

Safety Compliance Institute

COMPANY: _____

SAFETY INSPECTION / HOUSEKEEPING AUDIT

Date _____

Address: _____

Location: _____

Inspector: _____

Inspection Checklist

Section 1: Documentation	
1. Does the company have an Injury Illness Prevention Program (manual)?	YES ___ NO ___
2. Is the manual site-specific?	YES ___ NO ___
Section 2: Electrical Components	
3. Is there a 36" clearance around electrical panels?	YES ___ NO ___
4. Are there any open slots on electrical panels?	YES ___ NO ___
5. Are all circuit breakers properly marked?	YES ___ NO ___
6. Are all electrical outlets properly covered?	YES ___ NO ___
7. Are there any frayed/taped electrical cords?	YES ___ NO ___
8. Are any extension cords attached to each other?	YES ___ NO ___
9. Are cords kept from lying across an aisle?	YES ___ NO ___
10. Are power tools and/or equipment maintained and guarded?	YES ___ NO ___
Section 3: Office and Shop Areas	
11. Are the office isles clear of obstructions?	YES ___ NO ___
12. Are wet floors around entryways mopped up?	YES ___ NO ___
13. Are tools, pencils, nails- etc. picked up if they've been dropped?	YES ___ NO ___
14. Is machinery and equipment kept free of clutter and debris?	YES ___ NO ___
15. Is trash removed often enough so rubbish doesn't build up?	YES ___ NO ___
16. Is adequate illumination provided?	YES ___ NO ___
17. Are the floors swept when dirt, dust, shavings or scraps accumulate?	YES ___ NO ___
18. Is banding wire removed so it does not create a tripping hazard?	YES ___ NO ___

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19. Can storage shelves support the weight of the materials on them?	YES ___ NO ___
20. Is storage on shelves stable so that nothing hangs over the edge?	YES ___ NO ___
21. Are cartons, pallets or other stacked materials arranged so the stacking is stable?	YES ___ NO ___
22. Are items that have to be stored leaning on end supported, and will not fall over or slide down?	YES ___ NO ___
23. Are exposed nails removed from crates, lumber, or pallets?	YES ___ NO ___
24. Is adequate ventilation provided?	YES ___ NO ___
25. Are any bulbs missing in light fixtures?	YES ___ NO ___
26. Do air compressors have permits posted?	YES ___ NO ___
27. Are confined spaces properly labeled?	YES ___ NO ___
Section 4: First Aid, Fire Extinguisher and Eyewash Stations	
28. Are first aid and emergency medical supplies available?	YES ___ NO ___
29. Are any first aid supplies expired?	YES ___ NO ___
30. Is there clear access to all fire extinguishers?	YES ___ NO ___
31. Are all fire extinguishers mounted?	YES ___ NO ___
32. Have fire extinguishers been inspected monthly/annually?	YES ___ NO ___
33. Are any eyewash stations (where applicable) blocked?	YES ___ NO ___
34. Are all eyewash stations functional?	YES ___ NO ___
35. Are there any expired portable eyewash solutions (where applicable)?	YES ___ NO ___
Section 5: Hazardous Materials	
36. Are hazardous chemicals properly labeled/used?	YES ___ NO ___
37. Are hazardous chemicals put back into proper storage after use?	YES ___ NO ___
38. Are hazardous storage areas properly marked? (Prop 65)	YES ___ NO ___
39. Is the MSDS (if applicable) easily accessible?	YES ___ NO ___
40. Are all propane tanks secured? (where applicable)	N/A ___ YES ___ NO ___
41. Are all tanks e.g. oxygen, acetylene secure and clearly marked?	N/A ___ YES ___ NO ___
Section 6: Emergency Evacuation	
42. Are there site maps posted?	YES ___ NO ___
43. Are emergency procedures and phone numbers posted?	YES ___ NO ___
44. Are exits properly marked?	YES ___ NO ___

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45. Are accesses to exits clear?	YES ___ NO ___
46. Is there enough clearance around fire doors so they can close properly in case of an emergency	YES ___ NO ___
47. Is storage kept out of the aisles?	YES ___ NO ___
48. Are carts or trucks parked so that they aren't blocking any aisles?	YES ___ NO ___
Section 7: Personal Protective Equipment and Shop Cleanliness	
49. Is Personal Protective Equipment being worn as required?	YES ___ NO ___
50. Are employees properly safety trained for the job being performed?	YES ___ NO ___
51. Are employees following proper work procedures?	YES ___ NO ___
52. Are sanitation and drinking facilities properly maintained?	YES ___ NO ___
53. Is food kept away from areas where toxic materials are used?	YES ___ NO ___
54. Is food prohibited from being stored in restrooms?	YES ___ NO ___
55. Is leftover food thrown away in leak-proof cans with covers?	YES ___ NO ___
Section: Forklift inspection	
56. Are all forklift operators site-certified? (max 3 years)	N/A ___ YES ___ NO ___
57. Do all forklifts have seatbelts?	N/A ___ YES ___ NO ___
58. Do all forklift seatbelt latching devices properly function?	N/A ___ YES ___ NO ___
59. Do all forklift seatbelt retractable locking devices properly function?	N/A ___ YES ___ NO ___
60. Do all forklifts have warning devices?	N/A ___ YES ___ NO ___
61. Do all forklifts have the gross lifting capacity posted?	N/A ___ YES ___ NO ___
62. Are propane tanks properly secured onto truck?	N/A ___ YES ___ NO ___

Recommendations:

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Revised 1/2006

