

MONTHLY SAFETY INSPECTION CHECKLIST

DEPT: _____ SHOP: _____ SUPERVISOR _____

INSPECTOR: _____ DATE: _____

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

A. WORK CENTER PROGRAM REVIEW:	YES	NO	COMMENTS
1. Is the unit's work center safety representative appointed in writing and attend monthly meetings.....	[]	[]	_____
2. Has the safety representative(s) received training and guidance from the Installation Safety Office.....	[]	[]	_____
3. Has the Industrial Hygienist conducted a baseline and periodic survey of this Facility (may be Unit-Wide).	[]	[]	_____
4. Does the work center supervisor ensure work center safety inspections are conducted.....	[]	[]	_____
5. Does the work center supervisor give new joins a brief on the hazards of the work center/document this.	[]	[]	_____
6. If HAZMAT used/stored, does the work center supervisor ensure all personnel are trained on all SAFETY DATA SHEETS prior to starting work.....	[]	[]	_____
7. If PPE required in work center, does the work center supervisor ensure PPE inspection is conducted and documented monthly.....	[]	[]	_____
8. Req'd safety literature posted on Bulletin Boards...	[]	[]	_____
9. Are personnel receiving annual audiogram and safety rep notified if employee has permanent threshold shift.	[]	[]	_____
10. Have all personnel received training regarding procedures in identifying/reporting Unsafe/Unhealthful working conditions and is it documented.....	[]	[]	_____

B. GENERAL SAFETY:			
1. Are all work areas clean, sanitary and orderly.....	[]	[]	_____
2. Are walkways free of congestion/clutter and electrical cords that present trip/fall hazards.....	[]	[]	_____
3. Are all toilets/showers clean and sanitary.....	[]	[]	_____
4. Are eating/food prep areas kept clean, sanitary and free of HAZMAT storage.....	[]	[]	_____
5. Chairs/furniture safe & in good condition.....	[]	[]	_____
6. Are all vending machines firmly anchored to the floor or wall and labeled with a safety warning.....	[]	[]	_____
7. Space heaters have auto tip-over switch.....	[]	[]	_____
8. Smoking in designated areas only (50ft from bldgs).	[]	[]	_____
9. Unstable shelving secured to prevent tipping over...	[]	[]	_____
10. Employees practice safe lifting procedures	[]	[]	_____
11. Hand trucks/carts available for moving heavy items.	[]	[]	_____
12. Is 1 st Aid kit available and supplies not expired..	[]	[]	_____

C. FIRE & LIFE SAFETY:			
1. Are escape and evacuation plans and Fire Bill posted.	[]	[]	_____
2. Evacuation plan is clear from viewer's standpoint and all employees have been trained on plan.....	[]	[]	_____
3. Fire extinguishers clearly marked, easily accessible and mounted to the wall.....	[]	[]	_____
4. Fire extinguishers visually inspected/documentated on tag monthly.....	[]	[]	_____
5. Are fire exit doors easily accessible, unobstructed, well-marked, and in good working order.....	[]	[]	_____
6. Are means of egress continuously maintained (28" wide) free of obstructions/impediments in case of emergency.	[]	[]	_____
7. Exit signs illuminated & and battery tested monthly.	[]	[]	_____
8. Fire alarm locations marked & easily accessible.....	[]	[]	_____
9. Ceiling tiles are not missing or damaged.....	[]	[]	_____
10. Building is #'d for emergency response purposes.....	[]	[]	_____

D. STAIRS/ELEVATED PLATFORMS:	YES	NO	COMMENTS
1. Stairs with 4 or more risers have handrails.....	[]	[]	_____
2. All stairs have slip-resistant surface.....	[]	[]	_____
3. Floor openings and holes protected to prevent falls.	[]	[]	_____
4. Elevated open-sided floors 4 ft or more above adjacent level guarded by railing on all open sides.....	[]	[]	_____

E. ELECTRICAL:

- 1.All receptacles, boxes, switches have covers that are serviceable and tightly fitting (no wires exposed). [] [] _____
- 2.GFCIs in use in wet areas (bathrooms, near sinks, water fountains, outdoors)..... [] [] _____
- 3.All breakers are labeled..... [] [] _____
- 4.36" access clearance around circuit breaker panels. [] [] _____
- 5.No open slots in circuit breakers panels..... [] [] _____
- 6.Lights less than seven feet above the normal working surface have suitable guards..... [] [] _____
- 7.All electrical cords inspected for damage/fray.... [] [] _____
- 8.No extension cords used in place of fixed wiring or surge protectors plugged in series(daisy chained).... [] [] _____
- 9.Kitchen appliances plugged directly into wall, not into surge protector..... [] [] _____
- 10.Surge protectors used only for computers and audio/visual equipment..... [] [] _____
- 11.Electrical cords across walkways protected..... [] [] _____
- 12.Flexible cords not run through holes in walls, floors ceilings, doorways, windows or similar openings..... [] [] _____

F. FLAMMABLE/HAZARDOUS MATERIAL:

- 1.All HAZMAT on work center's Authorized Use List(AUL). [] [] _____
- 2.All HAZMAT stored in approved flammable lockers..... [] [] _____
- 3.Max. storage: Flam. 60 gal., combustible 120 gal... [] [] _____
- 4.Compatible storage of HAZMAT..... [] [] _____
- 5.Hazardous Waste properly disposed..... [] [] _____
- 6.Only 7-day supply of flam. material outside locker.. [] [] _____
- 7.Compressed gas cylinders secured/capped..... [] [] _____
- 8.If corrosive material used/stored, eyewash station is accessible and checked/flushed weekly and documented.. [] [] _____

G. HAZARDOUS COMMUNICATIONS:

- 1.Current AUL and Safety Data Sheets (SDS) available for all HAZMAT on the premises..... [] [] _____
- 2.All SDS in binder, readily available to employees and all personnel trained in purpose/use of SDS..... [] [] _____
- 3.No smoking signs posted at HAZMAT storage & observed. [] [] _____
- 4.All containers labeled with contents, hazards, organs affected, PPE req'd for use (no unmarked spray bottles).[] [] _____

SUPERVISOR ENDORSEMENT: I have reviewed this inspection and discussed abatement procedures with the work center safety representative.

Sign & Date