



UTP SITE SAFETY SURVEY



Inspected By:		Date:	
Venue:		Show/Event:	

CHEMICAL STORAGE AND SAFETY	Y	N	NA
All chemical containers securely closed and stored properly when not in use			
Cryogenic materials stored properly and with proper PPE available			
Chemical storage areas free of ignition sources			
Refrigerators & freezers properly labeled			
Chemicals segregated and stored by compatibility			
Flammable liquids and containers are in approved safety cans			
Flammable storage cabinet used if more than 5 gallons of flammable materials present			
Chemical stocks purged of old and outdated and unusable chemicals			
MSDS sheets available for all Chemical products and readily available			
COMPRESSED AIR, COMPRESSED GASSES	Y	N	NA
Air compressors equipped with pressure gauges and pressure relief valves			
Compressed air piping hoses and fittings in good condition			
Compressed air cleaning utilizing chip/particle deflection device			
Gas cylinders marked as to their contents (Color Coded)			
Gas cylinders transported on cylinder carts with safety caps in place			
When in use, gas cylinders kept away from elevators, stairs, and ramps			
Empty gas cylinders labeled "empty", valves closed, and caps on			
ELECTRICAL SAFETY	Y	N	NA
Extension cords are not used as permanent wiring			
Extension cord and power strips not daisy-chained to one another			
Electrical cords not under carpets, rugs, through doorways, or high traffic areas (Trade Show Exemption)			
Power strips are UL listed and have circuit breakers			
Power cords are in good condition with no slices, frays, or broken insulation			
Grounding prongs are not removed from three-way plugs			
Circuit breaker panels and emergency shut-offs are unobstructed and labeled			
Ground fault interrupters (GFI) are installed and labeled as appropriate			
Energized parts, circuits, and equipment guarded against accidental contact			
EMPLOYEE SAFETY	Y	N	NA
Hand washing sinks with soap and disposable paper towels			
Appropriate safety/information signs posted (first aid kit, safety shower, fire extinguisher, etc.)			
Safe work practices observed during site survey			
Employees instructed in proper lifting techniques of heavy or awkward objects			
Employees are aware of their surroundings (situational awareness) with other workers at all times			
First aid kits are stocked, visible, and accessible to all			



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Inspected By:		Date:			
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FIRE PREVENTION AND PROTECTION			Y	N	NA
Fire extinguishers properly mounted, located and identified with signage					
Fire extinguishers inspected, serviced, in-service charged and maintained as required					
Fire Alarm pull stations are visible and accessible to everyone					
Fire aisles, exit ways, stairways, and fire equipment kept unobstructed					
Exit lights properly illuminated and emergency lighting operable					
Fire doors NOT blocked open or are on magnets connected to fire alarm system					
Fire Curtain Inspected at least annually and operable					
Flammable liquid storage in approved safety cans or in approved storage cabinet					
Flammable liquid containers kept closed when not in use					
No penetrations/openings through walls or ceilings and all ceiling tiles are in place					
GENERAL WORKING ENVIRONMENT			Y	N	NA
All areas properly illuminated					
Noise levels are within acceptable limits or engineering controls established					
Areas with high noise levels posted that hearing protection is required (Ear Plugs, etc.)					
Work areas are clean, sanitary, and orderly					
Work areas properly ventilated for type of equipment or chemicals in use					
Temperature and humidity within adequate working acceptable ranges					
Areas free of visible fungal/mold growth and associated odors					
MATERIAL HANDLING			Y	N	NA
Safe clearance for equipment through aisles and doorways					
Containers, boxes, set pieces, & equipment stored, secured and at limited height for stability					
Properly rated dock boards used while loading and unloading trailers					
Trucks and trailers secured from movement during loading and unloading					
Dock approaches are free from potholes and other hazards					
Dock bumpers are in good condition and properly secured to wall					
Dock Plates are properly constructed (steel/welded) without severe visible damage					
Chocks and brakes on trailers are used when loading/unloading					
Two (2) trailer wheel chocks for each trailer OR Trailer dock lock-in device					
If Dock levelers are used, they are in proper working order and free from defects					
All loads stable and safely arranged (stacked) while being moved					
Shelving and mezzanines properly rated and marked for loads					
Manual pallet jacks, hand trucks, and dollies in good operating condition					
Forklifts and motorized pallet jacks inspected each shift or prior to use					
Forklifts and motorized pallet jack operators properly trained and certified					
Forklifts inspected for brakes, horn, lighting, steering, forks, tires, seat belts, LP tank secure					
Forklifts name plate and safety markings in place and legible					



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Inspected By:		Date:			
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MATERIAL HANDLING (Continued)			Y	N	NA
Forks are lowered, control is in neutral, brakes set when unattended					
Operator maintains a safe distance from edge of ramps or drop-offs					
Overhead driver guard on forklift in good condition					
Forklifts secured with brakes prior to changing of batteries or changing of LP tank					
Forklift drivers looking all directions, aware of their surroundings, keep clear path while driving					
Drivers are not reckless with their driving skills (No stunts or horseplay)					
Forklift drivers secure equipment by taking the key out of the ignition					
Forklifts and man lifts have required safety equipment (such as seat belts) and are in use					
Forklifts and man lifts have proper maintenance and service schedule					
Hand Trucks and equipment are safe to operate, or removed from service until properly repaired					
PORTABLE POWER TOOLS			Y	N	NA
All tools and equipment used in the workplace are in good working condition free from defects					
Tools, grinders, saws, etc., provided with appropriate safety guards					
Circular saws with proper safety guards, good working condition					
Constant pressure switches (dead-man) on tools if applicable (i.e. grinders, etc.)					
All electrical tools and equipment grounded or double insulated					
Electrical hand tool cords in good working condition, not frayed or dangerously worn					
PPE			Y	N	NA
Appropriate head protection is available and used as needed					
Appropriate eye protection is available and used as needed					
Appropriate hand protection is available and used as needed					
Appropriate hearing protection available and used as needed					
Appropriate foot protection available and used as needed					
Approved respirators available and used as needed					
PPE is properly stored, clean and in good condition					
Proper hand tools used for the job at task					
Handles and tools free from cracks/damages and attached properly					
Workers using proper PPE as needed					
Protective equipment adequate for the job/exposure at task					
WALKING & WORKING SURFACES			Y	N	NA
Aisles and working areas clean and free of slip and trip hazards					
Walkways and stairs adequately lit and have hand rails					
Passageways marked, unobstructed and adequately lit					
Items stacked properly with appropriate stability including while in motion					
Stage Proscenium edge marked with barrier, guardrail, rope, cones or high visibility tape					
Platforms above the floor/deck level, have their edges with toe boards and conspicuously marked					
Workers warned (visual/audible) that orchestra pit/platforms are in motion					
Pathways adequately sized and marked to permit safe passage of personnel and equipment					



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Inspected By:		Date:			
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HOUSEKEEPING			Y	N	NA
Work areas maintained clear and free from tripping hazards					
No smoking rules enforced					
Emergency exits clear of obstructions, and properly marked					
Waste containers in use and properly maintained					
All trash properly disposed of and kept clear from work areas					
Restrooms and sanitary facilities clean and properly supplied					
Cleanup materials available for liquid spills					
Brooms, mops, dustpans available for maintaining floor surfaces					
SCAFFOLDING & LADDERS			Y	N	NA
Scaffolding erected on a solid base					
Scaffolding components are free from defects, functional and meet safety factors					
All ladders inspected and are in proper and safe working condition					
Proper ladders are selected for the specific task at hand					
Workers are protected from falling objects					
Fall arrest equipment in place and used when required					
SITE SPECIFIC ITEMS			Y	N	NA
Items Requiring Attention:					
Corrective Action Taken:					
Site Representative Name:					
Site Representative Telephone:					
Site Representative Email:					
Inspector Signature:			Date:		