



Pre-Start Up Safety Program

Date:

Pre-Start Up Safety Review #:

Description of Equipment:

Location of Equipment:

Person responsible for this equipment:

Contact number:

Competent Person(s) available for training:

Have all employees been properly trained in the use of this equipment and have their training records been updated accordingly?

Note: Please answer the following questions in each category and notify the owner/manager or supervisor when this form has been completed, all safety issues have been corrected and when the equipment is ready to be put in use.

Fire Safety

1. Are all fire extinguishers & hoses in good working condition?
2. Is there a fire suppression system in place?
3. Have monthly checks been done and the tags initialed?
4. Is access to any of them blocked?
5. Has training been performed in their use and the training records updated?
6. Are all flammable liquids labeled & stored properly?
7. Are there secondary containers that require a WHMIS label?
8. No flammable items under stairwells?
9. If gasoline is dispensed or stored on site, have all precautions been taken?
10. Is there secondary containment around the gasoline pumping area? Are fire extinguishers stored within 15 meters?
11. Are there appropriate containers available to store oily rags in?
12. Fire plan, exits and signs in place?
13. Are there two means of unimpeded egress from each location?
14. Smoke, heat and/or carbon monoxide detectors working?

Electrical Safety

1. No frayed cords on any of the equipment?
2. Have all electrical cords been inspected and tagged?
3. Proper grounds on all plugs?
4. Ground Fault Circuit Interrupter's available & in use?
5. No outlets overloaded?
6. Power bars in good condition?

7. Are all breaker panels labeled properly and clear of obstructions for a distance of up to one meter?
8. Extension cords/not a trip hazard?
9. Overhead lighting adequate, covered?
10. Does all of the electrical equipment have Electrical Safety Authority or CSA approval?

Materials Safety

1. Materials stored in an orderly fashion? Easily accessible?
2. Chemicals stored properly and procedures in place detailing this?
3. Are incompatible chemicals stored together?
4. Are the dispensing drums grounded?
5. MSDS sheets available and current?
6. Are containment trays and/or skids needed and available?
7. Proper secondary containers used for flammables, etc?
8. Spill kits available?
9. Are gas cylinders stored properly?
10. Are employees trained on how to use the chemicals on site?

Work Area Design

1. Housekeeping adequate? No trip hazards?
2. Work areas laid out neatly with all frequently used tools and equipment stored properly and easily accessible?
3. Is there adequate exhaust ventilation in all work areas?
4. Are all barriers for stairwells, landings and overhead platforms in place?
5. Shelving in good condition?
6. Have all possible pinch hazards been identified, labeled and guarded against where possible?
7. Are there emergency shut down devices and procedures in place?
8. Is all piping properly supported?
9. Have all lines been labeled properly?

Tools

1. Tools in good working condition? Checked regularly?
2. Is there a lock out procedure in place and lock out tools available?
3. Tools cleaned and stored properly? Easy access?
4. Have all air guns and hoses been inspected and labeled?
5. Guards & limit switches in place and used?

General Safety Items

1. Is Personal Protective Equipment available?
2. Are there signs posted indicating what PPE is to be worn, where and when?
3. Non-slip footwear, matting or flooring needed?
4. Are there special containers in place for items such as scrap metal, broken glass, etc.?
5. Are safety showers and eyewash stations readily available for all employees to have access to?
6. WHMIS training & signs in place?
7. Training records & standard practices kept up to date?
8. Personal Safety (Working alone, Emergency Phone #'s) policy established and communicated to all employees?
9. Safety rules & PPE signs posted?
10. First Aid kit available? Proper contents? Certificates posted? Log book?
11. Health & Safety manual in place? Occupational health and safety policy posted?
12. Do any employees need Transportation of Dangerous Goods / IATA training?
13. Are there any potential hazards to the environment?
14. Does any element of this operation pose a threat to the neighboring businesses or community?
15. Are there any ergonomic concerns?

16. Has a "Safe Lifting Program" been implemented?
17. Is there an Emergency Call List posted?

Date of Review Completion:

Signature of Reviewer(s):

Authorizing Signature:

Next scheduled review date: