

Employee Safety Inspection Checklist



DEPT:

DATE:

TEAM LEAD:

Should be able to answer yes (where applicable) to the following:

Topic	YES	NO	N/A	Notes
WALKING/WORKING SURFACES:				
Floors clean and dry				
No Protruding storage/clutter				
No trip hazards (elec. cords, debris)				
Rags/trash disposed of daily				
Furniture safe & in good condition				
Stairs safe (secure rails, treads)				
Safe Ladders (safety feet, inspected, tight rungs).				
ELECTRICAL:				
All disconnects/breakers are labeled				
36" access clearance around circuit breaker panels				
No exposed live parts				
Ground pins on plugs				
Extension cords inspected, no damage.				
No extension cords used in place of fixed wiring				
GFCI's in use in wet areas (bathrooms, near sinks)				
Inspection program for power tools				
Covers in place on receptacles, boxes, switches				
Electrical hand tools grounded or double insulated				
Electrical cords across walkways protected				
Equipment UL listed				
Lockout/Tagout program in place where required				
MACHINE GUARDING:				
Barrier guards on moving machinery parts				
Point-of-operation & pinch points guarded				
Fan blades guarded (< 1/2" opening)				
Fixed machinery anchored to prevent movement				
Lower portion of blades guarded				
Belts/pulleys enclosed				
Rotating shafts guarded				
Bench grinders (1/8" toolrest, 1/4" tongue guard)				
Band saw blades guarded above guide rollers				
Radial Arm Saw- blade guard, head auto return, doesn't extend past end of table				
Safety zones around shop equipment				
Abrasive wheels given "ring-test"				
Shop equipment have lockable disconnect				
Lockout/Tag-out used for equipment				
On/Off switch accessible w/o reaching across				

Employee Safety Inspection Checklist



Topic	YES	NO	N/A	Notes
Point of Operation				
HAZARDOUS MATERIAL:				
Compatible storage of HAZMAT				
Manufacturer's label affixed				
Dispensing containers labeled				
HMIS labels used on non-manufacturer containers				
Labels & Signs in good condition and readable?				
MSDS available & accessible				
Hazardous Waste properly disposed of (ink room)				
Only 1-day supply of flammable material outside locker.				
All items purchased on Authorized Use List				
Ventilation equipment available and used when required				
Dispensing containers bonded to prevent static electric discharge				
GENERAL SAFETY:				
Personal protective equipment used & stored properly				
Required safety literature posted on Bulletin Boards (Lunch Room)				
Inspection performed of weight handling equipment				
Good personal hygiene practices maintained				
Unstable shelving secured to prevent tipping over				
Employees practice safe lifting procedures				
Hand trucks/carts available for moving heavy items				
Safety Short discussions being held monthly				
Other:				

Comments/Notes: