



### SAFETY INSPECTION CHECKLIST

DEPARTMENT: \_\_\_\_\_

DATE: \_\_\_\_\_

SITE: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

*Instructions: Check each area covered on the inspection form. For every "No" box checked, describe the situation and corrective action taken.*

Y	N	N/A	<u>FLOORS AND WALKWAYS</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all areas kept clean and orderly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are areas where people walk free of boxes, wastebaskets, chairs and other obstacles that impede traffic?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are floors, aisles, and passageways kept clean and dry and all spills cleaned up immediately?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are floors and carpets in good repair (clean, no cracks, holes, torn/frayed/loose edges, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are floor elevation changes (step up at door, edge of ramp, etc.) clearly marked?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is lighting adequate? Are burned out bulbs replaced in a timely manner?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are restrooms kept clean with dry floors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are employee parking lots clean, free of tripping hazards, well lighted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are "Wet Floor" signs used when floors are mopped or maintained?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are mats used at entrances on wet days to prevent floors from becoming slippery?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are electric cords, computer cables, telephone wires positioned so that they are not a tripping hazard?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Y	N	N/A	<u>DESKS / FILE CABINETS</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are desk or file drawers left open?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are file cabinet interlocks preventing more than one drawer at a time from being open provided, functioning?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are file cabinets loaded evenly to avoid top-heaviness?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are file drawers bolted together or of the type that will not tip over when drawers are open?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Y	N	N/A	<u>STORAGE AREAS</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are shelving units and racks strong, stable, free from damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is storage neat, stable?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are heavy, bulky items stored in low and middle shelves; frequently handled items in shelves between knuckle height and shoulder height?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where needed, are appropriate ladders readily available for access to higher shelves?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all employees been instructed in safe lifting techniques?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are employees prohibited from climbing on racks, shelves? (Shelves show no evidence of being climbed on?)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If ladders or step-ladders are used, are they in good condition and meet OSHA rating to

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			support combined weight of user and materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hand trucks available for moving heavy items?
Y	N	N/A	<b>STAIRS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are stairway handrails, treads and risers in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all stairs free of litter, spills, other tripping, slipping hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all stairways adequately lighted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are step risers on stairs uniform from top to bottom?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there standard stair rails (34") on all stairways of more than four stairs (on all open sides or, where there are walls, on both sides, or at least the right side, descending)?
Y	N	N/A	<b>BUILDING ACCESS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are transparent glass doors marked (decals, etc.) so they will be seen?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are closing mechanisms on doors properly adjusted? Do doors open/close easily?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all exits marked with an exit sign and illuminated by a reliable light source?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all exits always kept free of obstructions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the direction of exits, when not immediately apparent, marked with visible signs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are evacuation route maps posted at main traffic points?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are doors or other passageways, that are neither exits not access to an exit, and located where they may be mistaken for exits, marked "Not An Exit", "Storeroom", etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do alarm bars on exit doors operate correctly? Do they release immediately in an emergency?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are outdoor areas (sidewalks, benches, etc.) well maintained (cracks, broken pieces, uneven surfaces, any need of repairs)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are parking areas in good repair, marked, and with adequate lighting?
Y	N	N/A	<b>HAZARDOUS MATERIALS FLAMMABLE AND COMBUSTIBLE LIQUIDS</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are non-hazardous chemicals substituted for hazardous ones whenever possible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable liquids properly stored in safety cans?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all flammable aerosols stored in closed cabinets or storage rooms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a formal, written Hazard Communication program?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there an inventory of all hazardous chemicals used (photocopy supplies, cleaning solutions, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there an up-to-date Material Safety Data Sheet (MSDS) for every chemical on the inventory?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all employees exposed to hazardous chemicals been trained per Hazard Communication program requirements?
Y	N	N/A	<b>MEDICAL, FIRST AID, AND EVACUATION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there always at least one employee on duty currently qualified to render first aid?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are approved first-aid supplies readily available, inspected, and replenished?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency phone numbers (ambulance, doctor, fire department, etc.) posted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is an evacuation plan in place and have all employees been instructed on procedures regarding evacuations?
Y	N	N/A	<b>FIRE PROTECTION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers fully charged and mounted in designated places?

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers located along normal paths of travel? Are they accessible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers free from obstruction or blockage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extinguishers not mounted too high? If less than 50 lbs., the top must be below 5' above floor – greater than 40 lbs., the top must be below 3 ½" above floor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all extinguishers checked monthly to see if they are in place and ready for use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fire drills conducted at least annually?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are combustible materials stored away from machinery, appliances, heating equipment, and electrical equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are doors to enclosed stairwells kept closed at all times?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are "No Smoking" rules enforced?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are areas where smoking is permitted designated and appropriate ashtrays provided?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are areas where smoking is permitted located away from combustible storage, waste bins, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have employees been instruction on how to use a fire extinguisher?
Y	N	N/A	<u>LADDERS</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are ladders checked regularly for wear and tear and damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are employees following proper ladder safety guidelines?
Y	N	N/A	<u>MACHINE, MACHINE GUARDING, AND EQUIPMENT</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all machine safe guards in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are employees using machinery or equipment properly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is all equipment inspected regularly for wear and tear and damage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are maintenance records properly updated and maintained?
Y	N	N/A	<u>ELECTRICAL WIRING</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is electrical equipment accessible and in good repair?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are exposed wires, frayed cords, deteriorated insulation repaired or replaced promptly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are face plates and covers in place on all electrical boxes, outlets, switches, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are computers, other electronic equipment protected by appropriate surge protection?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all cord-connected electrical appliances, tools and equipment (such as vacuums, polishers, vending machines, drills, microwave, refrigerator, etc.) effectively grounded (3-wire cord & 3-prong plug) or of the approved double-insulated type?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are electrical cords arranged so as not to create a tripping hazard?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are adequate numbers of receptacles provided, in the correct locations, to provide power for cord-connected equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords used only on a temporary basis and are they grounded?
Y	N	N/A	<u>RECORDKEEPING</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is employee Job Safety and Health Protection poster (OSHA or equivalent state poster) prominently displayed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all appropriate posters and information posted and accessible?

**CORRECTIVE ACTION TAKEN:**

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**OTHER COMMENTS:**

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**RISK MANAGER COMMENTS:**

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