

Compliance Directive

Directive Number: 14-05	Effective Date: 6/20/05 Revised: 7/06
Subject: Town Office – BLS Enforcement Inspection Checklist	

Purpose:

This list is a guide only. It is not a complete list of all items, but includes the “key” items to comply with the Bureau of Labor Standards inspection criteria. This list is based on the 2005 Maine Minimum Safety and Health Standards MRSA Title 26 and the adopted OSHA standards located in 29 CFR 1910 and 29 CFR 1926. You should refer to these standards for a more detailed description.

Written Programs	Standard	Y	N	N/A
Emergency Action Plan	1910.38(b)			
Hazard Communications	1910.1200(c)(1)			
Video Display Terminal Policy	T26 Sec 252 Chap.5			
Required Training and/or Education* Commensurate with Duties Assigned				
Hazardous Communications (Initial)	1910.1200(h)(1)			
Video Display Terminal (4+ hours a day)	T26 Sec.252 Chap. 5			
Emergency action Plan	1910.38 (f)			
Records Maintained				
OSHA 300 Injury/Illness Summary 1904.29(a)	12-179 CMR			
Fire Extinguisher Inspection Records	1910.157 (e)(2)			
Video Display Terminal Training Records	T.26 Ch.5 252			
Equipment Inspections Facilities				
Storage / Housekeeping/ Sanitation	1910.22(a)			
Floor Loading Protection (overhead storage)	1910.22(d)			
Stairways / Stair Treads (Condition)	1910.24			
EXITS Operational & Unlocked	1910.36(d)			
EXITS Unobstructed	1910.37(a)(3)			
EXIT Sign(s)	1910.37(b)(2)			
EXITS – Maintained from Snow and Ice	1910.36(h)(2)			
Boiler / Furnace Room – Storage of Combustibles	1910.22(a)			
Fire Extinguishers – Checked Monthly	1910.157(e)(2)			
Fire Extinguishers – Annual Maintenance	1910.157(e)(3)			
Proper Storage of Flammables / Combustibles	1910.106(d)			
Ladders – Condition	1910.25-26			

Electrical Inspection				
Outlet & Switch covers in place	1910.305(b)(2)			
GFCI Receptacles installed where needed	1910.303(b)(1)			
Extension cords (temporary use)	1910.305(g)(1)(iii)			
No Power Strips (piggy backed)	1910.305(g)(1)(iii)			
Grounding Pins attached (Plugs)	1910.304(f)(5)(vi)			
Electrical Branch Circuits Labeled	1910.303(f)			
Knockouts / holes covered (electrical boxes)	1910.305(b)(1)			

*Training shall commensurate with duties