

# FACILITY SAFETY INSPECTION CHECKLIST

Company: \_\_\_\_\_ Inspection Completed By: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

	Satisfactory			Comments/Actions
<b>Administrative:</b>				
1. Written safety rules/safe job procedures in place	Y	N	N/A	_____
2. OSHA log updated/safety posters displayed	Y	N	N/A	_____
3. Management Safety Policy in place	Y	N	N/A	_____
4. All planned safety activities performed (meetings, inspections, training)	Y	N	N/A	_____
5. Effective new employee safety orinetation	Y	N	N/A	_____
<b>Life Safety Issues/Housekeeping:</b>				
1. Walkways maintained, aisles defined, uncluttered	Y	N	N/A	_____
2. Emergency exits clearly identified, adequate number	Y	N	N/A	_____
3. Egress routes marked and accessible	Y	N	N/A	_____
4. Unapproved doors clearly marked "NOT AN EXIT"	Y	N	N/A	_____
5. Stairs/aisleways free from material storage and debris	Y	N	N/A	_____
<b>Emergency Medical:</b>				
1. Emergency contact information posted	Y	N	N/A	_____
2. First aid responders available for each shift	Y	N	N/A	_____
3. Bloodborne pathogens exposure potential adequately addressed	Y	N	N/A	_____
4. First aid supplies adequate and available	Y	N	N/A	_____
5. Transportation available for injured workers/plan in place	Y	N	N/A	_____
<b>Slip/Trip/Fall Hazards:</b>				
1. Portable ladders equipped with non-slip feet. Metal ladders marked "Do Not Use Around Electrical Equipment"	Y	N	N/A	_____
2. Stairways in good repair with handrails, treads and risers in proper proportion and non-slip	Y	N	N/A	_____
3. Elevated areas have guardrails and toe boards	Y	N	N/A	_____
4. Work areas, aisleways, storage areas are orderly	Y	N	N/A	_____
5. Illumination adequate for normal conditions, emergency lighting in place	Y	N	N/A	_____
6. External walking, parking, break areas free of hazards, well maintained	Y	N	N/A	_____
7. Warning signs posted for wet floors or spills	Y	N	N/A	_____
8. Anti-slip mats and flooring used where appropriate	Y	N	N/A	_____

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<b>Hand Tools:</b>				
1. Power tools properly grounded/have safety power switch	Y	N	N/A	_____
2. Defective tools are removed from service	Y	N	N/A	_____
3. Proper guards are provided, tools electrically grounded or double insulated	Y	N	N/A	_____
4. There is a preventive maintenance/inspection program	Y	N	N/A	_____
5. Employees are trained in the safe use of hand tools	Y	N	N/A	_____
<b>Fire Safety:</b>				
1. Portable fire extinguishers of proper type are mounted properly, accessible, and inspected	Y	N	N/A	_____
2. Approved safety containers are used for flammable liquids	Y	N	N/A	_____
3. Bonding and grounding used with storage of flammable materials	Y	N	N/A	_____
4. Combustible debris disposed of regularly	Y	N	N/A	_____
5. Sprinkler system functional/inspected/documented	Y	N	N/A	_____
6. Smoke/heat detectors functional and inspected	Y	N	N/A	_____
7. Minimum 18" clearance below sprinkler heads	Y	N	N/A	_____
8. Sprinkler valves locked open	Y	N	N/A	_____
<b>Electrical Hazards:</b>				
1. Machinery and equipment are grounded	Y	N	N/A	_____
2. 36" clearance is maintained in front of all electrical panels	Y	N	N/A	_____
3. Electrical panels clearly marked	Y	N	N/A	_____
4. Outlets, switches and boxes have covers	Y	N	N/A	_____
5. Permanent wiring in place -- no extension cords	Y	N	N/A	_____
6. Exposure of overhead electrical lines controlled	Y	N	N/A	_____
7. Emergency stops and critical electrical controls are identified	Y	N	N/A	_____
8. Appropriate electrical systems designed for hazardous locations have been installed in spray booths and flammable liquid storage rooms	Y	N	N/A	_____
<b>Mobile Equipment:</b>				
1. Observed operating at safe speeds	Y	N	N/A	_____
2. Observed safe loading and unloading practices	Y	N	N/A	_____
3. Equipped with back-up alarms	Y	N	N/A	_____
4. Operators qualified/trained	Y	N	N/A	_____
5. Equipment inspected regularly	Y	N	N/A	_____
6. Seat belt worn by operator	Y	N	N/A	_____
7. Mirrors installed at blind spots	Y	N	N/A	_____

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<b>Mechanical and Manual Material Handling and Storage:</b>				
1. Hoist chains, cables and slings are inspected regularly and documented	Y	N	N/A	_____
2. Storage piles are stable and secured from falling or collapse	Y	N	N/A	_____
3. Load limits are posted for all floors above ground level	Y	N	N/A	_____
4. Load limits are displayed on all hoists	Y	N	N/A	_____
5. Manual handling aids available and used	Y	N	N/A	_____
6. Weight limits set for manual lifting, carrying, pushing, pulling	Y	N	N/A	_____
7. Workers trained in proper lifting techniques/ergonomics	Y	N	N/A	_____
<b>Machinery:</b>				
1. Lockout/tagout program in place, locks available, employees trained	Y	N	N/A	_____
2. Hazardous areas painted bright colors	Y	N	N/A	_____
3. Guards are provided for "point-of-operation" of machinery	Y	N	N/A	_____
4. Clothing and hair restrictions in place to prevent entanglement in machinery	Y	N	N/A	_____
5. Power transmission guards are in place	Y	N	N/A	_____
6. Noise exposures adequately addressed	Y	N	N/A	_____
7. Warnings displayed in obvious locations	Y	N	N/A	_____
8. Compressed air systems have pressure reduced to 30 PSI and are not used for cleaning clothing	Y	N	N/A	_____
9. Air hoses provided with safety latch to prevent accidental disconnect	Y	N	N/A	_____
10. Welding equipment in good condition	Y	N	N/A	_____
11. Compressed gas cylinders are secured to prevent falling	Y	N	N/A	_____
12. Overhead hazards from equipment, conveyors and process pipes are guarded below 7 ft. from floor	Y	N	N/A	_____
<b>Chemicals:</b>				
1. Hazardous material containers labeled	Y	N	N/A	_____
2. MSDS available	Y	N	N/A	_____
3. Hazard Communication Training program in place	Y	N	N/A	_____
4. Smoking and eating prohibited in work areas where chemicals are used	Y	N	N/A	_____
5. Eyewash/emergency shower available and functional	Y	N	N/A	_____
<b>Personal Protective Equipment:</b>				
1. PPE assessment performed -- PPE requirements in place	Y	N	N/A	_____
2. Employees trained in the use and maintenance of PPE -- training documented	Y	N	N/A	_____
3. Hard hat areas designated and enforced	Y	N	N/A	_____
4. Hearing protecting utilized in required areas	Y	N	N/A	_____
5. Face/eye protection in place where needed	Y	N	N/A	_____
6. Safety foot protection required where appropriate	Y	N	N/A	_____
7. Protective clothing, gloves, aprons, boots, face shields and goggles are used when handling hazardous materials	Y	N	N/A	_____
8. Approved respiratory protection equipment available and fit tested	Y	N	N/A	_____