

SAFETY INSPECTION CHECKLIST



Location: _____ Inspected by: _____ Division: _____ Date: _____

INSPECTION ITEM	REFERENCE	YES	NO	RAC CODE	CORRECTIVE ACTION	RESPONSIBLE PARTY
HOUSEKEEPING/STORAGE						
Are all stairways, aisles and access ways kept clear of trip hazards and not used for storage? Are walkways in each room, office, cubicle, and hallway free of trips hazards, such as cords, boxes, and files?	OSHA 29 CFR 1910.22(a)(1)					
Is lighting sufficient and appropriate in stairways, walkways, storage rooms, closets, and housekeeping areas to prevent a trip/fall?						
Is general housekeeping in good order? <i>Look for unnecessary debris, trip hazards, loose carpet, excessive accumulations of dust, standing water, other spilled liquids, etc.</i>	OSHA 29 CFR 1910.22(a)(1)					
Are file cabinets loaded properly to avoid being too top heavy creating a tipping hazard?	OSHA 29 CFR 1910.176(c)					
Are materials stored properly to avoid falling? Are materials stored on shelves properly to avoid falling? Are heavy materials stored between knee and chest height to prevent shoulder and back strains?	OSHA 29 CFR 1910.176(c)					
Are parking lots, sidewalks, or other exterior walking surfaces free from defects that could cause a trip/fall?	OSHA 29 CFR 1910.22(c)					
WINTER HOUSEKEEPING						
Are walkways leading to and from the facility adequately maintained to minimize slips and falls from ice and snow?	OSHA 29 CFR 1910.22(a)(3)					
Are entryways maintained to minimize slips and falls from water and melted ice or snow?	OSHA 29 CFR 1910.22(a)(3)					
Are the building's gutters, downspouts and ice melting cords in proper condition and adequate to draw water and ice accumulation away from walkways?						
Is ice melt or sand readily available near exits that are likely to accumulate ice?						
EMERGENCY PREPAREDNESS/FIRE PROTECTION						
Are building evacuation drawings that indicate exit routes and staging areas for assembly outside the building up to date and posted near doorways?	????					
Are all fire doors to storage, telephone equipment and power rooms in working order, unobstructed and closed? <i>Open fire doors increase the speed at which fire spreads and allow smoke to circulate more freely, causing an increased risk to both occupants and equipment.</i>						
Are doors and passageways that may be mistaken for emergency exits marked "Not An Exit" to minimize possible confusion?	OSHA 29 CFR 1910.37(b)(5)					
At least two easily accessible fire emergency exits for each for work area?	OSHA 29 CFR 1910.36(b)(1)					

Exits properly marked and illuminated? <i>Are emergency lights tested monthly for at least 30 seconds and annually for at least 90 minutes?</i>	OSHA 29 CFR 1910.37(b)(1), OSHA 29 CFR 1910.37(b)(2), NFPA 101					
Exit routes clear and unobstructed?	OSHA 29 CFR 1910.37(a)(3)					
Exit doors equipped with panic hardware and no other locks, or if locked can doors be opened from inside?	OSHA 29 CFR 1910.36(d)					
Are fire extinguishers installed in appropriate locations? Are extinguishers clearly marked and unobstructed by equipment or materials? <i>ABC-rated dry chemical extinguishers are appropriate in most areas. Extinguishers should be distributed to limit employee travel distance to 75 feet or less.</i>	OSHA 29 CFR 1910.157(d)(2)					
Are hand-held extinguishers properly mounted? <i>The carrying handle should be no higher than 5 ft from the floor and the bottom of the extinguisher should be less than 4 in from the floor.</i>	NFPA 10 para 6.1.3.8 Installation height					
Is there a minimum of 18 inches of clearance between sprinklers and any material stored below them?	OSHA 29 CFR 1910.159(c)(10), NFPA 13					
AED provision – Stacey to check with Brian Sykes						
Are first aid kits fully stocked and contain no expired supplies?	OSHA 29 CFR 1910.151(b)					
Are plumbed eyewash stations & emergency showers inspected/flushed weekly and properly documented? <i>OSHA requires eyewash stations & emergency showers in locations where workers may be exposed to corrosive materials. These must be inspected/activated weekly for a period long enough to verify operation. Portable eyewash bottles cannot be used in these locations, but should be checked for expiration dates.</i>	OSHA 29 CFR 1910.151(c) ANSI Z385.1-2014					
EMERGENCY PREPAREDNESS & FIRE PROTECTION (CONTINUED)						
Have the facility's sprinkler and/or fire alarm systems been inspected in the past 12 months? Is the fire suppression system tagged to verify this inspection? <i>Additional inspection requirements may apply according to local regulations.</i>	NFPA 25					
Have fire extinguishers been tested annually and visually inspected every month? Does fire extinguisher have current tag showing the inspections have been completed?	OSHA 29 CFR 1910.157(e)(2) OSHA 29 CFR 1910.157(e)(3)					
ELECTRICAL						

Are electrical panels and circuit breakers labeled? <i>The wording on the label of a panel or circuit should adequately identify the panel and circuits so emergency personnel or employees can rapidly identify them for emergency shutdown or disaster recovery. Standardize names given to on-site panels to avoid confusion.</i>	OSHA 29 CFR 1910.335(b)(1) OSHA 29 CFR 1910.145 NEC 205.11 NEC 205.12					
Are all electrical panels unobstructed and accessible to employees? Is the space in front of all circuit panels not less than 36 inches deep and 30 inches wide and free of stored materials?	OSHA 29 CFR 1910.303(g)(1)					
Are electrical panels and junction boxes adequately protected? <i>(Make sure the knockout plugs are not missing)</i>	OSHA 29 CFR 1910.303(g)(2)(i) OSHA 29 CFR 1910.335(b)(1), OSHA 29 CFR 1910.145, NEC 205.11, NED 205.12					
Are extension cords used for temporary use only and are they undamaged (e.g., no cracks or missing ground plugs)? <i>OSHA and the National Electric Code do not allow extension cords to be used as permanent wiring. Only use surge protectors on equipment (computers, printers, etc.) when recommended by the manufacturer.</i>	OSHA 29 CFR 1910.305(g)(1)(iii)-(g)(1)(iv)(F)					
Are outdoor receptacles & receptacles located within six feet of a water supply (sink, shower, pool) protected by ground fault circuit interrupters (GFCIs)? <i>Ground fault protection is required in these areas due to the additional electrical hazards in wet environments.</i>	OSHA 29 CFR 1910.304(g)(6)(iv)(B) National Electric Code 210.8(A)(7)					
Are electrical appliances grounded? <i>Look for missing ground prongs on cord ends.</i>	OSHA 29 CFR 1910.304, OSHA 29 CFR 1910.304(3)(ii)(C)(3)					
Are computer and other equipment cords in proper condition? <i>Look for damaged cord insulation, missing ground prongs on cord ends, and cord repairs made with tape.</i>	OSHA 29 CFR 1910.334(a)(2)(i)					
Are surge protectors or electrical receptacles not overloaded with cords? Check for daisy chaining of surge protectors or cords.	OSHA 29 CFR 1910.305(g)					
Are all major appliances and items that draw high amounts of power UL listed and plugged directly into the wall outlet to prevent overheating/fires? <i>(Ex. refrigerators, microwaves, toasters, coffee makers, space heaters)</i>	OSHA 29 CFR 1910.303(b)(2)					
Are portable space heaters used? Are they UL listed? Is there adequate space surrounding the heater for heat dissipation?						
Personal Protective Equipment						
Is appropriate PPE being worn for the task at hand?	RM50B Chapter 47 PPE, 29 CFR 1910.132(a)					
Has the employee been properly trained on how to wear, clean, and store their PPE?	RM50B Chapter 47 PPE, 29 CFR 1910.132(f)					
Is PPE clean & being properly stored when not in use? (e.g., respirators/dust masks stored in a sealed, clean, dry location)	RM50B Chapter 47, PPE, 29 CFR 1910.132(a)					
Walking-Working Surfaces						
Aisles, walkways and passageways marked for adequate clearance as appropriate? Adequate headroom provided for the entire length of any aisle or walkway?	OSHA 29 CFR 1910.176(a), OSHA 29 CFR 1910.25(b)(2)					

Exterior walkways cleared and in good repair?	OSHA 29 CFR 1910.22(a)(3)					
Floor holes, floor openings, and wall openings?	OSHA 29 CFR 1910.22 (d)(2)					
Gratings, non-skid mats or other non-slip materials used in wet areas? Floors clean and free of spilled materials? Gratings, mats, etc. in good repair	OSHA 29 CFR 1910.22(a)(2), OSHA 29 CFR 1910.22(a)(1), OSHA 29 CFR 1910.22(d)(1)					
Materials or equipment stored in such a way that sharp edges, etc., will not interfere with the walkway?	OSHA 29 CFR 1910.22(a)(3)					
For elevated storage areas, do barriers have top, mid, and toe board to prevent items falls to areas below? Is the load capacity displayed?	29 CFR 1910.29 (b) 29 CFR 1910.29 (k)(1)					
If a loading dock is present and is over 4 feet high, is there a chain or guard on the opening when not in use?	OSHA 29 CFR 1910.28(b)(1)(i) OSHA 29 CFR 1910.28(b)(4)(i)					
Stairs: Are handrails present on stairs with 4 or more risers, is stair width 22" or more, are treads in good repair, is there a 21" platform or larger where doors open directly onto stairs?	OSHA 29 CFR 1910.28(b)(11)(ii)					
Are fixed and portable ladders in good working condition? When in use, are ladders extended 3 feet above the top of a landing? Are step ladders fully open?	OSHA 29 CFR 1910.23(b)					
Hazard Communication						
Is there a Safety Data Sheet readily available for each chemical in the workplace?	29 CFR 1910.1200					
Are hazardous materials appropriately labeled and properly stored? <i>Separate incompatible hazardous materials. Always store corrosives away from flammable liquids as accidental contact between incompatible chemicals can result in a fire, an explosion, the formation of highly toxic and/or flammable substances, or other potentially harmful reactions: Oxidizers mixed with flammable solvents can cause a fire. Acids mixed with metal dust can produce flammable hydrogen gas. Pesticides are to be stored separately from other flammable chemicals.</i>	RM50B Chapter 30 Hazard Communication, RM50B Chapter 29 Flammables and Combustibles RM77-7 OSHA 29 CFR 1910.106 OSHA 29 CFR 1910.1200 1910.1200 App B NFPA 30, 9.17 (2018) NFPA 30, 9.17 (2018) NFPA 1, 60.5.1.12 (2018)					
Are compressed gas cylinders being stored properly? <i>General Industry: Where a cylinder is designed to accept a cap, it shall always be in place, hand tight, EXCEPT when cylinders are in use or connected for use.</i> <i>Construction: Acetylene and oxygen tanks must be stored at least 20 feet apart or separated by a 30-minute fire barrier when they are not being regularly used for welding.</i>	OSHA 29 CFR 1910.253(b)(2)(iv) OSHA 29 CFR 1910.253(b)(4)(iii) OSHA 29 CFR 1926.350(a)(10) Compressed Gas Association Pamphlet P-1-1965					
Are Maximum Allowable Quantities (MAQ) of flammable and combustible liquids adhered to?	NFPA 30 Table 9.6.1					
Workshops / Garage Bays						
Are automotive lifts being inspected by a qualified lift inspector on an annual basis?	ANSI/ALI ALOIM: 2008; ANSI/ALI ALCTV-2011; OSHA General Duty Clause Section 5(a)(1)					
Are cranes/hoists being tested and inspected before each use	RM50B Chapter 23: Cranes, Hoists, and					

and annually by a competent person to verify compliance with OSHA and owner's manual requirements? Is there documentation to verify? Are load capacities posted?	derricks (under development) OSHA 29 CFR 1910.179(K) OSHA 29 CFR 1910.179(L)					
Are chemical fume hoods inspected and tested annually?	RM50B Chapter37 Laboratory Safety & Chemical Hygiene, ANSI/American Industrial Hygiene Association (AIHA) - Z9. Ventilation Package ANSI Z9.5 ANSI Z9.11 ANSI/American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 110. Method of Testing the Performance of Laboratory Hoods.					
Do spray paint booths meet OSHA's standards for construction, ventilation, and fire safety?	OSHA 29 CFR 1910.66					
If respiratory protection is required, has the employer established & implemented a written respiratory protection program, and provided training, medical evaluation and fit testing? If respirator protection is not required, but used voluntarily by employees, have they been provided Appendix D of 29 CFR 1910.134?	OSHA 29 CFR 1910.134					
Are machine guards affixed to machines to protect operators and other employees from hazards created by point of operation, nip points, rotating parts, and flying chips and sparks?	OSHA 29 CFR 1910.212(b) OSHA 29 CFR 1910.212(a)(3)(ii)					
Are machines that were designed for a fixed location securely anchored to prevent walking or moving?	OSHA 29 CFR 1920.212(b)					
Are abrasive bench wheel grinders permanently mounted, guards adjusted properly, and replacement wheels ring tested? The tongue and work rest guards should be adjusted within 1/4-inch and 1/8 inch respectively. The grinder must be anchored to a solid and stable surface in the manufactured holes designed to keep the grinder secure. Ensure all replacement wheels are ring tested prior to mounting to the bench grinder and the wheels are properly dressed to prevent wheel deformations that could lead to breakage and employee injury.	OSHA 29 CFR 1910.212(b); OSHA 29 CFR 1910.215(b)(9); OSHA 29 CFR 1910.215(a)(4); OSHA 29 CFR 1910.215(d)(1)					
Have effective measures been taken to prevent unauthorized entrance into permit-required confined spaces? And are these spaces properly signed with "Danger - Permit-Required Confined Space, Do Not Enter"? If staff are entering, are staff trained, gas monitors calibrated, & entry permit completed?	RM50B Chapter 19 Confined Space Entry; OSHA 29 CFR 1910.146					
Safety Alerts						
Are swing gates directed downstream while open, reflectorized, & secured in the open & closed position?	Section 2B.68 Gates in Manual on Uniform Traffic Control Device (MUTCD) - See Safety Alert issued June 2022					
Watch for discarded military munitions/unexploded ordnance	See Safety Alert issued					

stored in visitor centers and museum facilities	February 2022					
Have awareness that plasticized lumber decking burns quickly and with high intensity.	See Safety Alert issued April 2015					