## Sample Safety Inspection Checklist

**Workplace:**                     **Date:**

**Inspected By:**

Each “No” answer may indicate a problem.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th><strong>FLOORS AND WALKWAYS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Are walkways and stairways kept clear of obstructions?</td>
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<td></td>
<td></td>
<td>Are buckets and mops available to clean up spills so no one will slip?</td>
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<td></td>
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<td>Are non-slip mats, grates, or slip-free coatings used in wet areas to prevent falls?</td>
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<td></td>
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<td>Do stairways have handrails?</td>
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<td></td>
<td></td>
<td>Are carpets and rugs causing a potential trip hazard?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th><strong>LADDERS AND FALL PROTECTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Are the appropriate ladders for the job available and in good condition?</td>
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<td></td>
<td></td>
<td>Are they inspected before each use?</td>
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<td>Do ladders have safety feet?</td>
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<td>Are non-metal ladders used when there is a chance of electric shock?</td>
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<td>Have maintenance workers, janitors and other workers been trained in ladder safety as needed?</td>
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<td>If work is done on an elevated work location (above 30 inches, or 48 inches if the platform is not part of the building), are guard rails installed?</td>
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<tr>
<td></td>
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<td>Do staff have access to step stools as needed? Have they been instructed not to stand on unsafe surfaces or furniture?</td>
</tr>
</tbody>
</table>
FIRE SAFETY

- Are there at least two fire exits for each building? (Check with your local fire department for their recommendations.)
- Are fire exits clearly marked and pathways to the exits clear?
- Have employees been told what to do in case of a fire or other emergency?
- Are there fire extinguishers of the correct type in or close to each work area?
- Are the locations of fire extinguishers clearly marked?
- Do fire extinguishers have up-to-date inspection tags, and are they visually inspected monthly?
- If employees are authorized to use portable fire extinguishers, have these employees been trained how to use them? (Annual training is required for all employees authorized to use portable fire extinguishers.)
- Are the fire alarm system and sprinkler system regularly tested?
- Are there regular fire drills?

ELECTRICAL HAZARDS

- Have employees who use machinery been told how to recognize when a machine has been locked out and tagged (electrical power off, locked out and machine tagged)?
- Are electrical cords in good condition (no fraying or other defects)?
- Are power tools and other equipment in good condition?
- Is all electrical equipment, including power tools, properly grounded?
- Are there enough outlets so extension cords don’t have to be used?
- Are cords kept out of areas where someone could trip over them, or where they could be damaged?
### LIGHTING
- [ ] Yes  [ ] No  Is there adequate lighting throughout the workplace, including outdoors?
- [ ] Yes  [ ] No  Are the areas around all machines well lighted?
- [ ] Yes  [ ] No  Are outside pathways and parking lots adequately lighted at night?

### MACHINE GUARDING AND MECHANICAL SAFETY
- [ ] Yes  [ ] No  Are machines securely attached to the floor?
- [ ] Yes  [ ] No  Do machines have guards on them?
- [ ] Yes  [ ] No  Have employees been told to report missing machine guards to their supervisors?
- [ ] Yes  [ ] No  Do employees know how to turn off machines in an emergency?
- [ ] Yes  [ ] No  Have employees been trained in how to work safely around machines?
- [ ] Yes  [ ] No  Are emergency cut-off switches easily located and identified, and do employees know where they are?

### OTHER SAFETY ISSUES
- [ ] Yes  [ ] No  Are hot surfaces guarded to prevent accidental contact?
- [ ] Yes  [ ] No  Are sharp objects properly stored so they don't present a hazard?
- [ ] Yes  [ ] No  Do furniture and equipment have seismic restraints or bracing?
- [ ] Yes  [ ] No  Is shelving secured to walls?
- [ ] Yes  [ ] No  Is there a security system to protect against intruders who might commit an assault in the workplace?

### CHEMICAL HAZARDS
- [ ] Yes  [ ] No  Are chemicals (including pesticides, solvents, and cleaning products) properly labeled and stored?
- [ ] Yes  [ ] No  Are flammable and combustible liquids inside the buildings stored in flammable liquids cabinets?
Has an inventory been done of toxic substances used in the workplace?

Have Material Safety Data Sheets (MSDS) been obtained for all chemicals you use?

Has monitoring been done to make sure exposure levels are within legal limits?

Are records of monitoring results available to employees?

Are employees told where Material Safety Data Sheets on chemicals are kept?

Is there adequate ventilation to keep levels of dust, vapors, gases, and fumes as low as possible?

Are local exhaust ventilation systems (such as fume hoods) provided at work stations where toxic chemicals are used, and are they tested regularly?

Has annual training been conducted for all employees who use chemicals?

**BIOLOGICAL HAZARDS, SANITATION, AND HOUSEKEEPING**

Are adequate toilet facilities provided and well maintained?

Are there sinks with hot and cold water, and disposable hand towels?

Are insects and rodents adequately controlled?

Are there clean eating areas separate from work and chemical storage areas?

Are there enough trash containers and are they well-maintained, leak-proof, and emptied regularly?

**ERGONOMIC HAZARDS**

Can employees get help when lifting more than 30 pounds (as per NIOSH’s recommendation)?

Have employees been trained in proper lifting methods?

Are mechanical lifting devices available if needed?

Are job tasks that require repetitive movements varied or rotated?

Are computer workstations set up to avoid awkward postures and to fit the individual needs of workers?

Are employees able to avoid standing or sitting for long periods of time?
INSPECTION CHECKLIST

Yes No NOISE

☐ ☐ Do workers feel noise levels are comfortable?

☐ ☐ Is there a program for noise reduction?

☐ ☐ Do workers know when and where hearing protection is necessary?

Yes No PERSONAL PROTECTIVE EQUIPMENT

☐ ☐ Is personal protective equipment (PPE) provided as needed (coveralls, gloves, eye protection, respirators, earplugs, etc.)?

☐ ☐ Have workers using PPE been trained in its proper use?

☐ ☐ Is PPE cleaned, maintained, and stored properly?

☐ ☐ Are multiple sizes of PPE available to fit different workers?

☐ ☐ If respirators are used, have workers been fit-tested and trained in the elements of the written Respiratory Protection Program?

In addition to doing a walkthrough inspection to identify possible hazards, you can also check for the following general workplace issues.

Yes No GENERAL WORKPLACE ISSUES

☐ ☐ Does the workplace have a written Injury and Illness Prevention Program (IIPP) as required by Cal/OSHA, and has a responsible person been identified?

☐ ☐ Have all employees received health and safety training?

☐ ☐ Is there someone in the workplace trained in first aid and CPR?

Who? _______________________________

☐ ☐ Is there a written Emergency Action Plan and have all employees been trained in what to do during an emergency?