

## General Office Safety Inspection

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Area Inspected	Yes	No	N/A	Corrective Date
1. OSHA posters displayed in prominent location.				
2. Emergency telephone numbers posted where they can be found readily.				
3. Emergency evacuation traffic routes identified.				
4. All work areas clean and orderly.				
5. Toilet and wash areas clean and sanitary.				
6. Work areas adequately illuminated.				
7. Walkways free of obstructions.				
8. Exit signs adequately lighted.				
9. Exit doors that are kept locked provided with emergency openings from inside.				
10. Material stored above shoulder level is secured to prevent toppling.				
11. No tools or storage items placed where they can fall on employees.				
12. No uneven or defective floors.				
13. Carpeting is flat, without tears, ridges or humps.				
14. Materials stored in places that don't block aisles.				
15. Stored goods don't obstruct lights or sprinkler heads.				
16. No overloading of extension cords.				
17. Extension cords inspected for external defects (loose parts, deformed and missing pins or damage to outer jacket or insulation) and evidence of potential internal damage (such as pinched or crushed outer jacket).				

OTHER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Safety Inspection – Shop/Maintenance

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Area Inspected	Yes	No	N/A	Corrective Date
1. OSHA posters displayed in prominent location.				
2. Safety signs/warnings posted where appropriate.				
3. First aid kit available and adequately stocked.				
4. Emergency telephone numbers posted where they can be found readily.				
5. Emergency evacuation traffic routes identified.				
6. All work areas clean and orderly.				
7. Fire extinguishers available and inspected monthly.				
8. Combustible scrap, debris and waste stored safely and removed from work areas promptly.				
9. Safety meetings held periodically.				
10. Safety training records maintained.				
11. Operating permits and records up-to-date.				
12. Toilet and wash areas clean and sanitary.				
13. Work areas adequately illuminated.				
14. Walkways free of obstructions.				
15. Exit signs adequately lighted.				
16. Exit doors that are kept locked provided with emergency openings from inside.				
17. Material stored above shoulder level is secured to prevent toppling.				
18. No tools or storage items placed where they can fall on employees.				
19. No uneven or defective floors.				
20. Materials stored in places that don't block aisles.				
21. Extension cords inspected for external defects (loose parts, deformed and missing pins or damage to outer jacket or insulation) and evidence of potential internal damage (such as pinched or crushed outer jacket).				
22. In exterior work, extension cords marked "for exterior use" are used.				
23. All extension cords of at least 14 AWG wire.				
24. Portable equipment inspected before use for defects.				
25. Defective or damaged equipment removed from service.				
26. Attachment plugs and receptacles are not connected or altered to prevent grounding.				
27. Adapters that interrupt grounding not used.				
28. Only electrical equipment and cords approved for use near water or conductive liquids are used in such locations.				

Area Inspected	Yes	No	N/A	Corrective Date
29. Portable electric ground fault interrupter available for use around wet or metallic areas.				
30. Power tools provided with point of operation guards.				
31. Electrical power tools grounded.				
32. Pneumatic powered tools equipped with automatic shut off when released from the operator's hand.				
33. Pieces of equipment provided with means to positively shut down the power source prior to repair or adjustment.				
34. Grinders securely mounted to avoid migrating or tipping.				
35. Transparent eye shield in place on machine.				
36. Work rest device adjusted correctly.				
37. Work rest no more than 1/8 inch from wheel.				
38. Work rest securely clamped.				
39. Speed of wheel within manufacturer's specifications.				
40. Two flanges, at least one -third the diameter of the wheel, securely mounted on each side of the wheel.				
41. Eye and face protection provided where necessary.				
42. Skin guards, hard hats, safety shoes, aprons, gloves, sleeves, etc. provided where necessary.				
43. Hearing protection provided and in use when appropriate.				
44. Eye wash facilities and showers provided where necessary.				
45. Personal protective equipment inspected regularly and replaced when necessary.				
46. Welders properly trained and certified.				
47. Hoses neatly stacked away from traffic Hoses neatly and damage.				
48. Hoses free of grease and oil.				
49. Equipment properly degreased before being welded.				
50. Grounding to welding machine checked before use.				
51. Standard replacement parts used.				
52. Manufacturer's safety labels and instructions in place on equipment.				
53. Helmets and leather aprons available and in use on welding jobs.				
54. Gloves and leggings available for use on welding jobs.				
55. Welding boot or area isolated from employee traffic.				
56. "Do Not Enter" signs posted at welding booth.				
57. Portable tinted screens or curtains surround welding area.				
58. Flammables removed from welding area and covered with fire blanket.				
59. Fire extinguishers available and carried to welding site before job starts.				
60. Welding area well ventilated.				
61. No cooling water, shielding gas, or engine fuel leaks.				
62. Compressed gas cylinders (full or empty) stored in designated area away from forklift traffic.				
63. Contents marked on all cylinders.				
64. Cylinders separated by contents.				
65. Straps or chains provided to keep cylinders upright.				
66. Valve protection caps hand tight on all cylinders not connected for use.				

Area Inspected	Yes	No	N/A	Corrective Date
67. Cylinders kept away from heat producing devices.				
68. Formal Forklift Driver training in place.				
69. Overhead guards in place where required.				
70. Exact replacements used as spare ballasts on trucks.				
71. Drivers slow going down ramps with load in up-ramp direction.				
72. Drivers spread forks to suit loads.				
73. Proper securing pins used to hold forks in place.				
74. Tilting load forward prohibited except when load is in deposit position over rack or stack of material.				
75. Drivers elevate load only when they are ready to stack it.				
76. Riders and passengers prohibited on trucks.				
77. Drivers give pedestrians the right of way.				
78. Drivers drive in reverse with large or bulky loads.				
79. Special driving precautions taken in wet or cold areas.				