

Safety Inspection Checklist

District _____ Department _____ Date _____

- (V) Indicates satisfactory
- (X) Indicates unsatisfactory
- (NA) Not applicable

This safety inspection checklist is intended to help department heads and employees keep up to date on accident prevention by providing means of periodic evaluation of the work area. Not all headings or questions are appropriate for every department. Each department head should decide which areas are applicable. A safety inspection shall be conducted at least every three months. A copy of this report signed by the department head or safety committee shall be filed with the safety director.

Fire Protection

- Is fire extinguishing equipment appropriate for the area?
- Has fire extinguishing equipment been inspected within proper time limits?
- Are sprinkler heads, hoses and valves in proper working order?

Housekeeping

- Are floors kept clean of slippery materials and loose objects?
- Are excess chips or scraps from machines put into containers?
- Are floor mats or platforms in good condition?
- Is there a definite floor cleaning schedule in operation?
- Are materials and equipment kept out of passageways?
- Is there sufficient space for safe movement of equipment?
- Are aisles clearly marked?
- Is there sufficient room between machines for safe operation?
- Are dirty operations isolated or enclosed?

- Are soft drink bottles placed in proper racks?
- Are papers or leavings placed in trash containers?
- Are tools returned to racks or tool room?
- Have general tool storage rooms, boxes or racks been provided?
- Are there sufficient local racks, carts or boxes?
- Are sharp-edged tools kept in sheaths or holders?
- Is there provision for cleaning and repairing tools?
- Are sufficient trash containers available?
- Are there self-closing containers for flammable materials?
- Are waste, scrap and rubbish collected at regular periods?

Tools

- Are power tools in safe working order?
- Are hand tools properly used?
- Are hand tools properly stored?

Personal Protective Equipment

- Are goggles and face shields worn where appropriate?
- Are safety shoes worn where appropriate?
- Is protective clothing worn at proper times and places?

Material Handling Equipment

- Is power equipment and hand truck in proper working order?
- Are power equipment and hand trucks properly used?
- Are chains, slings, ropes, chairs in good condition and properly used?

Bulletin Boards

- Are bulletin boards available?

- Are they neat and attractive?
- Are displays changed regularly?
- Are bulletin boards well illuminated?
- Is employee attention drawn to important notices, ideas, etc. on the board?

Machinery

- Are machines guarded?
- Are belts, pulleys, gears, shafts, etc. in proper working order?
- Are machines oiled, cleaned and adjusted on a scheduled basis?
- Are machines repaired when needed?

Pressure Equipment

- Is steam equipment properly cared for?
- Are air compressors and other air receiving equipment given proper care and maintenance?
- Are employees made aware of the location of equipment?
- Are gas cylinders stored, handled and maintained in a proper manner?

Unsafe Practices

- Are vehicles operated at excessive speeds?
- Do employees exercise proper lifting practices?
- Is smoking done only in proper areas?
- Are stairways and aisles properly used by employees?
- Do employees refrain from horseplay?
- Do employees refrain from removing protective guards from equipment, creating an unsafe condition?
- Do employees work on unguarded machinery?
- Do employees work on unguarded moving machinery?

First Aid

- Have all employees completed a basic first aid training course?
- Are all employees up to date on first aid procedures?
- Are stretchers and fire blankets available?
- Are they easy to get to and do employees know how to use them?
- Are employees informed of the location of showers for emergency use?
- Are all injuries to employees reported?

Employee Attitude

- Does the department head display a positive attitude toward employees?
- Does the department head provide adequate leadership for employees in the area of safety and other areas?
- Do employees display a positive attitude about safety?
- Do employees take initiative to exercise safe working acts?
- Do employees adhere to all rules and regulations concerning safety?

Miscellaneous

- Are acids and caustics properly care for according to proper guidelines?
- Are ladders and scaffolds properly used and are they in good repair?
- Are used dust cloths and mops properly stored according to requirements?
- Is proper storage provided for paint and other flammables?

Department Head

Date