

Facility Safety Checklist

Sailing Clubs & Organizations



This list covers many of the areas where a yacht club, community sailing center, or sailing organization is most likely to have safety issues and OSHA violations on land. Please note, because there is no “typical sailing organization,” this list is meant to be just a starting point and is NOT meant to comprehensively address all aspects of safety at a sailing organization (eg, food services safety is not addressed).

As you ready your operations for the active season, and again when the club is in full-swing, we encourage you to take the time to walk through your facility and land-based operations and conduct a full safety evaluation. At the end of this document, you will find a sample “Weekly Check-List.” We recommend you create a customized version of this for your sailing organization and designate a resource to conduct a weekly evaluation.

General Electrical Requirements (OSHA 1910.303)

- All disconnect switches must be properly marked
- A minimum of three feet is required in front of all electrical panels
- All disconnecting breakers, panels, and fuse disconnects must be marked or labeled, indicating purpose
- All live parts of lighting fixtures, lamps, and receptacles must be covered or protected
- All electrical fixtures must be protected from damp locations
- All lighting fixtures, lamps and receptacles must be grounded
- Outlets should not be overloaded with extension cords, doing so creates a fire hazard
- All fans must be designed for industrial use and should be grounded
- All outlets should be in perfect repair, no cracks or missing covers
- All panels must be kept closed (an open panel is usually a sign of a greater electrical concern)

Wiring (OSHA 1910.305)

- Flexible cords (extension cords) must not be used in any of the following manners:
 - » Substituted for permanent wiring
 - » Threaded through walls, ceilings, floors, doorways or windows
 - » Where concealed
 - » Attached to the building
- Flexible cords shall be used only in continuous lengths, without splices
- When cords are not in use they should be unplugged (to prevent having live electricity)

Evacuation – Means of Egress (OSHA 1910.37)

- Means of egress should remain free and unobstructed at all times
- Exits may not be barricaded or locked with a key from the inside. Anyone inside of a building must have free access to the outside without using a key or code device
- Doors that are not exits must either be marked, “NOT AN EXIT” or with a sign that indicates its use (bathroom, lab, closet, etc.)
- Exits must be marked as so, “EXIT”
- Lettering on exit signs must be at least six inches high and the letters must be at least 3/4 of an inch wide
- Exit signs shall be illuminated by a reliable light source
- Any room that is occupied by more than fifty people, or that contains extremely hazardous materials, must have doors that are side hinged and swing outward
- Exits must open to a public area or an area leading to a public way. Exits that open to dead ends, alleys, or fenced enclosures are not acceptable
- All exit signs must be clearly visible. They should not be blocked by decorations, equipment, or any objects that may impair or detract attention from the sign

Medical and First Aid (OSHA Safety & Health Topics)

- Individual states require different levels of supplies according to number of employees on site
- Nearest hospital, clinic, and/or emergency room phone number and address must be posted
- A first-aid kit should be in every safety/coach boat

Portable Fire Extinguishers (OSHA 1910.157)

- Employees must receive annual training in the use of fire extinguishers
- Fire extinguishers must be placed in designated positions with proper signage indicating their location
- Fire extinguishers must be selected and distributed according to fire class type which could occur:
 - » Class A for paper, wood, or cloth
 - » Class B for flammable or combustible liquids
 - » Class C for electrical hazards
 - » Class D for combustible metal
- All portable fire extinguishers must have an annual maintenance check
- Annual maintenance date of fire extinguishers must be recorded and retained
- All fire extinguishers need to be unobstructed and clear (nothing to impede efforts to get one)

Hazardous Materials - Flammable and Combustible Liquids (OSHA 1910.106)

- All fuels should be stored in a metal container with spring loaded self-closing cap
- Any paints or solvents should be stored in a closed Flammable Storage Cabinet
- Flammable Storage Cabinets must be closed whenever an employee is not actively getting product in/out
- Tops of Flammable Storage Cabinets must not be used to store anything
- All Propane Storage tanks need to comply with new NFPA Regulations (NFPA 58:8.2.1.1)
- No food type containers can be used to store any hazardous materials
- All containers should be labeled with what they have in them (e.g. “Zinc”)
- All Propane is to be stored outside in an area that is protected from traffic and properly signed. OSHA requires caps for cylinders, even if gauges are attached
- All cylinders not in use should be stored outside

Ladders and Scaffolding (OSHA 1910.25-28)

- All fixed ladders must conform to the following regulations:
 - » Must be able to carry a two hundred pound load
 - » Rungs must be no more than twelve inches apart
 - » Rung spacing must be uniform
 - » Each rung must be at least sixteen inches wide
 - » All ladders must be protected against corrosion
 - » Must be pitched between seventy-five and ninety degrees
- All portable step ladders must be Type I or Type II (Type III is not acceptable for industrial use)
- Milk crates should not be used as ladders or for staging
- All ladders must be tied off and set up correctly

Machinery Protection (OSHA 1910.212)

- Guide should be released after each use (to insure next user will properly adjust for material being cut)
- When tools have holes for mounting to the floor, the tool must be mounted before the tool is used
- If it is not feasible to mount to the floor, the tool should be sandbagged to prevent it from tipping over
- Nip points, belts, pulleys and the blade on the table saw need to be guarded
- It is required that the operator of the table saw be provided with a push stick
- Nip points, end plates, spark shields, and tongue guard on the bench grinder need to be guarded
- All machinery frames and tables must be bolted to the floor or the work surface
- Machinery area must be kept clean and free of clutter

Walking & Working Surfaces (OSHA 1910.22)

- Housekeeping - all areas of the shop shall be kept clean, orderly, and in a sanitary condition
- Floors shall be kept free of debris and in a dry condition
- To facilitate cleaning, the floor shall be kept free from protruding nails, splinters, holes, or loose boards
- All mezzanine or overhead storage areas must have a load rating sign

Personal Protective Equipment (PPE) General Requirements (OSHA 1910.132)

- Employees must be required to wear appropriate protective eye and face equipment
- Eye and face protection must conform to the following:
 - » Provide adequate protection
 - » Be comfortable and fit snugly
 - » Be durable
 - » Be able to be cleaned or discarded after one time use
 - » Be in good repair
- Hard hats are required when working in areas where there is a danger of something falling on someone's head (e.g. cranes, hoists, etc.)
- Employees are required to wear safety toe footwear when working in hazardous areas
- Gloves must be of the type and thickness suitable for working with hazardous materials
- In each hazardous work area, an eye wash station should be mounted in a highly visible/accessible location
- A one quart eye wash station will meet regulations, but a full flow piped system is desired
- When respirators are not in use they must be stored in sealed container
- Dust masks are for one time use (when an employee takes it off, it should go into the trash)

Powered Industrial Trucks (OSHA 1910.178)

- When the truck is idle the load must be: fully lowered, controls neutralized, power shut off, brakes set, and the wheels blocked if the truck is on an incline
- Any employee operating the fork lift truck must receive proper training and certification
- A safety checklist must be completed each day the truck is used
- Children must not be allowed to operate or play in the area of use

Overhead Hoists & Cranes (OSHA 1910.179 and 1910.184)

- Any employee operating the crane or hoist must receive proper training and certification
- A preventative maintenance program, based on the manufacturer's recommendations, is needed
- All hooks should be checked for cracks, spreading of the throat opening, and twisting
- Hook keepers should be in place and functional at all times
- Slings should be removed from service if any of the following have occurred: acid or caustic burns, melting or charring, snags-punctures-tears or cuts, broken worn stitches, distortion of fitting

Docks & Piers

- Fire extinguishers located every 75 feet
- Throw/life rings in place, and training on how to use provided to staff
- Docks and piers in good repair with no protruding nails or fittings
- Railings and non-skid in place on ramps and gangways
- Electrical systems in good repair and up to code
- Lines stowed and used properly to prevent trip hazards
- Signage of lifejacket rules and safety rules posted in visible location(s)

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Content sourced from OSHA.



Burgee Program: Weekly Safety Check List (SAMPLE)



Inspected by: _____ Date: _____

		OK	NOT OK	CHECK	NOTES
1.	EXTENSION CORDS:				
	No cuts or bare wire				
	Ground pins in place				
	No trip hazards				
	No cords going through/over doorways				
2.	ELECTRICAL PANEL:				
	Accessible				
	Doors working				
	No missing breakers				
3.	FIRE EXTINGUISHERS:				
	Accessible				
	Charged				
	Signs in place				
4.	SAFETY GLASSES:				
	In use as needed				
	Goggles or face shields in designated areas				
5.	EXITS:				
	Clear				
	Signs in place				
6.	HAZARDOUS AREAS:				
	Properly labeled				
	Stored in proper area				
7.	SAFETY SIGNS:				
	In proper locations				
8.	EYE WASH STATIONS:				
	Accessible				
	Containers full and sealed				
9.	HOUSEKEEPING:				
	Barrels empty				
	Rags in proper container				
10.	POWER TOOLS:				
	Adjusted properly				
	Grounded				
	Good working order				
11.	FLAMMABLE STORAGE CABINET:				
	Nothing stored on top				
	Doors completely shut				
	All materials properly labeled and sealed				
12.	FLAMMABLES IN FLAMMABLE STORAGE CABINET:				
13.	RESPIRATORS CLEANED:				

COMMENTS:

Club Manager Signature: _____ Date: _____





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