

Environmental Health and Safety Workplace/Facility Safety Self-Inspection Checklist

Instructions

This checklist is designed for units to conduct periodic safety inspections of their areas. To maintain safety standards, it is recommended that self-inspections be completed monthly. Using this checklist will guide you in identifying the most common code violations that will need to be corrected.

Dept/Unit: _____ Location Inspected: _____

Inspected by: _____ Date: _____

	OK	ACTION NEEDED	NOT APPLICABLE
1. HOUSEKEEPING / STORAGE			
A. Workspace is generally clean and orderly	_____	_____	_____
B. Walking surfaces inside and outside in good condition, free of cords and other tripping hazards	_____	_____	_____
C. Exit paths and corridors are free of storage or obstructions	_____	_____	_____
D. Emergency equipment (e.g., fire extinguishers, eyewash /shower stations, alarm pulls, etc.) are not blocked nor is access obstructed	_____	_____	_____
E. Shelving over 4 feet tall is secured and not overloaded (NO block and plank shelving of any height!)	_____	_____	_____
F. Materials are stored and secured to prevent falling or collapse	_____	_____	_____
G. No items are stored within 18 inches of fire sprinkler heads	_____	_____	_____
H. Break rooms and rest rooms are clean and sanitary	_____	_____	_____
2. ELECTRICAL			
A. Electrical cords and plugs are in good condition	_____	_____	_____
B. Extension cords are not being used on a permanent basis, are UL listed, of adequate gauge, and are not attached to walls, run through doorways, ceiling spaces or under carpeting	_____	_____	_____
C. Power taps are circuit-protected and plugged directly into outlets (i.e., not "daisy-chained" together)	_____	_____	_____
D. There are no multi-plug adapters being used	_____	_____	_____
E. Ground fault circuit interrupter protection is provided for electrical receptacles within 6 feet of a water source, for exterior outlets, or for damp locations where electrical tools/equipment are used	_____	_____	_____
F. Electrical equipment is properly grounded	_____	_____	_____

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G. Electrical panels are not blocked (36" clear space)	_____	_____	_____
H. All outlets, switches, junction boxes, have cover plates	_____	_____	_____
3. FIRE PREVENTION / FIRE PROTECTION			
A. Fire doors are not blocked open or obstructed and latch automatically when released	_____	_____	_____
B. Fire extinguishers are available and inspected monthly	_____	_____	_____
C. Heat-producing appliances unplugged when not in use; located on non-combustible surface	_____	_____	_____
D. Portable heaters shut-off automatically when tipped over	_____	_____	_____
E. Flammable liquids are stored in approved cabinets	_____	_____	_____
F. There is no storage under open stairs or in electrical/mechanical spaces	_____	_____	_____
G. Emergency phone numbers are posted near phone	_____	_____	_____
H. Portable containers being used to store flammable liquids are metal; (no larger than 5 gallons; 5 gal. must be a U.L. listed safety can)	_____	_____	_____
I. "No Smoking" signs are posted and policy is enforced	_____	_____	_____
4. CHEMICALS			
A. SDS sheets are available/accessible to workers	_____	_____	_____
B. Chemical containers are properly labeled	_____	_____	_____
C. Chemical containers are stored on shelves with lips and below eye level	_____	_____	_____
D. Fume hoods are not used for storage of chemicals	_____	_____	_____
E. Chemicals are stored by compatibility, not alphabetically	_____	_____	_____
F. Expiration dates on chemical containers have not been exceeded	_____	_____	_____
G. There is no food being stored or consumed in areas where chemicals are used or dispensed	_____	_____	_____
H. Appropriate spill kits are on-hand and adequately maintained	_____	_____	_____
I. Compressed gas cylinders are securely stored at all times	_____	_____	_____
5. FIRST AID / LIFE SAFETY			
A. First aid kits are available and properly maintained	_____	_____	_____
B. Personnel are trained in first aid/CPR/AED as appropriate	_____	_____	_____
C. Exits and emergency routes are properly marked and illuminated	_____	_____	_____
D. Exterior walkways are in good condition and adequately illuminated	_____	_____	_____

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E. Handicapped entrances and exits are identified and unobstructed	_____	_____	_____
F. Periodic evacuation drills have been conducted (optional)	_____	_____	_____
G. Glazing subject to human impact is approved safety glass	_____	_____	_____
6. EQUIPMENT			
A. Machine guards are in place	_____	_____	_____
B. Flashback protection is installed on oxyfuel hoses	_____	_____	_____
C. Equipment is being properly arranged, used, maintained and inspected	_____	_____	_____
D. Only Type 1A, 1, or 2 ladders are available as needed (Type 3 not allowed)	_____	_____	_____
E. Personal Protective Equipment (e.g., respirators, safety eyewear, hearing protection, lockout/tagout devices, etc.) is being used and properly maintained	_____	_____	_____
F. Hand trucks, carts and other equipment is available as needed	_____	_____	_____
7. SECURITY			
A. Restricted areas are kept locked when unoccupied	_____	_____	_____

