roosevelt Avenue
Suite 5B
Telephone: (787) 277-1560

Rhode Island

Providence, RI 02903
380 Westminster Mall
Room 243
Telephone: (401) 528-4669

South Carolina

Columbia, SC 29201
1835 Assembly Street, Room 1468
Telephone: (803) 765-5904

Tennessee

Nashville, TN 37215
2002 Richard Jones Road
Suite C-205
Telephone: (615) 781-5423

Texas

Austin, TX 78701
903 San Jacinto Blvd.
Suite 319
Telephone: (512) 482-5783

Corpus Christi, TX 78476
Wilson Plaza
606 N. Carancahua, Suite 700
Telephone: (512) 888-3420

Dallas, TX 75228
8344 East R.L. Thornton Freeway
Suite 420
Telephone: (214) 320-2400

Fort Worth, TX 76180-7604
North Star 2 Building
Suite 430
8713 Airport Freeway
Telephone: (817) 885-7025

Houston, TX 77058
17625 El Camino Real
Suite 400
Telephone: (713) 286-0583

Houston, TX 77058
350 North San Houston Parkway
Suite 120
Telpehone: (713) 591-2438

Lubbock, TX 79401
Federal Building, Room 422
1205 Texas Avenue
Telephone: (806) 743-7681

Utah

Salt Lake City, UT 84165-0200
1781 South 300 West
Telephone: (801) 524-5080

Virginia

Norfolk, VA 23510
AFOB, Room 835
200 Granby Mall
Telephone: (804) 441-3820

Washington

Bellevue, WA 98004
505 16th Avenue, N.E.
Telephone: (206) 553-7520

West Virginia

Charleston, WV 25301
550 Eagan Street, Room 206
Telephone: (304) 347-5937

Wisconsin

Appleton, WI 59415
2618 North Ballard Road
Telephone: (414) 734-4521

Madison, WI 53716
4802 East Broadway
Telephone: (608) 264-5388

Milwaukee, WI 53203
Henry S. Reuss Bldg.
Suite 1180
310 West Wisconsin Ave.
Telephone: (414) 297-3315