

Appendix D

AREA INSPECTION SAFETY CHECKLIST

Date of Inspection: _____
 Location or Departments Inspected: _____
 Signature: _____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Date Corrected</u>
1. Housekeeping - Is the work area clean and orderly?	_____	_____	_____	_____
2. Floors - Are floors in good condition - smooth, clear surfaces, without holes, cracks, or humps?	_____	_____	_____	_____
3. Aisles - Are aisles and passageways clear, dry, and free of	_____	_____	_____	_____
4. Stairways - Are stairs in good condition, with handrails, and adequate lighting?	_____	_____	_____	_____
5. Storage - Are materials, products, or supplies properly and safely stored to a workable height?	_____	_____	_____	_____
6. Ladders - Are ladders provided where needed, of standard construction, and in good physical condition?	_____	_____	_____	_____
7. Machines & Equipment - Are machines and equipment in safe operating condition? Are the necessary guards provided and used?	_____	_____	_____	_____
8. Hand Tools - Are the right tools for the job being used? Are they in good condition?	_____	_____	_____	_____
9. Electrical - Are all required grounds provided on power tools and extension cords? Is equipment in good operating condition?	_____	_____	_____	_____
10. Lighting - Is adequate lighting provided in all work areas?	_____	_____	_____	_____
11. Eye Protection - Are all employee provided with suitable eye protection when around operations that produce flying particles?	_____	_____	_____	_____
12. First Aid - Are first aid supplies provided if needed?	_____	_____	_____	_____
13. Fire Extinguishers - Are fire extinguishers easily accessible, unblocked, and properly serviced?	_____	_____	_____	_____
14. Entrances - Are entrances kept dry or provided with nonskid mats?	_____	_____	_____	_____
15. Exits - Are emergency exits marked, clear, and easily accessible? Are exit doors unlocked and do they swing toward the outside?	_____	_____	_____	_____
16. Exterior (sidewalks, parking lots, etc.) - Are sidewalks and parking lots smooth and free of cracks, holes, and tripping hazards?	_____	_____	_____	_____
17. Training - Are all employees trained in proper lifting techniques and material handling?	_____	_____	_____	_____
18. Signs - Are safety instructions and warning signs posted where needed?	_____	_____	_____	_____

Discrepancies/ Person responsible for corrections/ Estimated date for correction: _____