

# Workplace Inspection Checklist

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

| Item   | Condition | Follow-up needed? |
|--|-----------|-------------------|
| <b>Emergency &amp; First Aid</b>   |           |                   |
| <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/>*

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

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

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

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|---|--|--|
| <p><b>Hazardous Chemicals</b></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>   |  |  |