

Completed by: _____ Date: _____
 Building: _____ Location: _____
 Supervisor: _____
 Department: _____

Inspections of work areas need to be performed and documented monthly. Completed copies shall be kept on file for at least one year by the supervisor or Safety Team representative. Report any deficiencies noted below to the work area supervisor.

Section 1: GENERAL SAFETY	YES	NO	N/A	COMMENTS/DATE CORRECTED
1. Workplace is clean and orderly				
2. Floors are clear and aisles, hallways, and exits are unobstructed.				
3. Floor surfaces are kept dry and free of slip hazards.				
4. Stairways, sidewalks, and ramps are free of defects (i.e. damaged treads, frayed carpet).				
5. Illumination is adequate in all common areas and workstations.				
6. Emergency evacuation maps are posted at eye level in every stairway and elevator landing, and immediately inside all public entrances to the building.				
7. All containers, including non-hazardous chemicals and waste, are labeled with the full chemical or trade name and GHS designated hazard (i.e. corrosive, flammable, etc.).				
8. Stored materials are secured & limited in height to prevent collapse.				
9. 36" clearance maintained for electrical panels.				
10. Electrical cords and plugs are in good condition with proper grounding.				
11. Extension cords and power strips are not daisy-chained and no permanent extension cords are in use (max 30 days).				
12. Portable electric heaters have at least 36" of clearance from combustible materials (e.g. paper).				
13. Equipment and machines are clean and working properly.				
14. Adequate ventilation is provided to machines for preventing the buildup of heat or gas emissions.				
15. Emergency stop switches on machines are identified and in proper working order.				
16. Mechanical safeguards are in place and in proper working order (e.g. paper cutter guards).				
17. Emergency washing facilities are tested weekly and tag is signed				
18. Ensure required warning signs present and legible (i.e. restricted access, required PPE, machine guard required, etc.).				

SEE NEXT PAGE

Section 2: FIRE	YES	NO	N/A	COMMENTS/DATE CORRECTED
1. Emergency exit signs are properly displayed.				
2. Fire alarms and fire extinguishers are visible and accessible.				
3. Fire doors (e.g. in stairways) are kept closed unless equipped with automatic closing device.				
4. 18" vertical clearance is maintained below all sprinkler heads.				
5. Fire extinguishers are serviced annually and pressure gauge is confirmed to be in green zone monthly.				
6. Corridors and stairways are kept free of obstruction and not used for storage.				
7. Personal transportation devices are stored in officially designated areas only.				
8. Ensure lithium batteries and designated charging stations are inspected for leakage/damage and proper storage (battery ends should not be touching).				
Section 3: EARTHQUAKE	YES	NO	N/A	COMMENTS/DATE CORRECTED
1. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets and similar items over four feet tall are secured against movement based on manufacturer specifications.				
2. Shelving has lips, bungees or other seismic restraints.				
3. Portable machines or equipment are secured against movement using chains, lockable casters, or other appropriate means.				
4. Top-heavy equipment is bolted down or secured to wall studs to withstand accelerations typically expected in an earthquake.				
5. Large & heavy objects are stored on lower shelves or storage areas.				
6. Valuable equipment sensitive to shock damage, such as instruments, computers and other breakables are stored in latched cabinets or otherwise secured to prevent falling.				
7. All areas are uncluttered – providing clear evacuation routes in the event of an emergency.				
8. Cabinets and lockers are equipped with positive latching or sliding doors.				

SITE-SPECIFIC INFORMATION/COMMENTS (as needed):