INSPECTION CHECKLIST

Sample Safety Inspection Checklist

Workplace: Date:

Inspected By:

Each "No" answer may indicate a problem.

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

Yes	No	LADDERS AND FALL PROTECTION
☐	☐	Are the appropriate ladders for the job available and in good condition? Are they inspected before each use?
☐	☐	Do ladders have safety feet?
☐	☐	Are non-metal ladders used when there is a chance of electric shock?
☐	☐	Have maintenance workers, janitors and other workers been trained in ladder safety as needed?
☐	☐	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?
☐	☐	Do staff have access to step stools as needed? Have they been instructed not to stand on unsafe surfaces or furniture?

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Yes	No	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 extinuishers.)
☐	☐	Are the fire alarm system and sprinkler system regularly tested?
☐	☐	Are there regular fire drills?

Yes	No	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?

Yes	No	LIGHTING
☐	☐	Is there adequate lighting throughout the workplace, including outdoors?
☐	☐	Are the areas around all machines well lighted?
☐	☐	Are outside pathways and parking lots adequately lighted at night?

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

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

Yes	No	CHEMICAL HAZARDS
☐	☐	Are chemicals (including pesticides, solvents, and cleaning products) properly labeled and stored?
☐	☐	Are flammable and combustible liquids inside the buildings stored in flammable liquids cabi nets?

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☐	☐	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?

Yes	No	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?

Yes	No	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?

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 walkaround 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?