GENERAL SAFETY INSPECTION CHECKLIST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **YES** | **NO** | N/A | **COMMENTS/ACTIONS** |
| **GENERAL** |  |  |  |  |
| 1. Job safety and health poster, and communications and emergency numbers posted
 |  |  |  |  |
| 1. Records of recent inspections and safety meetings available
 |  |  |  |  |
| 1. Adequate provisions for first aid and/or medical attention
 |  |  |  |  |
| HOUSEKEEPING & FACILITIES |  |  |  |  |
| 1. Are stairways, aisles and access ways kept clear
 |  |  |  |  |
| 1. Are trash containers provided and emptied on a regular basis
 |  |  |  |  |
| 1. Are materials stored properly
 |  |  |  |  |
| 1. Are spills cleaned up immediately
 |  |  |  |  |
| 1. Are walkways to the facility clear of ice and snow and illuminated
 |  |  |  |  |
| 1. Are the gutters/downspouts adequate to draw water/ice away from walkways
 |  |  |  |  |
| 1. Are open-sided edges longer than 4 feet protected by guardrails or covers
 |  |  |  |  |
| PERSONAL PROTECTIVE EQUIPMENT |  |  |  |  |
| 1. Eye protection is being used and adequate
 |  |  |  |  |
| 1. Head protection is utilized as needed
 |  |  |  |  |
| 1. Respirators are used when needed and stored correctly at other times
 |  |  |  |  |
| 1. Gloves are being used when needed
 |  |  |  |  |
| 1. Proper clothing is being worn, including foot protection
 |  |  |  |  |
| 1. Hearing protection is available and used
 |  |  |  |  |
| 1. All PPE kept in sanitary and reliable condition
 |  |  |  |  |
| HAZARD COMMUNICATON |  |  |  |  |
| 1. Does the facility have a written hazard communication program
 |  |  |  |  |
| 1. Does the facility have a complete list of SDSs available
 |  |  |  |  |
| 1. Are chemicals properly labeled
 |  |  |  |  |
| 1. Have employees received hazard communication training
 |  |  |  |  |
| HAND & POWER TOOLS |  |  |  |  |
| 1. Are proper tools being used for the job
 |  |  |  |  |
| 1. Are tools being maintained in a safe condition
 |  |  |  |  |
| 1. Are mechanical guards in place
 |  |  |  |  |
| 1. Is proper training provided for users of the tool(s)
 |  |  |  |  |
| ELECTRICAL |  |  |  |  |
| 1. Are electrical panels/circuits labeled and free of storage in front of panels
 |  |  |  |  |
| 1. Are electrical extension cords in good repair, grounded and not used as permanent wiring
 |  |  |  |  |
| 1. Are energized electrical parts protected from contact with other hazards
 |  |  |  |  |
| 1. Are outdoor receptacles GFCI protected and are receptacles within 6 feet of water GFCI protected
 |  |  |  |  |
| MATERIAL HANDLING |  |  |  |  |
| 1. Have all chains and/or slings been inspected for defects and labeled or taken out of service if inadequate
 |  |  |  |  |
| 1. Have all forklifts been inspected before use
 |  |  |  |  |
| FIRE PROTECTION |  |  |  |  |
| 1. Are flammable/combustible liquids stored in approved storage cabinets
 |  |  |  |  |
| 1. Have the facility sprinkler/ fire alarm systems been inspected within the past 12 months
 |  |  |  |  |
| 1. Do sprinklers have 18 inches of vertical clearance from stored materials
 |  |  |  |  |
| 1. Are building evacuation maps posted
 |  |  |  |  |
| 1. Are fire extinguishers and emergency lighting fixtures properly placed
 |  |  |  |  |
| 1. Is access to fire hydrants and extinguishers unobstructed
 |  |  |  |  |
| 1. Are doors/ passages unobstructed
 |  |  |  |  |

**Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other comments or recommendations:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_