

Workplace Inspection Checklist

Inspected by: _____ Date: _____

Item	Condition	Follow-up needed?
Emergency & First Aid		
<input type="checkbox"/> Fire alarm stations clearly marked and readily accessible		
<input type="checkbox"/> Fire alarms free from visible damage		
<input type="checkbox"/> Lights above emergency exits have all bulbs lit		
<input type="checkbox"/> No obstructions in path to exits		
<input type="checkbox"/> “Crash bar” operates easily		
<input type="checkbox"/> Signs showing locations of fire extinguishers clearly visible		
<input type="checkbox"/> Fire extinguishers fully charged		
<input type="checkbox"/> Fire extinguishers have current inspection documented		
<input type="checkbox"/> Signs showing locations of first aid stations clearly visible		
<input type="checkbox"/> First aid kits readily accessible		
<input type="checkbox"/> First aid kit contents match inventory sheets		
<input type="checkbox"/> Signs showing locations of emergency eyewash stations clearly visible		
<input type="checkbox"/> Emergency eyewash stations fully accessible		
<input type="checkbox"/> Emergency eyewash stations check for operation		

Note: This checklist does not address all possible workplace hazards. To learn how to identify hazards in your workplace, see <http://www.lni.wa.gov/safety/GettingStarted/HazardsTasks/>

<p>Employee Information Bookcase & Bulletin Board</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sufficient copies of “Accident, Incident & Injury Report forms available <input type="checkbox"/> APP, MSDS file & Safety Committee meeting minutes up to date <input type="checkbox"/> Required L&I posters in separated location <input type="checkbox"/> List of Safety Committee members current 		
<p>Walking, Working Surfaces</p> <ul style="list-style-type: none"> <input type="checkbox"/> Walkway markings through plant in good condition <input type="checkbox"/> Walkways unobstructed; clear of equipment & materials <input type="checkbox"/> Walkways clear on oil, grease, loose material and other slipping hazards <input type="checkbox"/> Stair treads & handrails in good condition <input type="checkbox"/> Walkway & stair illuminating light fixtures at proper levels <input type="checkbox"/> Nothing stored underneath stairs 		

<p>Ladders</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rungs & side rails securely fastened & free from visible damage <input type="checkbox"/> Non-skid feet fully intact and swivel freely <input type="checkbox"/> Ladders in use are used appropriately <ul style="list-style-type: none"> ○ No one standing on top rungs or platform ○ Tools/equipment not left on platform ○ Step ladders not used as straight ladders ○ People climbing ladders have “3-point contact” 		
<p>Machinery, equipment and power tools</p> <ul style="list-style-type: none"> <input type="checkbox"/> All guards in place and fully operational <input type="checkbox"/> Safety placards in place and legible <input type="checkbox"/> Lock-Out/Tag-Out kits in place and complete <input type="checkbox"/> Wiring insulation intact – no cuts or breaks <input type="checkbox"/> Operator’s area free from debris and scrap 		
<p>Vehicles</p> <ul style="list-style-type: none"> <input type="checkbox"/> All lights, horns, signaling devices (including back-up alarms) fully functional. <input type="checkbox"/> Seat belts show evidence of being in use during operation <input type="checkbox"/> Fire extinguisher & first aid kit (on road vehicles) in place <input type="checkbox"/> Tires in good condition; sufficient tread <input type="checkbox"/> ROPS structure on forklifts checked for structural integrity <input type="checkbox"/> Area where forklifts operate checked for damage that would indicate operator error 		

<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> All eye protection worn in plant marked as meeting ANSI Z-87 <input type="checkbox"/> Eye protection has clear vision; no excessive scratches or pits on lenses <input type="checkbox"/> All grinders have face shields available <input type="checkbox"/> All workers in designated areas wear safety footwear <input type="checkbox"/> Hearing protection worn while working with tools/machines listed in Hearing Conservation Plan 		
<p>Sanitation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bathrooms and employee break room are clean and free from litter <input type="checkbox"/> All electrical outlets are GFCI protected <input type="checkbox"/> Sufficient soap and paper towels are available <input type="checkbox"/> Refrigerator has been cleaned out recently; no odor of spoiled food 		

<p>Hazardous Chemicals</p> <p><input type="checkbox"/> All solvents, cleaning supplies, lubricants, etc that have warning labels also have MSDS on file</p> <p><input type="checkbox"/> Ventilation fans tested for proper air movement in areas where solvents are used</p>		
<p><input type="checkbox"/> List checked against previous two months to detect recurrent hazards/conditions</p>		