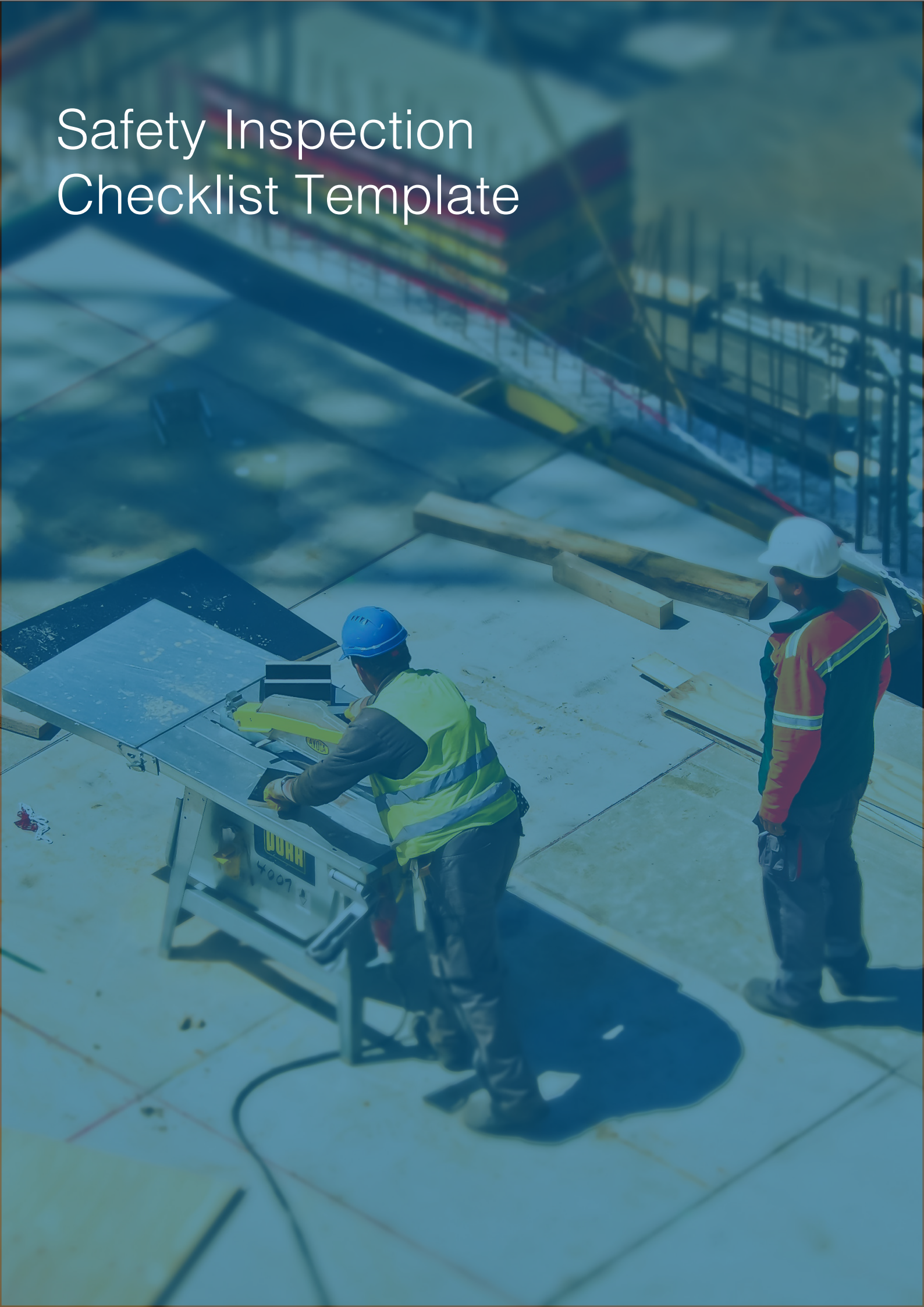


# Safety Inspection Checklist Template





## Safety Checklist

To help maintain the safety standards of your business and ensure every member of your staff follows through on the changes you are making, it helps to have a simple, easy to complete checklist. Here is a sample of such a checklist and how it can be used for your business:

### Safety Inspection Checklist

Date Performed:

Performed By:

Summary of Corrective Actions:

## General Issues

Items to Check	Good	Needs Addressing	N/A	Comments
Safety bulletin board visible and accessible				
Employees understand safety program and resources				
First aid kits marked and accessible at all times				
First aids complete and not missing items				
First aid cards up to date for all trained employees				
Walking surfaces are clear and clean				
Stairs, aisles, doors and windows are clear				
Material and equipment storage is clear and properly stowed				
Means of egress checked and clear				

## Emergency Exits/Evacuation

Items to Check	Good	Needs Addressing	N/A	Comments
Emergency Exits/Evacuation				
Emergency phone numbers easily accessible				
Exit routes clearly marked and clear of debris				
Emergency lights all work				
All exits opened from within without a key				
Emergency alarms work				
Regular check of fire extinguishers (monthly/annual)				
Sprinkler riser (monthly/annual checks)				
Flammable material storage				
Electrical in conduit and insulation/grounding is all sound				

# Electrical

Items to Check	Good	Needs Addressing	N/A	Comments
No extension cords being used permanent/ long term				
No splices, taps or insulation damage on cords				
Waterproof covers for all electrical cords and equipment in wet areas				
Breaker boxes clear and can be accessed when needed				
Enclosure of all live electrical parts on tools and equipment				
Insulation and grounding sound				
Ground assurance followed				
Panels and breakers properly labeled				
Panel clearance confirmed				
Lock out capability confirmed sound				
No overuse of circuits or frequent overload				

# Personal Equipment

Items to Check	Good	Needs Addressing	N/A	Comments
All necessary equipment being used: protective gloves, eyewear, footwear, hearing protection, work clothing, etc.				
Hazard assessment performed regularly on work areas				
Guards in place for personal hand tools				
Deadman switches all functional on hand tools				
Fittings and connections sound on personal tools				
Proper storage and use of all tools and equipment				
Interlocks all functional on tools				
All personal protective equipment				
Hard hats worn in areas with falling objects or flying objects				
Employee training in use of the equipment				
All equipment fits properly and is comfortable for use				

## Machinery

Items to Check	Good	Needs Addressing	N/A	Comments
Preventive maintenance up to date and logged				
Transmission guarding and tool rest/tongue guards				
Point of operation guards in place and checked				
Hot surfaces guarding				
Hydraulic hoses and connections in good condition				
Lock-out capable at machine and labeled effectively				
Splash/Chip guards in place and operational				
Bit and die condition check				
Magnetic start switches checked and operational				
Safeguarding systems such as two hand controls working				
Secure mounting and foundation for all machinery				
Brakes and clutches working and checked				
Employee operation of the machinery, including: Proper training with machinery Proper protective equipment on Proper adjustment of guards before use Safe work practices Loose clothing, hair or jewelry				

## Chemical Handling

Items to Check	Good	Needs Addressing	N/A	Comments
MSDS's available for all chemicals on hand				
Proper labeling of all piping, and containers				
Proper protective equipment in use at all times				
Training for all users, and able to answer questions about use				
Proper ventilation, storage and housekeeping at all times				
Labels on all cabinets in place and up to date				
For flammable chemicals, no smoking signs, storage handled properly and safety cans for waste				

## Ladders and Fall Protection

Items to Check	Good	Needs Addressing	N/A	Comments
All ladders in good condition with tight joints and no missing parts				
Proper use of single or extension ladder instead of step ladder				
Ladders always used at a 4:1 angle				
Proper use and training for all ladders				
Guardrails, midrails and toeboards on all work platforms				
Waist belts in use with proper training in situations needed				
For heights over 6', use of fall arrest/restraint				
All rungs and steps free of grease and oil				
Non-metallic ladders when working around electrical equipment				

## Chemical Handling

Items to Check	Good	Needs Addressing	N/A	Comments
Evaluate employees for the following: Excessive weight Excessive lifting Excessive reaching and twisting Excessive repetitions				
Good workstation design				
Material handling equipment used properly				
Use of adjustable height work surfaces				