

Workplace Inspection Form	
Safety Committee Members:	
Building:	Inspection Date:
Area Inspected:	Department Contact:
Department/Unit:	Phone/email:

Y	N	N/A	Y = Satisfactory N = Needs Improvement NA = Not Applicable	Location	Observations	Responsible Party	Work Order#	Data Verified Complete
Slips, Trips, and Falls								
			1. Are walking surfaces kept dry, or appropriate means taken to assure surfaces are slip resistant?					
			2. Are walking surfaces free of tripping hazards?					
			3. Are work surfaces elevated more than 48 inches above the floor or ground provided with guardrails?					
Electrical Safety								
			4. Is each electrical panel free of obstruction with a minimum of 30 inches wide and 78 inches high of access clearance?					
			5. Is each circuit breaker labeled as to its function?					
			6. Are electrical extension cords in good condition without splices, deterioration or damage?					

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			7. Are extension cords used only for temporary power, and not daisy-chained or plugged into power strips?					
			8. Are power strips with built-in circuit breakers used in lieu of extension cords or multi-plug adapters?					
			9. Are switches, receptacles, junction boxes, and breaker panels equipped with covers or plates?					
Fire Safety								
			10. Are exits, aisles, and hallways free of clutter and obstructions? Is there 36" clearance in egress paths?					
			11. Are fire doors self-closing and not held open by wedges or door stops?					
			12. Are all portable fire extinguishers fully charged, kept in their designated places and inspected annually? Is there 18" clearance all around?					
			13. Is there 18" clearance to all fire and life safety devices, including pull stations, strobes, audible alarms, fire hose cabinets, fire department connections?					
			14. Do all sprinkler heads have at least 18 inches of clearance between the sprinkler head and the top of any stored materials?					
			15. Are all exits marked by a readily visible "EXIT" sign and where the exit is not immediately apparent, do exit signs indicate the exit direction? Are they lit?					

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			16. Does the department have a trained fire warden?					
Chemical Safety								
			17. Are flammable chemicals properly stored?					
			18. Are material safety data sheets accessible for each chemical used?					
			19. Is each container of chemicals properly labeled?					
			20. Are eye washes and safety showers provided within 10 seconds walking time from areas where corrosive chemicals are handled?					
Personal Protective Equipment (PPE)								
			21. Is PPE appropriate to the hazard provided to employees and are employees using it?					
			22. Is worn, damaged or old PPE/safety equipment removed from use and discarded?					
Stairs and Stairways								
			23. Are stairways free from obstructions, such as stored items?					

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			24. Are step risers uniform from top to bottom and in good repair?					
			25. Are steps designed or provided with a surface that renders them slip resistant?					
Other Common Hazards								
			26. Are standard stair rails or handrails on all stairways having four or more risers?					
			27. Are all compressed gas cylinders stored upright with a chain or strap to a wall?					
			28. Are all ladders maintained in good condition, with joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely?					
			29. Are all tools and equipment in good condition?					
			30. Does equipment with moving parts have shields or guards?					
			31. Are office workstations adjusted and arranged to fit each worker?					
			32. Are workers who routinely lift heavy objects trained in safe lifting techniques?					

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			33. Have workers received safety training specifically related to hazardous tasks?					
			34. Are lights in proper working order and is lighting sufficient to safely perform work duties?					
			35. Is area free from nuisance odors and excessive dust?					
			36. Is area free from excessive noise? Is hearing protection provided for working in noisy conditions?					
Hazards Specific to Inspection Location or Tasks								

COMMENTS/Other issues discovered during inspection: