

General safety inspection checklist

Site: _____ Date: _____ Inspected by: _____

	YES	NO	N/A	COMMENTS/ACTIONS
GENERAL				
1. Job safety and health poster, and communications and emergency numbers posted				
2. Records of recent inspections and safety meetings available				
3. Adequate provisions for first aid and/or medical attention				
HOUSEKEEPING AND FACILITIES				
1. Are stairways, aisles and access ways kept clear				
2. Are trash containers provided and emptied on a regular basis				
3. Are materials stored properly				
4. Are spills cleaned up immediately				
5. Are walkways to the facility clear of ice and snow and illuminated				
6. Are the gutters/downspouts adequate to draw water/ice away from walkways				
7. Are open-sided edges longer than 4 feet protected by guardrails or covers				
PERSONAL PROTECTIVE EQUIPMENT				
1. Eye protection is being used and adequate				
2. Head protection is utilized as needed				
3. Respirators are used when needed and stored correctly at other times				
4. Gloves are being used when needed				
5. Proper clothing is being worn, including foot protection				
6. Hearing protection is available and used				
7. All PPE kept in sanitary and reliable condition				
HAZARD COMMUNICATION				
1. Does the facility have a written hazard communication program				
2. Does the facility have a complete list of SDSs available				
3. Are chemicals properly labeled				
4. Have employees received hazard communication training				
HAND AND POWER TOOLS				
1. Are proper tools being used for the job				
2. Are tools being maintained in a safe condition				
3. Are mechanical guards in place				
4. Is proper training provided for users of the tool(s)				
ELECTRICAL				
1. Are electrical panels/circuits labeled and free of storage in front of panels				
2. Are electrical extension cords in good repair, grounded and not used as permanent wiring				
3. Are energized electrical parts protected from contact with other hazards				
4. Are outdoor receptacles GFCI protected and are receptacles within 6 feet of water GFCI protected				
MATERIAL HANDLING				
1. Have all chains and/or slings been inspected for defects and labeled or taken out of service if inadequate				
2. Have all forklifts been inspected before use				
FIRE PROTECTION				
1. Are flammable/combustible liquids stored in approved storage cabinets				
2. Have the facility sprinkler/ fire alarm systems been inspected within the past 12 months				
3. Do sprinklers have 18 inches of vertical clearance from stored materials				
4. Are building evacuation maps posted				
5. Are fire extinguishers and emergency lighting fixtures properly placed				
6. Is access to fire hydrants and extinguishers unobstructed				
7. Are doors/ passages unobstructed				

Other comments or recommendations: _____

Please review and customize this sample document to reflect your organization's expectations. This is to be used as a supplement to and not in lieu of OSHA safety regulations and policies. Pinnacol Assurance assumes no responsibility for management or control of customer safety activities.