 **General Work Areas Inspection Checklist**

|  |  |
| --- | --- |
| District:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Frequency: 🞏 Quarterly 🞏 Annual 🞏 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **All No answers need corrective actions identified and completed** |
| Hazard | Yes | No  | NA | Target Date for Completion | Date Completed |  Corrective Action Needed |
| 1 | Are fire extinguishers inspected regularly and areas kept clear at all times? |  |  |  |  |  |  |
| 2 | Are means of egress kept unblocked, well lighted, and unlocked during working hours? |  |  |  |  |  |  |
| 3 | Are combustibles kept free from heat sources and electrical panels? |  |  |  |  |  |  |
| 4 | Are electric cords and phone cables secured to prevent tripping hazards? |  |  |  |  |  |  |
| 5 | Are Aisles and hallways kept clear of tripping hazards at all times? Are temporary obstructs clearly identified and barricaded? |  |  |  |  |  |  |
| 6 | Is electrical machinery in good condition and properly grounded? |  |  |  |  |  |  |
| 7 | Are floor mats and carpets kept secure and flat to prevent tripping? |  |  |  |  |  |  |
| 8 | Are stairways equipped with non-slip treads and handrails? |  |  |  |  |  |  |
| 9 | Are all employees trained on emergency procedures and evacuation? |  |  |  |  |  |  |
| 10 | Hot plates, coffee makers, portable heaters, etc. are properly wired and turned off when not in use. |  |  |  |  |  |  |
| 11 | Are all spilled materials or liquids cleaned up immediately? |  |  |  |  |  |  |
| 12 | Are all toilets and washing facilities clean and sanitary? |  |  |  |  |  |  |



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hazard | Yes | No | NA | Target Date for Completion | Date Completed | Action Needed |
| 13 | Are first aid kits and AEDs inspected regularly? |  |  |  |  |  |  |
| 14 | 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", and the like? |  |  |  |  |  |  |
| 15 | Is the HVAC system inspected at least annually and problems corrected? |  |  |  |  |  |  |
| 16 | Employees given proper instruction on use of equipment and tools? |  |  |  |  |  |  |
| 17 | Exits are adequately marked and kept clear? |  |  |  |  |  |  |
| 18 | Storage and equipment rooms are clean and orderly? |  |  |  |  |  |  |
| Person conducting Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| c: (List the appropriate positions copies are to be distributed to such as: Safety Committee, General Manager, Safety Manager) |