

SUMMER SHUTDOWN CHECKLIST

USE OUR CHECKLIST TO HELP YOU PLAN THE MAINTENANCE TASKS THAT YOU MIGHT NEED TO TACKLE

Fall Protection

To prevent falls, you'll need to check on everything from lighting to leaks, including:

Lighting

- Are there enough lights on aisles, walkways, stairs and ramps?
- Are existing lights in working condition? Do bulbs need replacing?

Walking Surfaces

- Are walkways and stairs kept clear?
- Are walkways and stairs marked appropriately?
- Are floors and floor mats in good condition?
- Are floors and floor mats free of surface defects or edge damage that could catch on feet or rolling equipment?
- Are any pieces of equipment leaking, creating slip hazards?

You'll also need to check stairways, ladders and escalators for hazards, and make sure all safety markings are in good condition. OSHA's [Checklist for Recognizing Slip, Trip and Fall Hazards](#) provides more detail on the type of repairs that might be needed.

Hazard Communication

Summer shutdowns can be for more than maintenance; you can also use the time to review your documentation and safety communication for toxic and hazardous substances.

- Do you have an up-to-date written hazard communication program?
- Is chemical-specific information available through labels and safety data sheets?
- Are safety data sheets accessible during every work shift?
- Are safety data sheets available for every hazardous chemical in use?

You can learn more about the specific information needed on labels and data sheets at [OSHA's Hazard Communication Standard](#) (29 CFR 1910.1200(g)).

Scaffolding and ladders

When in good repair, scaffolding and ladders can decrease the risk of falls from height. Are your ladders and scaffolding:

- Free of cracks, loose rungs and sharp edges?
- Free of dirt and grease?
- Have slip-resistant grips?
- Not loaded beyond the maximum capacity for which they were built?

For more details on scaffolding safety requirements, see [OSHA's Scaffolds Standard](#) (29 CFR 1926.451).

For more details on ladder requirements, see [OSHA's Stairways and Ladders Standard](#) (29 CFR 1926.1053).

Respiratory Protection

A summer shutdown is a good time to ensure that personal protective equipment, including respirators, is in good repair. Are respirators:

- Clean, sanitary and in good working order?
- Stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture and damaging chemicals?
- Pack or stored to prevent deformation of the facepiece and exhalation valve?
- Stored where they are accessible to work areas?
- Stored in containers that are clearly marked?
- Regularly inspected?

You can learn more about respirator requirements by reading [OSHA's Respiratory Protection Standard](#).

[OSHA's PPE Assessment checklist](#) offers tips on signs of wear to look for in other pieces of PPE.

Lockout/tagout

Use the summer shutdown to review which machines need to use a lockout/tagout procedure and ensure that locks and tags meet OSHA standards. Are LOTO devices:

- Readily available?
- Authorized for the particular equipment or machinery?
- Durable, standardized and substantial?
- Inspected at least annually?

It's also important that LOTO procedures be followed carefully during a summer shutdown, when maintenance may be performed on machinery and equipment. Check whether any new or overhauled equipment capable of being locked out. Learn more about lockout/tagout procedures in [OSHA's Control of Hazardous Energy Standard](#) (29 CFR 1910.147).

Machine Guarding

Machine guards help protect workers from serious injury, but may need frequent maintenance.

Check to see if machines designed for a fixed location are securely anchored and if guards:

- Are firmly secured
- Are free of:
 - Visible cracks or tearing
 - Bulges or dents
 - Holes (unless holes are part of design)
- Have been tampered with or removed

If machine guards are removed for maintenance during the shutdown, make sure they are replaced. You can read more about machine guard safety requirements at [OSHA's Machinery and Machine Guarding Standard](#) (29 CFR 1910.212).

Electrical Systems

Prevent shocks and other injuries by making sure your electrical systems are safely set up.

- Are plugs, cords and outlets in good repair?
- Is equipment only used for its designed purpose?
- Is equipment designed for indoor use being used only indoors?
- Are circuit breakers or fuses used with the right rating?
- Are cords near:
 - Heat, oil or sharp edges?
 - Cutting surfaces or power saws or drills?
- Are extension cords three-wire type?
- Are all power supply systems grounded?
- Are all electrical circuits grounded?
- Is all electrical equipment grounded?

Read more about electrical systems requirements in [OSHA's Electrical Wiring Methods, Components and Equipment for General Use Standard](#) (29 CFR 1910.305 and 29 CFR 1910 Subparts I, P and S).

Emergency Systems

Will your facility be ready if there's an emergency? Do you have:

- Fully stocked first aid kits?
- AEDs?
- Fire extinguishers?
- Shelter-in-place supplies?
- Adequate emergency lighting?
- Clearly marked and lit exits?

Read OSHA's [Emergency Illumination checklist](#) and [Fire and Explosion Planning](#) checklist for more details.

Security Systems

Security systems can help prevent workplace violence. Check that:

- Access and freedom of movement around the facility is restricted to people who have a legitimate reason for being there
- Door locks are functioning
- Windows are secure
- Closed circuit cameras and alarm systems are in working order, including:
 - Panic buttons
 - Silent alarms
 - Personal electronic alarm systems

[OSHA's Workplace Violence Checklist](#) helps employers identify potential hazards.