

# SAFETY INSPECTION CHECKLIST

Here is a general safety check list for your convenience. As part of your safety practice, it is highly recommended that you do an annual top to bottom safety check of your facility.

Many different checklists are available from a variety of sources. Unfortunately, since these readymade checklists are generic, they rarely meet the needs of a specific workplace, task or job. However, you may find them useful to inspect a part of your area. For instance, the owner's manual for a particular product may have a checklist that works perfectly for inspecting that product in the shop. Included in this attachment is sample checklist. This is only an example and your checklist can be modified to fit *your* specific company, work areas, tasks or jobs.

## **General Knowledge Safety Inspections**

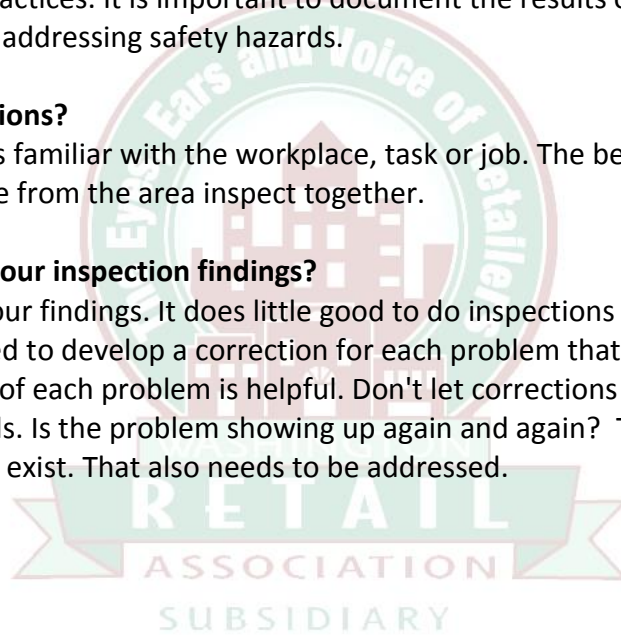
Another way of conducting inspections is to use the information you have in your head and just walk around looking at what is going on. You do not use a pre-made checklist for this type of inspection. This method keeps you from getting stuck looking at the same things every time. However the effectiveness of this inspection method is dependent on the individual's level of knowledge about workplace related safety practices. It is important to document the results of the inspection and any action taken in resolving or addressing safety hazards.

## **Who should do the inspections?**

It has to be someone who is familiar with the workplace, task or job. The best way is to have a supervisor and an employee from the area inspect together.

## **What should you do with your inspection findings?**

You have to follow up on your findings. It does little good to do inspections if nothing gets corrected. Someone should be assigned to develop a correction for each problem that was found. Attaching a deadline for the correction of each problem is helpful. Don't let corrections get drawn out. Review your inspection reports for trends. Is the problem showing up again and again? There may be something that encourages this problem to exist. That also needs to be addressed.



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(Intentionally left blank)  
Retail Association Services, Inc.



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	Yes	No	Comments/Correction
<b>Inspector:</b>			
<b>Date Inspected:</b>			
<b>Department/Unit Supervisor:</b>			
<b>Administrative</b>			
Is the Accident Prevention Plan in a location known and accessible to all employees?			
Is there a Safety Corner/Bulletin Board established with the following displayed (in terminology and language understood by the employees)?			
WISHA Posters			
The Emergency Phone Number list			
Safety Meeting Notes			
Other?			
Are training records maintained and available for review by employees and outside agencies?			
Are departmental safety inspection reports and corrections maintained and available for review by employees and outside agencies?			
Is there a Hazard Communications Plan in place and in a location known and accessible to all employees?			
Are Safety Data Sheets (SDSs) and an inventory sheet of all products used in the workplace on file and accessible to employees?			
Is the Emergency Evacuation Plan include a floor plan/map with emergency evacuation routes and notice of where to meet?			
Are employees instructed in emergency procedures (i.e., location of exits, location and use of fire extinguishers, first aid, AED)?			
OSHA 300 log current?			

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<b>General Safety Concerns</b>			
Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?			
Are the fire doors closed securely at all times?			
Are light fixtures working and are diffusers installed?			
Have all loose rugs or mats been secured or removed?			
Have missing or loose ceiling tiles been repaired?			
<b>Electrical Cords and Outlets</b>			
Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?			
Are extension cords at a minimum 14 gauge (heavy-duty) and servicing only one appliance or fixture?			
Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?			
Are employees instructed not to use extension cords in place of permanent wiring?			
Are extension cords prevented from running through walls, ceilings, or doors?			
Are extension cords grounded when servicing a grounded appliance or fixture?			
Are cord guards provided across an aisle or other passageway?			
Does the multiple outlet strip have a circuit breaker?			
Are multiple outlet strip cords 6' or under?			
Is clear access (36" clearance) provided to electrical panels?			
Are electrical cover plates provided on all electrical switches or outlets?			
<b>Heaters and Fans</b>			
Do all heaters have a working tip over switch?			
Are combustibles kept 24" from all sides and tops of heaters?			
Are fine finger guards provided on fans?			
Are all electric space heaters plugged directly			

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into the wall?			
Are all fans below head level or secured?			
<b>Seismic Bracing and Earthquake Preparedness</b>			
Are furnishings more than four feet high braced? Bookcases, filing cabinets, shelves, racks, cages, storage cabinets, and similar items over four feet tall are all secured.			
Is all shelving secured. Do shelves have lips or other seismic restraints?			
Portable machines or equipment secured against movement (unless actually being moved) by chains, lockable castors, straps, or other means where appropriate			
Top-heavy equipment of apparatus bolted down or secured to withstand accelerations typically expected in an earthquake			
Large and heavy objects stored on lower shelves or storage areas			
Valuable equipment sensitive to shock damage, such as instruments, computers, and glassware are stored in latched cabinets or otherwise secured to prevent falling			
Storage areas uncluttered - providing clear evacuation routes in the event of an emergency			
Cabinets and lockers containing hazardous materials equipped with positive latching or sliding doors.			
Personal Emergency Prep Kits current and stored at each workstation?			
<b>General Workspace</b>			
Workplace clean and orderly			
Exits cleared of obstructions and accessible			
Stored materials secured and limited in height to prevent collapse			
Suitable Warning signs and tags utilized			
A hazard assessment has been completed and the appropriate personal protective equipment has been identified for each specific job			

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<b>Training</b>			
Safety training and inspections held for new employees on a regular basis			
List of First Aid (CPR/AED) trained individuals available for medical emergencies			
Personnel familiar with the hazards of chemicals and trade products and have read the applicable Safety Data Sheets (SDS)			
Fire extinguisher familiarization provided			
All personnel familiar with documented emergency evacuation plan			
Personnel are trained in the proper selection, use and maintenance of personal protective equipment.			
<b>Safe Lifting</b>			
Workers trained on and using safe lifting techniques:			
a. Size up / test load			
b. Avoid heavy loads - split into small loads or ask for help			
c. Bend knees to take pressure off of back when lifting			
d. Consciously firm up abdominals when lifting			
e. Never twist while lifting or holding a load			
<b>Personal Protective Equipment</b>			
Employees provided with and trained in the proper use and selection of respiratory protection			
Employees provided with and using hearing protection for noise hazardous equipment (noise level above 85 dBA)			
Employees provided with and using safety goggles/face shields when needed			
Employees provided with and using protective clothing (e.g., gloves, coats, aprons, coveralls)			
Steel-toed safety shoes worn when required			
<b>Fire</b>			
Emergency exit signs identifiable and readily			

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visible			
Fire alarm pull stations and portable fire extinguishers visible and unobstructed			
Stairway doors are not kept open (unless equipped with a self-closing device)			
18 inch vertical clearance maintained from all sprinkler heads			
<b>Hazardous Materials</b>			
Do you have any hazardous materials in your work area?			
If you have hazardous materials, are the MSDSs available?			
If you have hazardous materials, have they been inventoried within the last year?			
When transferring chemical materials from the original container to a secondary container are the secondary containers labeled with the proper name and hazard warnings, including target organs affected by an exposure?			
Please list any hazardous materials (by name and quantity) missing from any chemical inventories for this work area.			
<b>Other Equipment</b>			
<b>1. Electrical Equipment</b>			
a. Clean and working properly			
b. Properly grounded			
c. Proper clearances kept from combustibles (paper, cardboard, or combustible liquids)			
d. Adequately ventilated			
e. Approved extension cords, extension cords with breakers, and multiple connectors used properly (e.g., not as fixed wiring)			
f. Frayed or damaged electric cords replaced			
g.			
h.			
<b>2. Machinery</b>			

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a. Clean and working properly			
b. Proper clearances kept from combustibles			
c. Adequately ventilated			
d. Emergency stop mechanisms identified and in working order			
e. Mechanical safeguards in place and in working order			
f.			
g.			
<b>3. Ladders</b>			
a. Metal Ladders - check for any sharp edges, dents, bent steps, rungs or rails. Ladder should have slip-resistant rubber or plastic feet, and slip resistant steps.			
b. Wood Ladders - check for splits, cracks, chips and all but small, tight knots. Steps should be reinforced with metal rods or angle braces. Only use wooden or fiberglass ladders around electricity.			
c. All ladders - Check for loose rungs or steps.			
<b>4. Other</b>			

Overall comments, suggestions:
