

# PUBLIC ALLIANCE INSURANCE FUND DPW/ROAD DEPARTMENT INSPECTION CHECKLIST

This checklist-type inspection form is considered by no means to be complete. It is intended to be revised as member input is received. This form has been developed for use by members of the Public Alliance Insurance Fund.

For those municipalities that do not have all of the sections included here, they can simply discard those sections and use only what applies to them. Should any exposures have been omitted, the Safety and Education Committee of the Public Alliance Insurance Fund and SelecTech would appreciate it being called to their attention.

All hazards can produce accidents that result in injury and should be corrected whenever detected. It is impossible to determine in advance what the consequences (injury severity) will be for particular hazards. Too many factors are involved. However, a general guide is presented here to try and help you determine those hazards that must be dealt with immediately and those that may enjoy less priority.

**“A”** Is a serious exposure that will, if left as is, produce a serious injury/illness and should be corrected immediately.

**“B”** Is a moderate exposure that can produce an injury/illness and should be addressed as quickly as possible.

All other deficiencies/hazards not included in this checklist should be corrected when they are uncovered. However, priorities must be set so this rating system is designed to help you determine what should be done first.

*Version 1: 2/07/03*

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# DPW/ROAD DEPARTMENT INSPECTION LIST

COUNTY/TOWN/BOROUGH \_\_\_\_\_

DATE: \_\_\_\_\_

BUILDING OR FACILITY \_\_\_\_\_

SECTION COMPLETED BY: \_\_\_\_\_

## SECTION I. GARAGES

	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Are electrically operated overhead doors equipped with pressure sensitive reversals of door devices?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is floor kept clear of oil or other solvent spills?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers in place and have they been inspected?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate ventilation or the use of hoses to exhaust fumes from vehicle exhaust systems	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the garage equipped with rate-of-rise heat detectors connected to a central station alarm?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are overhead hoists clearly marked with the capacity of the hoist and are they inspected periodically?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are eyewash stations and emergency showers in place in areas where hazardous materials are used?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION II VEHICLES

	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Is preventative maintenance scheduled and performed and well documented?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pre-trip inspections completed by drivers and retained on file?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are seat belts required to be used?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable or detachable doors left on vehicles unless necessary to remove them for specific operation?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are mechanical materials handling devices used to load and unload vehicles?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION II  
VEHICLES**

	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Are tailgates up and locked when vehicles are in motion?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tools and materials properly secured to prevent movement during transport?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cargo shift barriers provided behind the cab as needed?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff members restricted from riding in the cargo bay?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are backup alarms working correctly?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a written policy on vehicular use?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records kept on vehicle maintenance?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Motor Vehicle Records obtained on all drivers of the entity vehicles?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an Accident Review Board?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there pre-trip inspections of all vehicles and are the records maintained in vehicle files?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a defective vehicle policy in force and is it used?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been driver safety training?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION III CHAIN SAWS</b>	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Are the safety features in place (hand guards, chain brakes, nose shielding devices, trigger throttle lock-out & chain catcher)	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chain cutting edges regularly sharpened and properly shaped in accordance with manufacturers instructions?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all chain saw operators received proper training?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are operators required to use PPE (Hardhats, Safety Eyewear, Gloves, Hearing Protection and Chaps)?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are they fueled at least 10 feet from any ignition source?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION IV ELECTRICAL</b>	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Are three prong grounded plugs utilized and not being bypassed with adapters or prongs broken off?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical cords free of fraying or other damage?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Ground Fault Interrupters (GFI) used in all areas where water is common?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all electrical panels have at least three feet of clear space in front, allowing easy access to the panel?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a lockout/tagout program in place and being used by the staff when making repairs?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION V SPECIAL EQUIPMENT</b>	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Have equipment operators of heavy equipment received formal instruction and carry operator's license	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the training records of the heavy equipment operators available?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment with an obstructed view to the rear equipped with backup alarms and are they operational?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does street work equipment operate with headlights on and a triangular shaped, bright orange slow moving vehicle sign on the rear of the vehicle?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is roll over protection provided for all off-road equipment?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION VI TRENCHING &amp; EXCAVATIONS</b>	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Have all underground utilities been marked prior to excavation operations?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a certified competent person on the worksite?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there shoring or box shields used on trenches four or more feet in depth?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there stairs, ladders or ramps located no more than 25' of lateral travel made available in trenches for rapid evacuation of the trench?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is spoil retained at least two feet away from the edge of excavations?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers instructed to keep clear of working under any suspended loads?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION VII WELDING &amp; CUTTING</b>	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Are oxygen & fuel compressed gas cylinders stored at least twenty feet apart or separated by a five-foot high non-combustible barrier?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flashback and backflow devices in use?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is personal protective equipment (leather aprons, welding helmets, gloves being used?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the leads to the arc welding equipment free of frays, properly secured and are there protective boots?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flash screens properly placed to protect other staff members from flash burns?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there good ventilation?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SECTION VIII LADDERS &amp; SCAFFOLDING</b>	<u>RATING</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Metal ladders are not used in the vicinity of electrical wires or when working on electrical equipment?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there periodic inspections of wooden ladders for cracks, splits or other damage and are ladders taken out of service when defects are found?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are straight ladders equipped with non-slip safety shoes?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been training for staff on the safe use of ladders?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a portable ladder is used for access to an upper landing surface the side rails must extend at least 3 feet above the upper landing surface..is this enforced?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees climb ladders with hands free of any objects?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When ladders are placed in doorways or passageways are means used to secure the area to prevent accidental movement that could impact stability of the ladder?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a certified competent person for any operations involving scaffolding?	<b>B</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all scaffolding equipped with toe boards, and guardrails?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is scaffolding frames & components inspected before use?	<b>A</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p align="center"><b>SECTION IX OPERATIONS ON A PUBLIC ROAD</b></p>	<p align="center"><u>RATING</u></p>	<p align="center"><u>YES</u></p>	<p align="center"><u>NO</u></p>	<p align="center"><u>N/A</u></p>
<p align="center">Are proper cones, warning signs &amp; barricades placed in advance of the work area?</p>	<p align="center"><b>A</b></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center">Have flaggers received adequate training for traffic control?</p>	<p align="center"><b>B</b></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center">Are flaggers equipped with reflective vests?</p>	<p align="center"><b>A</b></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center">Are flaggers equipped with two-way radios for communicating with one another?</p>	<p align="center"><b>A</b></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center">Are work areas previewed for problems such as hills, curves &amp; driveways?</p>	<p align="center"><b>A</b></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p align="center">Are police utilized in high traffic areas?</p>	<p align="center"><b>B</b></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>