

Monthly Safety Inspection Checklist

Name of Location:

Name of Inspector(s):

Date:

Packing Area and Other Buildings

Inspection Items	Yes, No or Not Applicable (Circle one)	Corrective Action Planned	Who is Responsible	Action Date
Floors - Clean - Free of Debris	Yes No N/A Yes No N/A			
Areas and walkways - Free of obstructions?	Yes No N/A			
Yard - Tidy - Unused equipment removed - Brush clean short - No smoking signs where required	Yes No N/A Yes No N/A Yes No N/A Yes No N/A			
Warning Signs - Location - Legibility - Unobstructed	Yes No N/A Yes No N/A Yes No N/A			
Overhead Conditions - Lift chains poor condition - Correct chain use - Air hose not used for clothing - Lights too low - No smoking in shop				

Electrical <ul style="list-style-type: none"> - Adequate Lighting - Disconnect switches accessible - No extension cords near water 	Yes No N/A Yes No N/A Yes No N/A			
Ventilation <ul style="list-style-type: none"> - Doors open for fumes 	Yes No N/A			
Ladders <ul style="list-style-type: none"> - In good repair - No orchard ladders used inside 	Yes No N/A Yes No N/A			
Fire Equipment <ul style="list-style-type: none"> - Conspicuously located and unobstructed - Monthly inspection completed 	Yes No N/A Yes No N/A			
Conveyors <ul style="list-style-type: none"> - All guards in place - No pinch points - Ability to adjust working heights 	Yes No N/A Yes No N/A Yes No N/A			
Mobile Equipment				
Operator Practices <ul style="list-style-type: none"> - Speed appropriate - Yields to pedestrians - Damage reported - Only approved operators driving - Seat belts used - Hearing protection in open cabs 	Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A			
Operator Daily Inspection <ul style="list-style-type: none"> - Thoroughness - Uses daily inspection forms - Turns in form and inform supervisor of needs - Refuels equipment at night 	Yes No N/A Yes No N/A Yes No N/A Yes No N/A			

Maintenance of Equipment				
Planned Maintenance - Performed on schedule - Required repairs made when P.M. indicates need - Records kept	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
Safety Devices - ROPS on all equipment - Master shield in place - Seat belt in place - SMV decal	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
Hazards - Fluid leaks - Hydraulic lines in good condition - Battery secured - Keys removed overnight - Sprayers not leaking - All controls labeled	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
Pesticides and Chemicals				
Storage - All have labels - Liquids below dry chemicals - No open containers - No spills - Good ventilation in storage - Sign on door in good condition - Door locked at all times - PPE used at filling station - No pesticides at filling station	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	
	Yes	No	N/A	

MSDS				
- Available for all chemicals	Yes	No	N/A	
- Dated within 3 years	Yes	No	N/A	
First Aid and Emergency Information				
- Kits in each truck	Yes	No	N/A	
- Kits complete	Yes	No	N/A	
- Attendant tickets posted	Yes	No	N/A	
- Signage on calling attendant	Yes	No	N/A	
- Emergency info sign in shop	Yes	No	N/A	
- Emergency info at lunchroom	Yes	No	N/A	
Vineyard				
Irrigation				
- Repairs on board completed	Yes	No	N/A	
Wires/ Posts				
- No wires poking out	Yes	No	N/A	
- Repairs done within 30 days	Yes	No	N/A	
- All employees using glasses in vines	Yes	No	N/A	
Surfaces				
- Holes filled within 1 day	Yes	No	N/A	
- No rocks on roadways	Yes	No	N/A	
Other Notes:				

Please use the following **Checklist** as a guideline to building your own checklist.