**Walkways, Stairs, and Exits Inspection Checklist**

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| 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 aisles and passageways kept clear? |  |  |  |  |  |  |
| 2 | Are aisles and walkways marked as appropriate? |  |  |  |  |  |  |
| 3 | Are wet surfaces covered with non-slip materials? |  |  |  |  |  |  |
| 4 | Are holes in the floor, sidewalk, or other walking surface repaired properly, covered, or otherwise made safe? |  |  |  |  |  |  |
| 5 | Is there safe clearance for walking in aisles where motorized or mechanical handling equipment is operating? |  |  |  |  |  |  |
| 6 | Are spilled materials cleaned up immediately? |  |  |  |  |  |  |
| 7 | Are materials or equipment stored in such a way that sharp projectiles will not interfere with the walkway? |  |  |  |  |  |  |
| 8 | Are aisles or walkways that pass near moving or operating machinery, welding operations, or similar operations arranged so employees will not be subjected to potential hazards? |  |  |  |  |  |  |
| 9 | Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground? |  |  |  |  |  |  |
| 10 | Are bridges provided over hazards? |  |  |  |  |  |  |
| 11 | Are standard stair rails or handrails on all stairways having four or more risers? |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard | | Yes | No | NA | Target Date for Completion | Date Completed | Action Needed |
| 13 | Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction? |  |  |  |  |  |  |
| 14 | Are grates or similar type covers over floor openings such as floor drains, of such design that foot traffic or rolling equipment will not be affected by the grate spacing? |  |  |  |  |  |  |
| 14 | Are floor openings guarded by a cover, guardrail, or equivalent on all sides (except at entrance to stairways or ladders)? |  |  |  |  |  |  |
| 15 | Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails? |  |  |  |  |  |  |
| 16 | Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 7-1/2 inches? |  |  |  |  |  |  |
| 17 | Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? |  |  |  |  |  |  |
| 18 | Are the directions to exits, when not immediately apparent, marked with visible signs? |  |  |  |  |  |  |
| 19 | Are all exits kept free of obstructions? |  |  |  |  |  |  |
| 20 | Are there sufficient exits to permit prompt escape in case of emergency? |  |  |  |  |  |  |
| 21 | Are exit doors openable from the direction of exit travel without the use of a key or any special knowledge or effort? |  |  |  |  |  |  |
| 22 | Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic? |  |  |  |  |  |  |
| Person conducting Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| (List the appropriate positions copies are to be distributed to such as: Safety Committee, General Manager, Safety Manager.) | | | | | | | |