Command Name	Point of Contact	Phone Number		
Command Name	Tollit of Contact	I none Number		
Building #'s	Safety Specialist	Date of Inspection		
Section A- GENERAL SAFETY		Yes No N/A		
1. Are all work areas clean, sanitary, and ord	derly?	$Y \square N \square N/A \square$		
2. Is there adequate lighting?	9	Y□ N□ N/A□		
<ul><li>3. Is the noise level within an acceptable ran</li><li>4. Is ventilation adequate?</li></ul>	ige?	Y□ N□ N/A□ Y□ N□ N/A□		
5. Are established emergency phone number	rs posted where they can be readily			
found in case of an emergency?	is posted where they can be readily	$Y \square N \square N/A \square$		
6. Are employees trained on emergency pro-	cedures?	Y N N/A		
7. Are fire evacuation procedures/diagrams		Y☐ N☐ N/A☐		
8. Is established facility emergency information		Y		
9. Are adequate first aid supplies available a	and properly maintained?	Y N N/A		
10. Is a copy of the facility fire prevention a		Y□ N □ N/A□		
	signs provided to warn employees of pertinen			
12. Are eyewash station flushed weekly (we		Y N N N/A		
13. Is Personal protective equipment used an		Y N N/A		
14. Are Soda/Vending machines anchored to		Y N N/A		
15. Are space heaters auto tip-over switches	?	Y N N/A		
16. Is smoking areas designated and use?	TIO.	Y N N/A		
18. Is workplace monitoring schedule with I		Y N N/A		
19. Are hand trucks/carts available for moving heavy items?  20. Are safety boards in common areas visible to all employees?  Y N N/A				
21. Are safety boards in common areas visit		Y∐ N ∐ N/A∐ Y∏ N ∏ N/A∏		
22. Are break areas in good condition?	oper posters:	$Y \cap N \cap N/A \cap$		
23. Are rest rooms in good conditions?		Y N N/A		
	ared and do not cross aisles or create trip hazar			
25. Is required safety training current on all		Y N N/A		
<i>y</i>	r vy			
Comments:				

Section B- OFFICE AREAS	Yes No N/A
<ol> <li>Are employees advised of proper lifting techniques?</li> <li>Are workstations configured to prevent common ergonomic problems?</li> <li>Are mechanical aids and equipment, such as; lifting devices, carts, or dollies provided where needed?</li> <li>Are employees surveyed annually on their ergonomic concerns?</li> <li>Are storage &amp; file cabinets arranged so that drawers do not black aisles/hallways?</li> <li>Are drawers on desks and file cabinets open/close smoothly and have safety stops?</li> <li>Are heavy items stored on middle and lower shelves?</li> <li>Is furniture free of sharp, rough or splintered edges?</li> <li>Are chairs safe and serviceable?</li> <li>Are offices arranged NOT to create dead end aisles or obstruction to easy emergency exiting?</li> </ol>	Y
Comments:	
Section C- ENVIRONMENTAL	Yes No N/A
<ol> <li>Are outside areas kept clean with debris removed daily?</li> <li>Are drip pans used for leaking equipment and vehicles (were required)?</li> <li>Are drip pans cleaned regularly (were required)?</li> <li>Is equipment and vehicles washed in designated areas?</li> <li>Is recycling bins/dumpsters for waste/metal available?</li> <li>Is recycling bins/dumpsters for waste/metal COVERED?</li> <li>Are spill kits available (were required)?</li> <li>Are absorbent material properly cleaned up and disposed (were required)?</li> <li>Are materials, batteries, containers and parts properly stored?</li> <li>Are outside drains and covers free from debris?</li> </ol>	Y
Comments:	
Section D- MACHINE GUARDING	Yes No N/A
<ol> <li>Barrier guards on moving machinery parts?</li> <li>Fixed machinery anchored to prevent movement?</li> <li>Lower portion of blades guarded?</li> <li>Belts/pulleys enclosed?</li> <li>Rotating shafts guarded?</li> <li>Anti-restart on woodworking machinery?</li> <li>Shop equipment have lockable disconnect?</li> <li>Lockout/tag-out used for equipment?</li> <li>On/Off switch accessible w/o reaching across point of operation?</li> <li>PPE provided and available for all machines?</li> </ol>	Y
Comments:	

Section E- ELECTRICAL		Yes	No	N/A
<ol> <li>Are all cord and cable connections intact and secure?</li> <li>Are electrical outlets free of overloads?</li> <li>Is fixed wiring used instead of flexible/extension cords?</li> <li>Is the area around electrical panels and breakers free of obstructions?</li> <li>Are high-voltage electrical service rooms kept locked?</li> <li>Are electrical cords routed such that they are free of sharp objects and clearly visible?</li> <li>Are electrical cords in good condition (free of splices, frays, etc.)?</li> <li>Are electrical appliances approved (Underwriters Laboratory, Inc. (UL), etc)?</li> <li>Are electrical appliances plugged directly into wall outlets?</li> <li>Are coffee pots or heat producing appliances away from flammables?</li> <li>Are electrical panel boxes switches labeled for purpose of use?</li> <li>Are electrical outlets or cords adequate for intended load?</li> <li>Are electric fans provided with guards of not over one-half inch, preventing finger ex</li> <li>Are space heaters UL listed and equipped with shutoffs that activate if the heater tips</li> <li>Are space heaters located away from combustibles and properly ventilated?</li> <li>In your electrical rooms are all electrical raceways and enclosures securely fastened in</li> <li>Are clamps or other securing means provided on flexible cords or cables at plugs, rectools, equipment, etc., and is the cord jacket securely held in place?</li> <li>Is sufficient access and working space provided and maintained about all electrical eq to permit ready and safe operations and maintenance? (This space is 3 feet for less the volts, 4 feet for more than 600 volts)</li> <li>Are electrical panels labeled?</li> </ol>	over?  n place?  eptacles,  uipment	Y   Y   Y   Y   Y   Y   Y   Y   Y   Y		N/A
21. Are electrical hand tools grounded or double insulated?		Y 🗌	$N \square$	N/A
<ul> <li>22. Are water fountains grounded properly?</li> <li>23. Are GFCI's in use in wet areas? (bathrooms, near sinks)</li> <li>24. Are GFCI's in good working conditions were required?</li> <li>25. Are covers in place on receptacles, boxes and switches?</li> <li>26. Are electrical cords across walkways protected?</li> <li>27. Is a lockout/tagour program in place were required?</li> <li>28. Is all equipment UL listed?</li> </ul>		Y   Y   Y   Y   Y   Y   Y   Y   Y   Y	N	N/A
Comments:				
Section F- TRAINING	Yes No N/A			
<ol> <li>Is required training current by all employees?</li> <li>Does command have a building monitor?</li> <li>Has the building monitor been to training?</li> <li>Has training been provided for PPE?</li> <li>Is PPE training current?</li> <li>Does this command have special programs?         <ul> <li>(BBP, CPR, LD, WH, Lockout/Tagout, RQE, CBRNE)</li> </ul> </li> <li>Are the programs current?</li> </ol>	Y N N N/A	A		
Comments:				

Section G- FIRE PREVENTION	Yes No N/A
<ol> <li>Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?</li> <li>Are a sufficient number of exits provided?</li> <li>Are exits kept free of obstructions or locking devices which could impede immediate escape?</li> <li>Can emergency exit doors be opened from the direction of exit travel without the use of a key or other significant effort when the building is occupied?</li> <li>Are flammable liquids, such as gasoline, kept in approved safety cans and stored in flammable cabinets?</li> <li>Are portable fire extinguishers distributed properly (less than 75 feet travel distance for combustibles and 50 ft for flammables)?</li> <li>Are employees trained on the use of portable fire extinguishers?</li> <li>Are portable fire extinguishers visually inspected monthly and serviced annually?</li> <li>Are areas around portable fire extinguishers free of obstructions and properly labeled?</li> <li>Is heated-producing equipment used in a well ventilated area?</li> <li>Are fire alarm pull stations clearly marked and unobstructed?</li> <li>Are proper clearances maintained below sprinkler heads (i.e. 18" clear)?</li> </ol>	Y
Comments:	
Comments.	
Section H- HAZARDOUS MATERIAL  1. Are approved lockers in used? 2. Is compatible storage of HAZMAT in place? 3. Are manufacturer's label affixed? 4. Are dispensing containers labeled and numbered? 5. Are MSDS available and accessible? 6. Is MSDS current? 7. Is AUL current? 8. Is hazardous waste properly disposed? 9. Is Training provide (site specific)? 10. Are coffee pots or heat producing appliances away from flammables? 11. Is No Smoking signs posted and observed? 12. Is the hazardous communication plan current?	Yes         No         N/A           Y□         N□         N/A□           Y□         N□         N/A□
Commons.	

Section I- WALKING/WORKING SURFACES	Yes	No	N/A
1. Are aisles and passages free of stored material that may present trip hazards?	Y	N 🗌	N/A
2. Are tile floors in places like kitchens and bathrooms free of water and slippery substances?	Υ	N 🗆	] N/A
3. Are carpet and throw rugs free of tears or trip hazards?	Y	N $\square$	] N/A
4. Are hand rails provided on all fixed stairways?	Y	N $\square$	] N/A
5. Are treads provided with anti-slip surfaces?	Y	N	] N/A
6. Are step ladders provided for reaching overhead storage areas and are materials			
stored safely?	Y	N 🗌	] N/A□
7. Are file drawers kept closed when not in use? Is AUL current?	Y	N	] N/A
8. Are passenger and freight elevators inspected annually and are the inspection certificates available for review on-site?	YΠ	NΠ	N/A
9. Are pits and floor openings covered or otherwise guarded?	ΥΠ	ΝĒ	N/A
10. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground?	- <u>□</u>	N□	] N/A
11. Is furniture free of any unsafe defects?	ΥΠ	ΝĒ	N/A
12. Are heating and air conditioning vents clear of obstructions?	Υ	Ν	N/A
Comments:			