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| **Instructions:** This checklist addresses responsibilities and possible safety hazards which may be present in an industrial work location. This form is to be completed by employees who have been trained to perform safety inspections. To complete the checklist, employee interviews and some records review will occur. Upon completion, the form is provided to all managers and supervisors at the work location and one copy is provided to the safety coordinator. For any items checked "Unsatisfactory", an explanation must be provided on an attached sheet. |
| **Inspection Location** |
| **Agency** | **Organization** |
|  |  |
| **Address** |
|  |
| **Material Handling and Storage** | **Satisfactory** | **Unsatisfactory** | **N/A** |
| 1. Are employees trained in and demonstrating proper lifting techniques?
 |  |  |  |
| 1. Are employees trained in and properly using hand tools?
 |  |  |  |
| 1. Are employees trained in the handling of hazardous materials and substances?
 |  |  |  |
| 1. Are Safety Data Sheets (SDS) available for each hazardous material at the facility?
 |  |  |  |
| 1. Are stacks at a reasonable distance from the ceiling and at least 18 inches from all sprinkler heads?
 |  |  |  |
| **Equipment** | **Satisfactory** | **Unsatisfactory** | **N/A** |
| 1. Are employees trained on the safe use of job related equipment including handcarts, rollers, etc.?
 |  |  |  |
| 1. Are employees trained in the safe use of forklifts?
 |  |  |  |
| 1. Are forklift inspections completed by the operator on a daily basis?
 |  |  |  |
| **Electrical** | **Satisfactory** | **Unsatisfactory** | **N/A** |
| 1. Do all electrical breaker boxes have at least 36 inches of clearance?
 |  |  |  |
| 1. Are all extension cords in good condition and not frayed?
 |  |  |  |
| 1. Are extension cords not being used as permanent wiring?
 |  |  |  |
| 1. Is a lock out/tag out (LOTO) program in place?
 |  |  |  |
| 1. Are workers trained in LOTO procedures?
 |  |  |  |
| **Housekeeping** | **Satisfactory** | **Unsatisfactory** | **N/A** |
| 1. Are floors clean, dry and clear of obstacles?
 |  |  |  |
| 1. Are warning signs/cones posted for wet floors or available in those instances?
 |  |  |  |
| 1. Are aisles adequately wide and free of obstacles?
 |  |  |  |
| 1. Is there space to move around aisle-stacked materials?
 |  |  |  |
| **Fire/Evacuation** | **Satisfactory** | **Unsatisfactory** | **N/A** |
| 1. Are doors unlocked to allow for exit from the building?
 |  |  |  |
| 1. Is an evacuation plan is posted?
 |  |  |  |
| 1. Are all entrances and exits clearly posted?
 |  |  |  |
| 1. Are fire extinguishers labeled to indicate their presence and inspected monthly?
 |  |  |  |
| 1. Is a first aid kit accessible and adequately stocked?
 |  |  |  |
| 1. Are combustibles and trash stored away from heat sources?
 |  |  |  |
| 1. Are emergency lights operable and do they undergo routine testing?
 |  |  |  |
| 1. Are workers trained on evacuation procedures and are evacuation drills conducted?
 |  |  |  |
| **Comments:** |
| **Inspector name(s)** | **Date** |
|  |  |