

Section B- OFFICE AREAS

Yes No N/A

- 1. Are employees advised of proper lifting techniques? Y N N/A
- 2. Are workstations configured to prevent common ergonomic problems? Y N N/A
- 3. Are mechanical aids and equipment, such as; lifting devices, carts, or dollies provided where needed? Y N N/A
- 4. Are employees surveyed annually on their ergonomic concerns? Y N N/A
- 5. Are storage & file cabinets arranged so that drawers do not block aisles/hallways? Y N N/A
- 6. Are drawers on desks and file cabinets open/close smoothly and have safety stops? Y N N/A
- 7. Are heavy items stored on middle and lower shelves? Y N N/A
- 8. Is furniture free of sharp, rough or splintered edges? Y N N/A
- 9. Are chairs safe and serviceable? Y N N/A
- 10. Are offices arranged NOT to create dead end aisles or obstruction to easy emergency exiting? Y N N/A

Comments:

Section C- ENVIRONMENTAL

Yes No N/A

- 1. Are outside areas kept clean with debris removed daily? Y N N/A
- 2. Are drip pans used for leaking equipment and vehicles (were required)? Y N N/A
- 3. Are drip pans cleaned regularly (were required)? Y N N/A
- 4. Is equipment and vehicles washed in designated areas? Y N N/A
- 5. Is recycling bins/dumpsters for waste/metal available? Y N N/A
- 6. Is recycling bins/dumpsters for waste/metal COVERED? Y N N/A
- 7. Are spill kits available (were required)? Y N N/A
- 8. Are absorbent material properly cleaned up and disposed (were required)? Y N N/A
- 9. Are materials, batteries, containers and parts properly stored? Y N N/A
- 10. Are outside drains and covers free from debris? Y N N/A

Comments:

Section D- MACHINE GUARDING

Yes No N/A

- 1. Barrier guards on moving machinery parts? Y N N/A
- 2. Fixed machinery anchored to prevent movement? Y N N/A
- 3. Lower portion of blades guarded? Y N N/A
- 4. Belts/pulleys enclosed? Y N N/A
- 5. Rotating shafts guarded? Y N N/A
- 6. Anti-restart on woodworking machinery? Y N N/A
- 7. Shop equipment have lockable disconnect? Y N N/A
- 8. Lockout/tag-out used for equipment? Y N N/A
- 9. On/Off switch accessible w/o reaching across point of operation? Y N N/A
- 10. PPE provided and available for all machines? Y N N/A

Comments:

Section E- ELECTRICAL

- | | Yes | No | N/A |
|---|----------------------------|----------------------------|------------------------------|
| 1. Are all cord and cable connections intact and secure? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 2. Are electrical outlets free of overloads? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 3. Is fixed wiring used instead of flexible/extension cords? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 4. Is the area around electrical panels and breakers free of obstructions? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 5. Are high-voltage electrical service rooms kept locked? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 6. Are electrical cords routed such that they are free of sharp objects and clearly visible? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 7. Are electrical cords in good condition (free of splices, frays, etc.)? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 8. Are electrical appliances approved (Underwriters Laboratory, Inc. (UL), etc.)? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 9. Are electrical appliances plugged directly into wall outlets? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 10. Are coffee pots or heat producing appliances away from flammables? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 11. Are electrical panel boxes switches labeled for purpose of use? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 12. Are electrical outlets or cords adequate for intended load? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 13. Are electric fans provided with guards of not over one-half inch, preventing finger exposures? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 14. Are space heaters UL listed and equipped with shutoffs that activate if the heater tips over? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 15. Are space heaters located away from combustibles and properly ventilated? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 16. In your electrical rooms are all electrical raceways and enclosures securely fastened in place? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 17. Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 18. Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance? (This space is 3 feet for less than 600 volts, 4 feet for more than 600 volts) | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 19. Are any open slots in circuit breaker panels? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 20. Are electrical panels labeled? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 21. Are electrical hand tools grounded or double insulated? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 22. Are water fountains grounded properly? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 23. Are GFCI's in use in wet areas? (bathrooms, near sinks) | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 24. Are GFCI's in good working conditions were required? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 25. Are covers in place on receptacles, boxes and switches? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 26. Are electrical cords across walkways protected? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 27. Is a lockout/tagour program in place were required? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 28. Is all equipment UL listed? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |

Comments:

Section F- TRAINING

- | | Yes | No | N/A |
|---|----------------------------|----------------------------|------------------------------|
| 1. Is required training current by all employees? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 2. Does command have a building monitor? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 3. Has the building monitor been to training? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 4. Has training been provided for PPE? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 5. Is PPE training current? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 6. Does this command have special programs?
(BBP, CPR, LD, WH, Lockout/Tagout, RQE, CBRNE) | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |
| 7. Are the programs current? | Y <input type="checkbox"/> | N <input type="checkbox"/> | N/A <input type="checkbox"/> |

Comments:

Section G- FIRE PREVENTION

Yes No N/A

- 1. 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.?
Y N N/A
- 2. Are a sufficient number of exits provided?
Y N N/A
- 3. Are exits kept free of obstructions or locking devices which could impede immediate escape?
Y N N/A
- 4. 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?
Y N N/A
- 5. Are flammable liquids, such as gasoline, kept in approved safety cans and stored in flammable cabinets?
Y N N/A
- 6. Are portable fire extinguishers distributed properly (less than 75 feet travel distance for combustibles and 50 ft for flammables)?
Y N N/A
- 7. Are employees trained on the use of portable fire extinguishers?
Y N N/A
- 8. Are portable fire extinguishers visually inspected monthly and serviced annually?
Y N N/A
- 9. Are areas around portable fire extinguishers free of obstructions and properly labeled?
Y N N/A
- 10. Is heated-producing equipment used in a well ventilated area?
Y N N/A
- 11. Are fire alarm pull stations clearly marked and unobstructed?
Y N N/A
- 12. Are proper clearances maintained below sprinkler heads (i.e. 18" clear)?
Y N N/A

Comments:

Section H- HAZARDOUS MATERIAL

Yes No N/A

- 1. Are approved lockers in used?
Y N N/A
- 2. Is compatible storage of HAZMAT in place?
Y N N/A
- 3. Are manufacturer's label affixed?
Y N N/A
- 4. Are dispensing containers labeled and numbered?
Y N N/A
- 5. Are MSDS available and accessible?
Y N N/A
- 6. Is MSDS current?
Y N N/A
- 7. Is AUL current?
Y N N/A
- 8. Is hazardous waste properly disposed?
Y N N/A
- 9. Is Training provide (site specific)?
Y N N/A
- 10. Are coffee pots or heat producing appliances away from flammables?
Y N N/A
- 11. Is No Smoking signs posted and observed?
Y N N/A
- 12. Is the hazardous communication plan current?
Y N N/A

Comments:

