DOUGLAS COUNTY

HEALTH & SAFETY INSPECTION CHECKLIST

Quarterly Inspection

Department:	***Date:***	***Inspected by:***

note: a mark in the 'yes' column is compliant, a mark in the 'no' column is non-compliant

EMERGENCY PROCEDURES:	**Yes**	**No**	**n/a**	****Unk**	**Comments:**
Is the County Emergency Plan readily available?					
Is staff aware of evacuation routes/procedures?					
Are First Aid kits stocked, readily available & labeled?					
Is staff aware of Safety Officer/Committee?					
Is safety meeting/training information readily available?					
Is a fire extinguisher readily available?					
Are fire extinguishers maintained and inspected within the last 30 days?					
Are illuminated exit signs in working condition?					
Is access to fire extinguishers & pull alarms free from obstructions? (30")					
ELECTRICAL SAFETY:	**Yes**	**No**	**n/a**	****Unk**	
Are electrical outlets loaded correctly?					
Are electrical cords in good condition?					
Are the cords in the floor box receptacles coming out of the front?					
Are extension cords being used properly? (not used for permanent wiring)					
Are power strips used correctly? (not "daisy chained")					
++ Are power strips loaded properly?					
Is flammable material, such as paper, kept away from electrical outlets?					
Are electrical panels free from obstruction? 30" minimum clearance?					
CHEMICAL STORAGE:	**Yes**	**No**	**n/a**	****Unk**	
Are SDS sheets in a manual for all chemicals used?					
Is staff aware of where SDS are kept?					
Are unused chemicals disposed of properly?					
Are all chemicals labeled properly?					
GENERAL:	**Yes**	**No**	**n/a**	****Unk**	
Posting Requirements: OR OSHA *Job Safety & Health* poster (indefinately), Safety Committee Minutes, OSHA 300 Summary (in February), & Emergency Medical Plan					
Tripping hazards removed?					
Handrails available? Condition?					
Stairways free of obstacles?					
Are AED's inspected monthly? (if applicable)					
HOUSEKEEPING:					
Are aisles and walking surfaces clear? (44" halls, 22" office)					
Are walkways free of tripping hazards i.e. cords, torn carpet, etc.?					
Are desk areas tidy?					
Are filing cabinets labeled properly?					
Have batteries been changed on emergency equipment, such as flashlights?					
Is there at least 18" of clear space from ceiling to stored items?					

Please Note:
n/a - not applicapable
**** If Unk (Unknown) is checked, you are required to include information in the Comment section.**
++ Heat producing appliances must be plugged directly into the wall. Examples of heat producing appliances are: coffee pots, microwaves, refrigerators, space heaters and hot plates.

OTHER DEPARTMENT AND/OR BUILDING SAFETY CONCERNS:

EXTERIOR BUILDING CONCERNS:

SUMMARY OF UNSATISFACTORY ITEM(S):

ACTION TAKEN:

Work Order Submitted: Yes ☐ No ☐ Date:

Work Order Completed: Yes ☐ No ☐ Date:

Other Action Taken:

DEPARTMENT RESPRESENTATIVE SIGNATURE:

DC SAFETY COMMITTEE MEMBER SIGNATURE: