

## Hoist Safety Audit Checklist

<b>Location Audited:</b>	<b>Auditors:</b>		
	<b>Date/Time:</b>		
	<b>Job Task:</b>		
	<b>Number of Employees Observed:</b>		
	<b>At-Risk</b>	<b>Safe</b>	<b>Comments</b>
Slip/Trip/Fall			
Lifting/ Lowering/Push/Pull			
PPE			
Tools /Equipment/ Selection Use /Condition			
Serious At-Risk Conditions			
Job Planning/Communications			
Housekeeping			
Other			
Other			
Feedback Given to Employees?	Yes	No	
Actions for follow-up by me:			
<b>Help needed for above follow-up:</b>			

## Safety Audits

Some examples of what to look for and how to provide feedback:

### BodyPosition ("Line of Fire")

- Using a utility knife cutting away from free hand
- Locking out equipment to prevent unexpected movement
- Standing away from a valve being opened
- Standing away from the electrical box when throwing switch
- Spraying sparks away from self and or co-worker when using torch
- Not being in pinch point of vehicles or mobile equipment
- Standing clear when crane lifts are being hoisted or lowered
- Standing clear of pinch points when working with forklift
- Keeping hands clear of moving parts when troubleshooting
- Standing clear of grinding wheel when starting it
- Following safe electrical work practices

### Slip/Trip/Fall

- Keeping "eye on path" when walking or working
- Keeping tripping hazards out of walkways Cleaning up an oil spill on the floor
- Not standing on top step of a ladder
- Not climbing on equipment boxes etc. and using a ladder
- Moving at a safe pace and not running unless there is a fire
- Working on any unguarded platform or floor opening over 6' and using fall protection

### Lifting/ Lowering/ Pushing/ Pulling (Ergonomics)

- Avoiding excessive forceful exertions
- Using mechanical assistance or getting help on heavy lifting, pushing, pulling or gripping tasks
- Using the legs not back and following safe lifting techniques
- Avoidance of repetitive movements by altering task
- Avoiding awkward postures or positions whenever possible
- Avoiding excessive bending, twisting, reaching, stooping, extending, etc. where possible

### PPE

- Wearing it
- Wearing it properly
- Worn at all times during the task
- PPE in good repair, not damaged, torn or worn
- Correct PPE for job ( right glove for the job face shields when grinding etc.)

### Tools and Equipment

- The right tool
- Tool being used correctly
- Not hammering with a wrench
- Are tools available
- Not creating awkward hand/wrist/arm posture
- Using a tool with adequate capacity for the job
- Not modifying tools to enhance performance
- Using tools that are in good repair
- Not using forklift with faulty brakes
- Not using damaged ladders
- Taking defective tools or equipment out of service

### Serious At-Risk Conditions

- Limit stop not being checked on cranes
- Open floor or pit openings
- Damaged platform railings and or stairs

Check any condition based on your experience that has serious potential.

### Job Planning/Communication

- Was/Is there planning and or communication
- Are all affected crew members in the loop
- Procedures are understood and being followed
- Persons have been trained on safe work practices
- Work practices are defined, training is adequate, but person(s) performing the task deviates from procedure
- Person(s) takes short cut or short cut is permitted
- Person(s) employee takes unnecessary risks or unnecessary risks are permitted
- Focus occupation based on injury data
- Broad range of exposures due to nature of work
- Observe tasks for line of fire, fall protection, use of tools, equipment, lockout etc.

### Housekeeping

- Equipment, tools and debris not creating hazards
- Work areas are clean
- Areas show pride and are impressive to customers
- Tools are stored when not in use in proper locations
- Person(s) takes steps to eliminate clutter or does something to promote good housekeeping

## Providing Feedback

- Commend safe behaviors or conditions by telling the person(s) what they were doing well" Be specific on what they were doing and how it made the task or situation safer for them or someone else" In nearly every observation you will find something being done properly, recognize it and reinforce it.
- Correct at risk behaviors or conditions
  1. Be specific and non-punishing ("I noticed that...")
    - Make factual statements
    - Maintain a positive atmosphere
    - Talk about behavior not people
    - Avoid igniter words like "you"
    - Don't lecture
    - Listen carefully
  2. Contract for safe behavior
    - Agree on the safe way the task should be accomplished
    - Agree on next steps if required